

EASLEY

Transportation

EMPLOYEE HANDBOOK

ISSUED ON APRIL 15, 2008

NEW POLICIES EFFECTIVE
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1.0 CEO's WELCOME

Welcome to our team! We hope that your employment with Easley Transportation will be rewarding, challenging, and of mutual benefit to you and the company. We take pride in the way we serve our customers, employees, and vendors.

Please take the time to read this employee handbook carefully. It is an important communication, management and legal document. It will likely help answer many questions you might have during your employment with us. Please date and sign the acknowledgment at the end to show that you have read, understood and agree to the contents of this handbook. This handbook provides most of the terms and conditions of your employment. Specific provisions contained in an individual employment agreement control over the general provisions of the handbook. This handbook supersedes any previously issued handbooks or inconsistent policy statements.

Throughout the handbook, we will refer to Easley Transportation as "Easley" and/or the "Company".

Please understand that no employee handbook can address every situation in the workplace. If you ever have questions about the terms or conditions of your employment, you are encouraged to ask them. If you have any difficulty reading or understanding any of the provisions of this manual, please contact your supervisor. We will gladly make assistance available so you understand the policies and what is expected of you. If you do not request assistance, we will assume that you fully understand the handbook. Likewise, if you have any suggestions related to company policies or procedures, please let us know.

All the best,

Kevin Wilkins
CEO
Easley Transportation

2.0 INTRODUCTORY LANGUAGE AND POLICIES

2.1 MISSION STATEMENT/CORE VALUES

Easley Transportation creates transportation solutions by placing the right people in the right place to ensure that customer's time critical shipments arrive at the right time. We define our core values as:

1. **Responsibility:** Taking ownership for our actions and the way we treat others
2. **Integrity:** Maintaining moral and ethical standards that exceed the expectations of our customers, employees, and vendors
3. **Intensity:** Being passionate and driven about problem solving and serving others
4. **Safety:** Embracing a mindset of safety awareness in all that we do
5. **Excellence:** Being committed to providing the highest quality transportation solutions

2.2 ETHICS CODE

Easley will conduct its business honestly and ethically wherever we operate. We will constantly improve the quality of our services and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust and sound business judgment. No illegal or unethical conduct on the part of officers, managers, employees or affiliates is in the company's best interest.

Employees of the company must never permit their personal interests to conflict, or even appear to conflict, with the interests of the company, its customers or affiliates. Employees must be particularly careful to avoid representing Easley in any transaction with others with whom there is any outside business affiliation or relationship. Employees shall avoid using their company contacts to advance their private business or personal interests at the expense of the company, its customers or affiliates.

No bribes, kickbacks or other similar remuneration or consideration shall be given to any person or organization in order to attract or influence business activity. Employees shall avoid gifts, gratuities, fees, bonuses or excessive entertainment, in order to attract or influence business activity.

Proprietary, confidential and sensitive business information about our company, other companies, individuals and entities must be treated with sensitivity and discretion, and only be disseminated on a need-to-know basis.

Employees will seek to report all information accurately and honestly, and as otherwise required by applicable reporting requirements.

Employees will obey all applicable Equal Employment Opportunity laws and act with respect and responsibility towards others in all of their dealings.

Employees agree to promptly disclose unethical, dishonest, fraudulent and illegal behavior, or any violation of company policies and procedures, directly to management.

Violation of the Code of Ethics can result in discipline, including possible termination. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

If you ever have any doubt about whether your conduct or that of another meets the company's ethical standards or compromises the company's reputation, please discuss it with your supervisor or Human Resources.

2.3 HOW TO BE AN EXCELLENT EMPLOYEE

- Follow the Golden Rule! Act with respect and responsibility towards those around you.
- Don't be afraid to admit mistakes. It is better to admit you made a mistake, learn why you made the mistake, and then make sure you don't do it again.
- Don't be afraid to say, "I don't know." It is better to confess confusion and learn the right way of doing things than to pass on or rely on false information that may be damaging to you and the company.
- Don't talk behind someone's back. We expect your loyalty and best efforts. You should expect ours in return. If there is something you dislike, let us know what is bothering you and we will try to work it out.
- Don't just punch the clock. If you run out of things to do during the workday, find out if there is anything else you can do to help bring value to the company, and our customers.
- Dress correctly. Wear clothes that will make other people feel comfortable and that reflects your professionalism.
- Don't harass, discriminate, use profanity, or tell off-color jokes.
- Be honest and trustworthy. Follow the Code of Ethics provided in the Employee Handbook.
- Think! Be creative and innovative. The company is willing to listen to any suggestions or ideas you have which will increase the quality and value of our services.

2.4 REVISIONS TO MANUAL

This employee handbook is our attempt to keep you informed of the terms and conditions of your employment, including company policies and procedures. The handbook is not a contract. However, your compliance with it is a condition of your employment. The company reserves the right to revise, add, or delete from this handbook, as well as the terms or conditions of your employment to the extent allowable by law. Written changes to the handbook will be distributed to all employees or posted on the bulletin board. No oral statements or representations can change the provisions of this handbook. If you believe any provisions of the handbook conflict with your understanding of the terms or conditions of your employment, then you should immediately speak to your supervisor for clarification.

2.5 AT-WILL EMPLOYMENT

Your employment with the company is "at-will." This means that your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to terminate your employment at any time, with or without notice and with or without cause. As you can see, "at-will" employment is a two-way street. Nothing in the employee handbook or any other company document should be understood as creating guaranteed or continued employment, a right to termination only "for cause", or of any other guarantee of continued benefits. Only the CEO has the authority to make promises with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the CEO.

2.6 CHOICE OF LAW AND FORUM

This employee handbook shall be interpreted and construed in accordance with the laws of the State of TN. Any claims of any nature, in any forum, which shall be brought against Easley related to terms or conditions of employment shall be brought at American Arbitration Association offices located within the County of Shelby, State of TN. Employee also consents to jurisdiction and venue for any claims by Easley related to the terms or conditions of employment at the American Arbitration Association offices located within the County of Shelby, State of TN.

3.0 HIRING AND ORIENTATION POLICIES

3.1 EEO STATEMENT AND NON-HARASSMENT POLICY

3.1.1 EQUAL OPPORTUNITY STATEMENT

Our company is committed to the principles of Equal Employment Opportunity and to making employment decisions based on merit and value. We are committed to complying with all Federal, State, and local laws providing Equal Employment Opportunities, as well as all laws related to terms and conditions of employment. We desire to keep a work environment which is free of harassment or discrimination because of sex, race, religion, color, national origin, physical or mental disability, marital status, age, sexual orientation or any other status protected by Federal, State or local laws. We will make every reasonable effort to accommodate those physical or mental limitations of an otherwise qualified employee, unless undue hardship would result for the company.

