

A Word About This Handbook

This Associate Handbook contains information about the employment policies and practices of the company. We expect each employee to read this Associate Handbook carefully, as it is a valuable reference for understanding your job and the company. The policies outlined in this Associate Handbook should be regarded as management guidelines only, which in a developing business will require changes from time to time. The company retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the company. This Associate Handbook supersedes and replaces any and all prior Associate Handbooks and any inconsistent verbal or written policy statements.

Except for the policy of at-will employment, which can only be changed by the Human Resources Manager of the company in a signed written contract, the company reserves the right to revise, delete and add to the provisions of this Associate Handbook at any time without further notice. All such revisions, deletions or additions to the Associate Handbook must be in writing and must be signed by the Human Resources Manager of the company. No oral statements or representations can change the provisions of this Associate Handbook.

The provisions of this Associate Handbook are not intended to create contractual obligations with respect to any matters it covers. Nor is this Associate Handbook intended to create a contract guaranteeing that you will be employed for any specific time period.

OUR COMPANY IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS ASSOCIATE HANDBOOK, EITHER YOU OR THE COMPANY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS ASSOCIATE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, ASSOCIATE OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ANY ASSOCIATE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE HUMAN RESOURCES MANAGER OF THE COMPANY.

This Associate Handbook refers to current benefit plans maintained by the company. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

Likewise, if a written contract is inconsistent with the Associate Handbook, the written contract is controlling.

Equal Employment Opportunity

Our company is committed to equal employment opportunity. We will not discriminate against associates or applicants for employment on any legally-recognized basis ["protected class"] including, but not limited to: veteran status, uniform service member status, race, color, religion, gender, sexual orientation, national origin, age, physical or mental disability or any other protected class under federal, state or local law.

The following are a protected class: race; color; religion; sex (gender); sexual orientation; pregnancy, or any illness arising out of and occurring during the course of pregnancy, childbirth or related medical conditions; genetic information (GINA); national origin; disability; age (40 and over), military status and ancestry.

You may discuss equal employment opportunity related questions with the Human Resource Manager or any other member of management.

Americans with Disabilities Acts

Our company is committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate in order for an otherwise qualified individual to perform the essential functions of the job. It is your responsibility to notify your supervisor of the need for accommodation. Upon doing so, your supervisor may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals.

A Word About Our Associate Relations Philosophy

We are committed to providing the best possible climate for maximum development and goal achievement for all associates. Our practice is to treat each associate as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual associate.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

Non-Harassment

We prohibit harassment and/or bullying of one associate by another associate, supervisor or third party for any reason [“protected class”] including, but not limited to: veteran status, uniform service member status, pregnancy, race, color, religion, gender, sexual orientation, gender identity, national origin, age, physical or mental disability or any other protected class under federal, state or local law. Harassment of third parties by our associates is also prohibited.

The following are a protected class: race; color; religion; sex (gender); sexual orientation; gender identity; pregnancy, or any illness arising out of and occurring during the course of pregnancy, childbirth or related medical conditions; genetic information (GINA); national origin; disability; age (40