Just as the company bears a responsibility towards this policy, each employee must clearly communicate their disinterest in, or offense taken to, any perceived verbal or physical discrimination or harassment. We are all responsible for upholding this Equal Employment Opportunity policy and commitment. Equal Employment Opportunity laws afford each one of us the chance to succeed or fail based on individual merit.

3.1.2 Non-Harassment

Sexual, racial, ethnic and other forms of harassment of, or by, employees, vendors, visitors, and customers are forbidden by law and will not be tolerated.

3.1.3 Harassment may include, but is not limited to:

- Offensive or derogatory jokes, comments, slurs, kidding or teasing;
- Threatening, intimidating, or unwelcome touching or other actions;
- Written or graphic material, including pictures, cartoons or posters, which are offensive, pornographic or denigrating.

Prohibited sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

It is not possible to identify each and every act that constitutes or may constitute sexual harassment. However, examples of sexual harassment are provided below: (a) unwelcome requests for sexual favors; (b) lewd or derogatory comments or jokes; (c) comments regarding sexual behavior or the body of another employee; (d) sexual innuendo and other vocal activity

such as catcalls or whistles; (e) obscene letters, notes, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature; (f) continuing to express sexual interest after being informed that interest is unwelcome; (g) retaliating against an employee for refusing a sexual advance or reporting an incident of possible sexual harassment to Easley or any government agency; (h) offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; (i) any unwanted physical touching or assaults, or blocking or impeding movements.

WE WILL NOT TOLERATE ANY FORM OF DISCRIMINATION OR HARASSMENT! Any employee who feels that he or she has witnessed, or been subject to, any form of discrimination or harassment **must immediately** notify their supervisor, Human Resources or other manager at the company. We will promptly and thoroughly investigate any claim and take appropriate action. We will impose appropriate sanctions against any person found to be in violation of this policy. These sanctions may include, but are not limited to reprimand, suspension, demotion, transfer and discharge.

Easley prohibits retaliation against any employee who brings forth any complaint or assists in the investigation of any complaint.

Any employee who believes he or she has been subject to unlawful discrimination, harassment or retaliation may also raise his or her concerns to the Equal Employment Opportunity Commission and/or the TN Human Rights Commission. The address and telephone number for these offices is:

Equal Employment Opportunity Commission
1801 L Street, N.W.
Washington, DC 20507
(202)663-4263
(800)USA-EEOC toll free

TN Human Rights Commission
530 Church Street Suite 305
Cornerstone Square Building
Nashville TN 37243-0745
(615)741-5825

3.2 DISABILITY ACCOMMODATION

In accordance with the Americans with Disabilities Act and related state laws and regulations, it is the Company's policy to select and retain the best-qualified applicant for each available job. An applicant's or employee's disability will not remove the applicant from consideration or the current employee from his/her job if the applicant or employee is otherwise qualified and is able to perform the essential functions of the job with or without reasonable accommodation.

Qualified applicants or employees who inform the company that they have a physical or mental disability, which is protected by the Americans with Disabilities Act or state law, will be given reasonable accommodation unless such accommodation will result in undue hardship. A reasonable accommodation is defined as any modification or adjustment to a job, employment practice or the work environment, which will make it possible for an individual with a disability to enjoy an equal employment opportunity.

In addition, the company will ensure that the application process reasonably accommodates applicants who may have a protected disability.

3.2.1 Procedure for Reasonable Accommodation Requests:

- Employee advises supervisor or the company otherwise become aware of the need for accommodation. Employee completes a Request for Accommodation form and gives it to his/her supervisor.
- If an appropriate accommodation is readily available, the request will be approved and the accommodation implemented.
- Once an accommodation is identified, the supervisor will submit the request to the CEO for final review.

The CEO will review the suggested accommodation for reasonableness. Remember, under the ADA and state law, employees are required to perform all essential job duties to company standards. If the suggested accommodation is approved, the company will authorize the supervisor to implement the accommodation.

3.3 CHECKING REFERENCES

We believe it is good business policy to thoroughly check pre-employment references. This may include personal and professional references, as well as credit, criminal, medical, academic and driving records to the extent permitted by law. Misrepresentations with regard to references or employment history are taken seriously by the company and constitute grounds for discipline or discharge. Please be sure that all your past employment references and credentials provided to the company are accurate.

3.4 EMPLOYMENT OF RELATIVES AND FRIENDS

We encourage you to refer your qualified friends and relatives for job openings. While we can make no promises they will be hired, they are encouraged to apply for open positions in the company. We will not hire friends or relatives where actual or potential conflicts may arise which could compromise supervision, safety, confidentiality, security, morale, and the like, at the company.

If two employees marry, cohabitate, or otherwise become involved and as such find they are in a conflict or potential conflict position, the company may, at its option, take action to eliminate the conflict or potential conflict, including terminating one or both employees.

3.5 HIRING A FORMER EMPLOYEE

Former employees who apply for a job at the company will be treated like any other new applicant. Reassessment will be made of their employment references as well as their skills for the job. Former employees will be considered for positions only if they provided reasonable advance notice of any resignation. Please understand that by rejoining the company you will not be entitled to reinstatement of benefits on any terms other than as a new employee or as otherwise required by law.

3.6 CONFLICTS OF INTEREST

Easley is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, customer relations, safety, security, and morale. Any actual or potential conflict of interest between an employee of the company and that of a competitor, supplier, distributor, or contractor to the company, must be disclosed by the employee to their supervisor. If an actual or potential conflict of interest is determined, the company will take any steps necessary to reduce or eliminate this conflict. If the conflict cannot be reduced or eliminated to the degree required by the company, the employee will be subject to possible termination.

3.7 JOB DESCRIPTIONS

Easley attempts to maintain a job description for each position. If you do not have a copy of a current job description you should request one from your supervisor. If there is no job description for your position, you can help create it! Job descriptions prepared by the company serve as an outline only. Due to variable factors, you may be required to perform job duties not within your written job description. Furthermore, the company may have to revise, add to, or delete from, your job duties according to company needs. While we will try to avoid it, there may be times the company has to revise job descriptions without advance notice to the employee. If you have any questions regarding your job description, or the scope of your duties, please speak with your supervisor or Human Resources. Lastly, please remember that attendance, punctuality, proper conduct and productivity are part of everybody's job description.

3.8 NEW EMPLOYEES AND INTRODUCTORY PERIODS

The first ninety days of your employment is considered an introductory period. During this period, you will become familiar with Easley, the terms and conditions of your employment, your job responsibilities, and the like. At the same time, we will have the opportunity to monitor the quality and value of your performance and make any necessary adjustments in your job description or responsibilities. As with all of our employees, you are encouraged to provide your thoughts regarding the company, its products, services, and systems. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature the "at-will" employment relationship.

3.9 DRUG SCREENING

The facts are scary. Seventy four percent of Americans who do drugs have a job. Drug and alcohol abuse contribute to over 100 billion dollars of lost productivity and thousands of work place injuries every year! Easley considers drug and alcohol abuse to be a serious matter and will not tolerate it at the work place. We absolutely prohibit the use of alcohol or non-prescribed drug use at the work place. To help prevent this from becoming an issue, we conduct pre-hire, reasonable suspicion, DOT Random, and Tennessee Drug Free Workplace drug screening exams.

The use, sale or possession of alcohol or nonprescription drugs while on the job or on company property may result in immediate suspension or discharge. The company also cautions against the use of prescribed or over-the-counter medication, which can affect your workplace performance. You may also be suspended or discharged if you cannot perform your job safely as the result of using over-the-counter medication.

3.10 PHYSICAL AND MENTAL QUALIFICATIONS

We are concerned about the health and safety of all employees. We are also concerned as to how an employee's physical and mental status may affect their ability to perform their job. Depending on your job function, you may be required to complete a pre-employment physical examination, which will be provided at the company's expense. The physical examination is considered a condition of employment and continued employment. Reasonable accommodations will be made where required and available.

An annual health assessment related to the performance of your job functions may be requested to determine suitability for continued employment within some departments or job descriptions.

4.0 WAGE AND HOUR POLICIES

4.1 INTRODUCTION

All of us expect a fair day's pay for a fair day's work. What an employee is paid depends on a wide range of factors, including pay scale surveys, individual effort, company profits and market

forces. If you have any questions about your compensation, including matters such as paid time off, overtime, benefits or paycheck deductions, please ask us.

4.2 PAY PERIOD

The standard pay period is weekly for all employees. The pay dates are Friday of every week. Should any pay period fall on a holiday you will be paid on the preceding workday.

4.3 PAYCHECK DEDUCTIONS

Easley is required by Federal and State law to make certain deductions from your paycheck. This includes Federal income tax, State income and unemployment tax, FICA contributions (Social security and Medicare). The amount of your deductions will depend on your earnings and the number of exemptions you list on your W-4 Form. If at any time you do not believe that your paycheck is accurate, please immediately contact Human Resources.

4.4 RECORDING TIME

Federal and State laws require us to keep accurate records of hours worked by hourly employees. Every hourly employee of the company is required to enter his or her hours worked by using the time clock located within the office. Any changes to your time card must be approved and initialed by your supervisor.

4.5 OVERTIME AUTHORIZATION

At certain times the company may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including discharge.

Overtime of time and one-half an hourly employee's regular rate of pay is paid for any hours worked in excess of forty hours in a workweek.

However, there is no "pyramiding" or "stacking" of overtime hours. In other words, daily overtime hours do not count as hours worked for purposes of calculating weekly overtime. Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

4.6 ATTENDANCE POLICY

It is part of everyone's job description to be punctual and meet attendance requirements. All tardiness and absenteeism must be reported and accounted for. If you know ahead of time that you will be absent or late, reasonable notice must be given to your supervisor.

After a lateness or absence, employees may be required to provide documentation of any medical or other excuse for being absent or late.

We use a point system for tardiness and absence with hourly employees as follows:

Tardiness	1 point
Leave early	1 point
Absence w/o notice or excuse	3 points

(no employee may have more than 10 points within a twelve-month period.)

The company reserves the right to apply unused vacation, sick time or other paid time off to unauthorized absences. Employees will not be able to apply these benefits to unexcused absences without written permission.

Absences resulting from approved leave, vacation or legal requirements are exceptions to the policy.

Tardiness is defined as failure to call and/or arrival later than 10 min after scheduled start time. Leave Early is defined as leaving prior to the scheduled end of shift without prior authorization from supervisor.

Absence without notice or excuse is defined as failure to call in at least 2 hours prior to start of shift, or to provide a written excuse when requested.

4.7 JOB ABANDONMENT

If an employee fails to show up for work or call in with a reason for their absence for a period of two consecutive days, they will be considered to have abandoned their job and voluntarily terminated their employment. If you can't give us a call - find somebody who can.

4.8 GARNISHMENT POLICY

Complying with wage garnishment orders costs unnecessary time and money. Any garnishment order will reduce your take-home pay. An employee subject to multiple garnishment orders may be disciplined, including possible termination.

4.9 USE OF COMPANY CREDIT CARDS

Every employee in the possession of a company issued credit card will adhere to the strictest guidelines of responsibility for the proper protection and use of that card. Some company credit card purchases will be company vehicle related (gas, oil, etc.), but those company credit card purchases which relate to other business purchases must receive prior approval from your supervisor or manager. All sales receipts generated by use of the company credit card must be turned in on a daily basis to your immediate supervisor. Any unauthorized purchases made with a company issued credit card will be the cardholder's responsibility and will be paid by the employee and severe disciplinary action may result, up to and including discharge. Lost or stolen company issued cards must be reported immediately to your supervisor.

4.10 REST AND MEAL PERIODS

All employees are provided 30-minute unpaid break for every six hours worked. The company requests that all employees accurately observe and record meal and rest periods where required.

4.11 COMPANY MEETINGS

From time to time Easley Transportation will need to have mandatory meetings. Most meetings will be scheduled within the normal workday, but there may be occasions that require employees to meet off-site on a non-scheduled workday. In those instances, every effort will be made to give as much notice to employees as possible and to minimize the amount of time required for attendance. Mandatory meetings are subject to the Attendance Policy provisions, including disciplinary action for non-attendance.

5.0 PERFORMANCE, DISCIPLINE, LAYOFF, AND TERMINATION

5.1 PERFORMANCE IMPROVEMENT

Easley will make efforts to periodically review your work performance. The performance improvement process will take place on an annual basis, or as business needs dictate. You may specifically request that your supervisor will assist you in developing a performance improvement plan at *any time*.

The performance improvement process should be seen as a means for increasing the quality and value of your work performance. Your initiative, effort, attitude, job knowledge, and other factors will be addressed. You must understand that a positive job performance review does not

guarantee a pay raise or continued employment. Company pay raises and promotions are based on numerous factors, only one of which is job performance.

5.2 PAY RAISES

Depending on the company's financial health, as well as numerous other factors, efforts will be made to give pay raises consistent with, but not limited to, company profitability and job performance. Easley may also make individual pay raises based on merit or due to a change of job position.

5.3 WORKFORCE REDUCTIONS (LAYOFFS)

From time to time, management may decide to implement a reduction in force ("RIF"). We are quick to acknowledge that RIFs can be a trying experience for management and employees alike. The company will make its best effort to make sound business decisions while acknowledging the needs of its workforce.

5.4 STANDARDS OF CONDUCT

Easley wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity and value for all of our employees and customers. Every employee has a shared responsibility toward improving the quality of our work environment. By deciding to work at this company, you agree to follow the company's rules and to refrain from conduct that is detrimental to our goals.

The prohibited conduct listed below is not an all-inclusive list. This policy is not intended to limit the company's right to discipline or discharge employees for any reason it determines appropriate. In fact, while we value our employees, the company retains the right to terminate an employee on an "at-will" basis, meaning at any time, with or without notice and with or without cause.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook.
- Possessing, using, distributing, selling, negotiating the sale of, or being under the influence of alcohol, drugs or other controlled substances during working hours, on company property (including company vehicles), in company uniform, or on company business.
- Inaccurate reporting of the hours worked by you or any other employee.
- Falsification of any employment related document including, but not limited to, job applications, personnel files, employment review documents, intra-company communication, communications with those outside the company, or expense records.
- Theft or destruction of company property or that of visitors, customers, vendors or fellow employees.
- Fighting with, or harassment of, any fellow employee, customer, vendor, or visitor.
- Unauthorized or excessive use of company property, or the property of any visitor, customer, fellow employee. This includes but is not limited to, vehicles, supplies, telephones, mail and computers.

- Disclosure of company trade secrets or any other confidential or proprietary information of the company, its customers or fellow employees.
- Insubordination, including but not limited to, any refusal to perform a requested or required job task.
- Failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Smoking in non-designated areas.
- Working unauthorized overtime.
- Solicitation of fellow employees on the company premises during working time.
- Failure to dress appropriately.
- Use of obscene or otherwise inappropriate language or conduct in the workplace.
- Failure to provide timely medical authorizations for medical absences that are longer than two days.
- Inappropriate horseplay that is distracting to fellow employees or creates a danger to others.
- Criminal activity at or outside of the workplace.
- Outside employment which interferes with your ability to perform your job at this company.
- Sleeping on the job or neglect of job duty.
- Taking unauthorized gratuities in connection with company business.
- Lending keys to company property to unauthorized persons or allowing duplicate keys to be made without prior authorization.
- Being absent from the work area without prior authorization.
- Harassment of, or discrimination against, an employee, customer or visitor because of that person's race, religion, color, sex, age, sexual preference, disability or national origin.
- Bad-mouthing or spreading rumors about others via word of mouth, social media, etc.

5.5 EMPLOYEE ARREST OR CRIMINAL ACTIVITY

The arrest of an employee, or involvement in criminal activity, whether on or off company property, may result in disciplinary action including suspension or termination. Disciplinary action depends upon a review of all factors involved, including whether or not the employee's action was work-

related, the nature of the act, or circumstances which adversely affect attendance or performance. Any disciplinary action is not dependent upon the disposition of any case in court.

Employees are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled as a result of an arrest may lead to disciplinary action, up to and including termination, for violation of an attendance policy or job abandonment.

Any disciplinary action taken will be based on information reasonably available. This information may come from witnesses, police, or any other source as long as management has reason to view the source as credible.

In addition to the above, Easley reserves the right to suspend an employee with or without pay pending the outcome of any criminal law process. We also reserve the right to take appropriate disciplinary action if our own investigation reveals a reasonable probability that misconduct took place, whether or not the individual is acquitted in court. The fact that an employee has been spared criminal or civil penalties does not preclude disciplinary action since the prosecution of court cases and the supervision of employees are separate matters.

5.6 DRUG AND ALCOHOL POLICY

Drug and alcohol abuse contribute to billions of dollars of lost productivity and thousands of workplace injuries every year! This company takes drug and alcohol abuse as a serious matter and will not tolerate it. The company absolutely prohibits the use of alcohol or non-prescribed drug use at the workplace or while on work time. It also discourages non-work place drug and alcohol abuse.

Therefore, it is the company's policy that:

1. Employees shall not report to work under the influence of alcohol or illegal drugs.
2. Employees shall not possess or use alcohol or illegal drugs while on company property or on company business.
3. Employees shall not have their ability to work impaired as a result of the use of alcohol or illegal drugs.

NOTE: It is not a violation of policy to consume alcohol at off-site business sanctioned events so long as the employee's ability to perform work or drive is not impaired and the employee does not behave in a manner that can cause embarrassment to the company or harm the company's reputation. All off-site drinking is limited to a two-drink maximum.

4. Employees shall not sell or provide illegal drugs or alcohol to any person while on company property or on company business.
5. This policy does not prohibit the possession or use of prescription drugs in a manner approved by a physician, when that usage does not impair the employee's ability to perform his/her job duties safely, efficiently, or effectively.

Easley utilizes both the Department of Transportation and Tennessee Drug Free Workplace protocol which provides that the company reserves the right to demand a drug or alcohol test of any employee after an accident or based upon reasonable suspicion. Reasonable suspicion includes, but is not limited to, physical evidence of use, the causing of an accident, or a substantial drop off in work performance. Failure to take a requested test may lead to discipline, including possible termination.

The company also cautions against the use of prescribed or over-the-counter medication which can affect workplace performance. You may be suspended or discharged if the company concludes that you cannot perform your job properly or safely because of using over-the-counter prescribed medication. Please inform your supervisor prior to working under the influence of a prescribed or over-the-counter medication that may affect your performance.

5.6.1 Violations

Any violation of this policy will result in disciplinary action up to and including termination. The refusal to submit to a drug or alcohol test as provided for in this policy, or refusal to sign a consent form, will be subject to discipline including termination.

Easley will assist its employees who seek treatment or rehabilitation for drug or alcohol dependency. The company will consider continued employment of such an employee as long as the employee adequately addresses continued concerns regarding safety, health, production, communication or other work-related matters. You may also be required to obtain a medical clearance, agree to random testing and a "one-strike" rule as a condition of continued employment.

If you feel you have a drug or alcohol problem, please get help! Human Resources has information regarding treatment programs and facilities in our area.

5.7 DISCIPLINARY PROCESS

Violation of company policies or procedures may result in disciplinary action including demotion, transfer, leave without pay, or termination. The company encourages a system of progressive discipline depending on the type of prohibited conduct. However, the company is not required to engage in progressive discipline and may discipline or terminate an employee when he or she violates the rules of conduct, or when the quality or value of their work fails to meet expectations. Again, our attempt at progressive discipline does not imply that your employment is anything other than on an "at will" basis.

As part of our progressive discipline system, and based on the nature of the employee violation, management may provide the employee first with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, transfer, forced leave or termination. Your supervisor will make every effort possible to allow you to respond to any disciplinary action taken. Understand that the company is not obligated to follow any disciplinary or grievance procedure and that depending on the circumstances, employees may be disciplined or terminated without going through any procedure.

5.8 RESOLVING DIFFERENCES

We seek a workplace free from unnecessary conflict, stress and drama. When dealing with a matter that feels "unfair", consider the following:

- Do not attempt to argue with someone who has lost his or her cool. Unless the other person is willing to engage in open communication, disengage yourself from the picture.
- Remember that you control your emotions, no one else does.
- Express interest. Let the other person know you are ready to listen.
- Express your feelings or emotions in a non-judgmental manner. Focus on using "I" terms, as opposed to "you" terms.

- Determine the primary communication difficulty. Perhaps the other person has a different communication style. They may be more auditory, visual or emotional in their communication styles.
- Understand that nobody else thinks exactly like you do nor communicates exactly like you do.
- Remain open to possible outcomes. Don't find yourself prejudging or pre-conceiving the potential outcome. Engage in dialogue, not combat.
- Engage a third party where it is helpful. Find out if your supervisor or someone else can help ease the storm.
- Learn from your experiences. If you find yourself engaging in repetitive communication styles that are unproductive, it means that it is time for a change.
- Drop the need to control. Do not attempt to assert control merely for its own sake. Remember, the less you control, the more you will accomplish!
- Show respect and responsibility towards the other person.

5.9 PROBLEM SOLVING PROCEDURE

We strive to provide a comfortable and productive work environment. To this end, the company wants you to bring any problems, concerns or grievances you have about the workplace to the attention of your supervisor and, if necessary, to upper level management. To help manage conflict resolution we have instituted the following problem-solving procedure:

If you believe there is inappropriate conduct or activity on the part of the company, management, its employees, vendors, customers, or any other persons or entities related to the company, immediately bring this fact to the attention of your supervisor. **Please try to approach your supervisor at a time and place that will allow the supervisor to properly listen to your concern.** Most problems can be resolved informally through dialogue between you and your immediate supervisor. If you have discussed this matter with your supervisor before and do not believe you have received a sufficient response, or if your supervisor is the problem, we request you present your concerns to Human Resources in writing. Please indicate what the problem is, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

It is the purpose of this problem-solving procedure to help maintain a work environment with respect and responsibility towards each other.

5.10 WAIVER OF BREACH

The waiver by the company of any violation of any term or condition set forth in this employee handbook shall not operate as a waiver of any subsequent violation. No waiver shall excuse compliance with the provisions of the employee handbook unless placed in writing and signed by the President of the company.

5.11 EXIT INTERVIEW

It is our policy to attempt an exit interview of all employees leaving the company. The purpose of the exit interview is to provide management with greater insight into employee relations and to avoid unnecessary employee claims. Your cooperation in the exit interview process will be greatly

appreciated. Any information provided in the course of your exit interview will not affect any reference provided by the company.

5.12 POST-EMPLOYMENT REFERENCE POLICY

Our company policy to provide prospective employers with references only for employees who have worked for the company within the past three years.

We will provide prospective employers with the dates of employment and final job position of a former employee. All references are to be given by the human resources department only.

If the former employee is requested to provide a prospective employer with additional information by way of reference, the employee must sign a form that holds the company and the prospective employer harmless from any statements or documents published related to that reference. Please contact the human resources department for the release form.

6.0 GENERAL POLICIES

6.1 DRIVING RECORD

All employees required to operate a motor vehicle, as part of their employment duties must maintain a valid driver's license and acceptable driving record. The company may run a motor vehicle department check to determine an employee's driving record. Any changes in your driving record, including, but not limited to, driving infractions, must be reported to the company.

State law requires all motorists to carry Auto Liability Insurance. It is against the law to drive without insurance. Each employee who uses their own vehicle as a part of their employment duties must provide management with a current proof of insurance statement or card. A new proof of insurance is required every time your policy expires and renews.

6.2 USE OF COMPANY VEHICLES

The following regulations covering the operation of Company vehicles are of a general nature and are not limited. The rules and regulations of Federal and state agencies governing the operations of motor vehicles will also apply.

1. Company vehicles are to be used for Company business only. Unless the use of the vehicle has been approved for personal use, in writing, by the CEO, personal or outside business use is strictly prohibited.
2. No person shall operate a motor vehicle while under the influence of alcohol or a chemical substance or other substance that can impair judgment.
3. Drivers of Company vehicles are to report all infractions or violations while driving a Company vehicle and all restrictions, suspensions or revocations against their driver's license to their supervisor immediately.

6.3 REPORTING UNETHICAL, FRAUDULENT OR ILLEGAL ACTIVITY

Easley wishes to operate according to the highest ethical and legal standards possible. Therefore, we not only request, but **REQUIRE** that you bring to the attention of management any conduct on the part of fellow employees, supervisors, or others, that you believe violates the policies, agreements, ethical standards or obligations of the company, or which are unethical, fraudulent or illegal in nature. Failure to report any such activity not only constitutes a violation of company Rules of Conduct but may also needlessly expose the company to litigation or governmental sanctions, including possible criminal prosecution.

If you believe you have encountered unethical, fraudulent or illegal conduct, you are required to immediately report it to your supervisor or someone else in management. If you believe your supervisor is engaged in inappropriate conduct, or has not sufficiently addressed your concerns, you should bring the matter to the attention of Human Resources. You are also required to report to management any inquiries made of you or fellow employees by any Federal, State or local agencies regarding the conduct or activities of the company.

Examples of unethical, fraudulent or illegal acts may include, but are not limited to:

- Falsification of any documents.
- Theft or misuse of employee, company or customer property.
- Violation of any federal, state or local laws.
- Offer or acceptance of money or gifts from a customer or vendor in violation of company guidelines.
- Violation of the company's Code of Ethics, policies or procedures.

6.4 EMPLOYEE PRIVACY AND RIGHT TO INSPECT

Company property, including but not limited to, desks, workplace areas, and vehicles, remains under the control of the company and is subject to inspection at any time, without notice to the employee, and without the employee's presence. Employees should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, any employee property maintained on company premises including that kept in lockers and desks.

6.5 VOICEMAIL, EMAIL AND INTERNET POLICY

6.5.1 PURPOSE

The company and its employees, like thousands of others, desire to strike the appropriate balance between technology, an employee's right to privacy, and the company's interests in protecting its confidential information and preventing abuse of its system. This Voicemail/Email/Internet policy is intended to provide each employee of the Company with the guidelines associated with the use of the company's Voicemail/Email/Internet system ("the system").

6.5.2 SCOPE

This policy applies to all employees, customers, visitors and vendors accessing and/or using the Company's system through on-site or remote terminals.

6.5.3 GENERAL PROVISIONS

- The Voicemail/Email/Internet system, and all data transmitted or received through the system, are the exclusive property of the Company. No individual should have any expectation of privacy in any communication over this system. The system is to be used solely for company-related business, and is not to be used for personal business or pleasure.
- The Company reserves the right to monitor, intercept and/or review all data transmitted, received or downloaded over the system. Any individual who is given access to the system is hereby given notice that the Company will exercise this right periodically, without prior notice and without the prior consent of the employee.

- The Company's interests in monitoring and intercepting data include, but are not limited to: protection of company proprietary and classified data; managing the use of the Company's computer system; preventing the transmission or receipt of inappropriate materials by employees; and/or assisting the employee in the management of electronic data during periods of absence. No individual should interpret the use of password protection as creating a right or expectation of privacy. **In order to protect everyone involved, no one can have a right or expectation of privacy with regards to the receipt, transmission or storage of data on the company Voicemail/Email/Internet system.**

6.5.4 PROFESSIONAL CONSIDERATIONS

Although the Company will periodically monitor system use, each individual is empowered and encouraged to monitor his or her own use of the system, ensuring they meet the highest standards of professional conduct. All communications over the system should be business related, professional, and representative of the high ethical standards that are the trademark of our company. Everyone should remember that the system is a public forum, and individuals should only access those web sites or communicate to third parties with whom they would be willing to leave a business card or other form of identification. Specifically, employees are not permitted to transmit or open, download, forward or send communications that:

- Contain obscene, profane, abusive or threatening language or pornographic representations.
- May be construed as discriminatory, harassing or offensive by reference to race, national origin, gender, religion, age, disability, sexual orientation, or other legally protected criteria.
- Contain references to any sexual acts, sexual relationships, or personal relationships.
- Further an illegal activity.
- Contain company proprietary or classified information, without prior approval of the company.
- Reveal customer sensitive information, without the prior consent of the customer.
- Are used to solicit or approach others for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations, without permission from the company.

It is important to maintain a proper spirit and tone to your communications. The following guidelines are suggested:

- Make your communications positive, constructive, complete, factual.
- Don't write when angry and edit before sending.
- Be careful with humor – they can't see you wink ☺.
- Always avoid sarcastic humor – they can't hear your tone of voice over email.

- Never use all caps – that is perceived as "SHOUTING!"
- Avoid belaboring disagreements in email – there is a time for face-to-face meetings.
- Always guide your recipient in responding by stating what you need and when.
- Pay attention to grammar and spelling, both to protect your own reputation and intelligence, and to avoid irritating your recipients who are distracted by careless mistakes.

6.5.5 PROCEDURES

Investigations - The company is committed to the protection of each individual employee's rights with regards to equal protection and a work environment free of sexual harassment or illegal conduct. To aid in ensuring the quality of the work environment, we encourage and require our employees to report all suspected violations of this policy. All reports and investigations will remain confidential to the extent feasible.

6.5.6 POINTS OF CONTACT

Questions concerning the use of the Voicemail/Email/Internet system should be directed to their supervisor. Questions concerning the improper use of the system should be directed to the employee's supervisor or Human Resources.

6.5.7 VIOLATIONS

Any employee who abuses the privilege of access to the Company's Voicemail, E-mail or the Internet system will be subject to corrective action, up to and including termination. If necessary, the Company also will also advise law enforcement officials of any illegal conduct.

6.6 EMPLOYEE SUGGESTIONS

We welcome suggestions for continued improvement! If you know of a better way to do your job, produce or sell the services of our company, or meet customer and client needs, we encourage you to discuss this with your supervisor.

You are encouraged to remain educated about the company's internal operating procedures, services, customers and our industry in general.

Understand that any suggestions, innovations, inventions, or other matter created by you on work time or with company tools or property are considered to be "works for hire" and are, therefore, the proprietary property of the company.

6.7 COMPANY BULLETIN BOARDS

Easley maintains an official bulletin board located in the hall by Dispatch for the purpose of providing employees with its official notices, including wage and hour laws, changes in policies, and the like. Please keep informed about this material by periodically reviewing the company bulletin board.

6.8 PERSONAL APPEARANCE

Your personal appearance reflects on the reputation and integrity of Easley. All employees are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, i.e. clean clothing, good grooming and personal hygiene, and appropriate social behavior.

If you come to work inappropriately dressed, you will be asked to go home and return to work dressed appropriately. Recurring problems will result in discipline up to and including termination.

6.9 TELEPHONE USE

Office phones and mobile/cell phones are a corporate asset and are provided by the company for employees to facilitate the performance of company work. Their contents are the sole property of Easley.

All individuals are to use these systems responsibly, which means that conversations are to be conducted in a courteous, business-like manner at all times.

Limited personal use of the phone system by employees is allowable, but should not interfere with or conflict with business use. Employees needing to take care of personal business during work time should restrict such calls to their break. Employees should exercise good judgment regarding the reasonableness of personal use. Overuse or abuse of cell phone privileges will result in a warning. If the warning is not heeded immediately, the company may pursue such other disciplinary action as may be deemed necessary under the circumstances, including, but not limited to, termination. We reserve the right to determine what shall be considered "reasonable use" as set forth above.

Management reserves the right to monitor calls, record calls, review call records, and retrieve message contents in order to find lost voicemail messages, monitor misuse, comply with investigations of wrongful acts, recover from system failure, or for any other reason deemed necessary by management. The company does monitor usage regularly and retains the right to use this information for disciplinary or other purposes.

Any misuse of the Easley phone system will result in such disciplinary action as may be appropriate or necessary under the circumstances, including, but not limited to, discharge. The definition of "misuse" may include, but is not limited to, the below listed examples. Misuse will be evaluated on a case-by-case basis, and the company reserves the sole right to make said determination.

- Use of profanity or abusive language.
- Any communication which violates our harassment policy or creates an intimidating or hostile work environment.
- Use of the company communications system to conduct any business, which is not company related.
- Distribution of confidential information to unauthorized persons.
- Unauthorized use of another employee's voice mail.
- Unauthorized discussions with competitors or terminated employees.
- Solicitation to buy or sell goods or services other than for company related business.

"Abuse" of the phone system is defined as telephone usage that interferes with the completion of an employee's daily tasks, as well as overall job function. The term abuse with reference to company cellular phones includes, but is not limited to, non-emergency personal calls (both made and received), use of cellular voice mail for excessive personal purposes. Abuse with reference to the company phone system includes, but is not limited to, personal calls over 10 minutes, excessive personal phone usage, including calls to other Company employees, and use of phone system voicemail for excessive personal purposes.

The following guidelines should be followed when using the phone system:

- Speak clearly and distinctly into the phone.

- Always answer the phone "Easley Transportation, *Name* speaking, how may I help you?"
- Always use a calm, pleasant and professional demeanor while on the phone.
- When speaking to a customer, always inquire as to the nature of the call and how you can be of assistance.
- If a customer becomes hostile, abusive or uses profane language the call should be escalated to a supervisor. Under no circumstances should a customer be disconnected, conversely employees are not expected to subject themselves to a hostile, abusive or profane language from customers.

It is the employee's responsibility to comply with all local and state regulations regarding cellular phone usage.

6.10 MAIL USE

As with the use of the telephone, employees are required to limit usage of the mail to business purposes only. Please do not use the company postage meter for your personal mail.

6.11 SECURITY

Every employee is responsible for helping to make this a secure work environment. Upon leaving work you are required to lock all doors protecting valuable or sensitive material in your work area. You are required to report any lost or stolen keys, passes, or other similar devices to your supervisor immediately. You should refrain from discussing with non-employees specifics regarding company security systems, alarms, passwords, etc.

We also request that you immediately advise your supervisor of any suspicious conduct of employees, customers or guests of the company. Please immediately advise the company of any known security risks such as broken locks, burnt out bulbs, persons loitering, or any other potential security risks in the work environment.

We will not tolerate internal theft. Internal theft will result in immediate disciplinary action, including termination. Internal theft may also result in criminal prosecution and a negative reference. The unauthorized use of company property or proprietary information is considered internal theft. For example, you may not use copy machines, computers, company products, or office supplies for personal use without prior authorization.

6.12 COMPUTER SECURITY AND COPYING OF SOFTWARE

Easley prohibits the copying or use of unauthorized software whether generated by the company or by an outside source. The Federal copyright law makes it clear that it is illegal to make and distribute copies of copyrighted material without authorization, except to make a backup copy for company archives. A violation of the copyright law can expose the employee and possibly the company to criminal penalties, including fines and imprisonment.

Unauthorized copies of internally generated programs can result in breach of company trade secrets and other confidential information. Use of unauthorized copies of computer software generated by outside companies can expose the company's computer hardware to viruses and may result in reliance on out-of-date information. The company will discipline employees who violate the computer security policy.

6.13 PERSONAL DATA CHANGES

It is the obligation of every employee to provide the company with their current mailing address and telephone number. Employees must also inform the company of any changes to their marital or tax withholding status.

7.0 BENEFITS

7.1 HOLIDAY PAY

Easley offers the following paid holidays each year:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

When one of the holidays falls on a Saturday it is observed the preceding Friday and when it falls on a Sunday it is observed the following Monday.

You must work the day before and the day after a holiday to receive holiday pay, unless the day before or the day after is your normally designated day off, pre-approved vacation, or you have a doctor's note excusing your absence.

Holiday pay for full-time employees is computed at the straight time rate of eight hours. In no case may an employee receive more than a normal day's wage for any holiday unless they worked that day.

7.2 VACATION POLICY

Vacation is paid on a calendar year basis (Jan 01-Dec 31) to full-time employees as follows:

- After completion of the first full year of employment: 40 hours
- After completion of the second full year of employment: 40 hours
- After completion of the third full year of their employment, and each subsequent year: 80 hours

Employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits.

All employees are required to give at least one month notice to their supervisor of their vacation plans. Any conflict in vacation requests will be decided based on employee seniority and company needs.

You are not eligible for any paid vacation until you have completed one year of employment with the company. For example, if you leave the company after nine months of employment, you will not be eligible for any vacation pay benefits. You will not earn vacation during periods when you are on a leave of absence or if you are suspended from the company. Vacation pay is computed at the straight time rate of eight hours. At no time will vacation hours count towards hours actually worked for the use of calculating overtime pay.

Upon termination of employment, you will be paid for all earned but unused vacation time. You may request, or the company may require you to use vacation time during periods of personal absence or leave, including leave for a disability or family medical needs.

7.3 SICK PAY

Easley allows all employees, after completing one year of eligible employment, 3 sick days per calendar year. You should try to give your supervisor as much advance notice as possible if you are going to take sick time off. You may also be requested to provide a certificate of illness to your supervisor.

You may use sick leave benefits for the purpose of dental or doctor visits as well as to care for immediate family members who are sick. Your sick leave benefits do not accrue. Unused sick days may not be converted to a cash payment. Sick pay benefits will not be provided if the result of alcohol or legal substance abuse or any sickness resulting from a criminal act. You may be required to use available sick leave during family and medical leave, disability leave or other leave.

7.4 UNPAID LEAVE OF ABSENCE

We understand that our employees may, for various reasons, need unpaid leaves of absence. These reasons include, but are not limited to, medical or family needs, pregnancy, bereavement leave, jury duty, and the like. Unless the law or company policy states otherwise, unpaid leaves of absence are allowed at the company's discretion.

Every effort should be made by the employee to give as much advance written notice as possible as to the length of the unpaid leave as well as the expected return-to-work date. Requests for leave for medical reasons or pregnancy must include a doctor's certificate indicating the beginning date and expected length of such leave. Updated certificates may be requested during the leave. The company cannot guarantee, upon return from leave, that the employee's job position will be available.

During an unpaid leave of absence, employees do not accrue company benefits including vacation pay, holiday or any other benefits. The employee will not lose any seniority by taking an approved unpaid leave of absence.

The failure to return from unpaid leave of absence as scheduled may result in termination. Medical leave shall be for a reasonable time while the employee is disabled, not to exceed two months.

7.5 WORKERS' COMPENSATION

Workers' Compensation is a no-fault system designed to provide benefits to all employees for work related injuries. Workers' Compensation benefits are paid for by the employer and governed by State law. The Workers' Compensation system provides for pre-set limits of coverage for medical treatment and expenses, occupational disability leave, rehabilitation services, as well as lost wages due to work related injuries.

To receive Workers' Compensation benefits, immediately notify your supervisor of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. Depending on the company's circumstances, an effort will be made to provide a reasonable accommodation to the employee who wishes to continue his or her employment despite the occupational injury or illness. The employee will be required to bring a medical release before he or she will be allowed to return to work.

8.0 SAFETY AND LOSS PREVENTION

8.1 GENERAL SAFETY POLICY

It is the responsibility of every employee of the company to maintain a healthy and safe work environment. You are required to report all occupational illnesses or injuries to your supervisor and to complete an occupational illness or injury form. Please also notify your supervisor of any health or safety concerns you have regarding the workplace. Failure to follow the company's health and safety rules can result in disciplinary action, including termination.

8.2 NO SMOKING POLICY

Easley is concerned about the dangers that smoking can have on its employees, customers and workplace environment. As a result, you are prohibited from smoking anywhere in the building. Smoking in the parking lot, and designated areas outside the building are acceptable. Littering of company grounds with smoking materials is prohibited. Receptacles are positioned for appropriate disposal of waste materials. Violation of the no smoking policy can result in disciplinary action, including termination.

8.3 REPORTING INJURIES

Federal and state OSHA regulations require all employees to immediately report illness or injury incurred while on the job regardless of severity. Please see your supervisor immediately to assist with any illness or injury and to obtain a Notice of Injury form to complete.

8.4 POLICY AGAINST VIOLENCE

The safety and security of our employees, customers, visitors, vendors and the general public are of essential importance. Therefore, threats or acts of violence made by an employee against another person's life, health, wellbeing, family or property will not be tolerated. Employees who violate this policy will be subject to discipline up to and including immediate termination.

The following are prohibited:

1. Any act or threat of violence made by an employee against another person's life, health, wellbeing, family, or property.
2. Any act or threat of violence, which endangers the safety of employees, customers, visitors, vendors or the general public.
3. Any act or threat of violence made directly or indirectly by words, gestures, symbols or e-mail.

It is a requirement that employees report to their supervisor, in accordance with this policy, any behavior that compromises the company's ability to maintain a safe work environment. All reports will be investigated immediately.

8.5 LOSS PREVENTION POLICY AND PROGRAM

The company is committed to establishing and maintaining an environment free of theft. All employees, therefore, are required to be fully cooperative in any and all programs that help the company with loss prevention.

As part of this policy, management reserves the right to search employees' desks, workstations, or company-owned vehicles.

Any time an employee observes suspicious behavior immediately notify their supervisor. The company's policy with regard to theft is to fully investigate, apprehend and prosecute to the fullest extent of the law. Employment termination would also be a consequence of violation of this policy.

The company offers all of its employees every opportunity to succeed, prosper and advance in their chosen career. The demand for honesty, integrity and reliability is always expected.

9.0 CUSTOMER RELATIONS

9.1 CUSTOMER, CLIENT AND VISITOR RELATIONS

We strive to provide the best products and services possible to our customers. Our customers support this business and generate your wages. You are expected to treat every customer or visitor with the utmost respect and courtesy. You should never argue or act in a disrespectful manner towards a visitor or customer. If you are having problems with a customer or visitor, please notify your supervisor immediately. In addition, if a customer or visitor voices a complaint regarding our products or services, you are required to inform your supervisor of such immediately. Lastly, please make every effort to be prompt in following up on customer or visitor's questions. Positive customer and visitor relations will go a long way in establishing our company as a leader in its field.

9.2 GRATUITIES AND GIFTS

Employees may not accept gifts, including money, tickets, meals, trips, goods, or services, from outside entities that have dealings with the company and which could give the appearance of a conflict of interest or inappropriate influence. Absolutely prohibited are cash gifts, gifts worth more than \$25. Any proposed gifts, including business meals or trips, should be discussed with your supervisor and approved of in advance. Employees should not engage in any other conduct that would give the appearance of a conflict of interest.

10.0 CLOSING STATEMENT

10.1 CLOSING STATEMENT

Thank you for reading our employee handbook. Hopefully, you have a much better understanding as to the company's mission, desired culture and structure, as well as a notice of the numerous legal compliance concerns set forth by both federal and state authorities. In closing, this employee manual was designed with the intent to build the most powerful employment relationships possible. We want employees who are trustworthy, share in our values, vision, mission and goals, communicate well, and are committed to the company.

Very truly yours,

Kevin Wilkins
CEO
Easley Transportation

11.0 ACKNOWLEDGMENT OF RECEIPT AND REVIEW

11.1 ACKNOWLEDGMENT OF RECEIPT AND REVIEW

I acknowledge that I have received, and that it is my responsibility to review, my personal copy of the Easley Employee Handbook. In consideration of my employment with the company, I agree to observe and abide by the conditions of employment, policies, and rules contained in this Handbook. I also understand and agree to company policies set forth including, but not limited to, those of prohibiting sexual harassment and discrimination. I understand that from time to time, circumstances will require that the policies and procedures described in this Handbook to be amended or modified by the company. All effective changes will be placed in writing and may occur at any time, with or without prior notice.

I further understand and agree that my employment is entered into voluntarily and at all times shall remain "at will". Just as I am free to resign at any time and for any reason, the company is free to terminate my employment at any time, for any reason. I understand that the terms and conditions set forth in this Handbook represents the entire understanding between the company and me and that this understanding cannot be amended or altered in any way by oral statements made to me. The only way in which any understanding set forth in this Handbook can be altered is by written agreement signed and dated by the CEO of the company.

I understand that I have the right and ability to have this Employee Handbook reviewed by an attorney of my choosing and that I sign this Acknowledgment of Receipt and Review without duress or misunderstanding. One copy of this Acknowledgment of Receipt and Review must remain in this handbook at all times. The other copy will be placed in my personnel file.

Date: _____

Employee Signature: _____

Print Name: _____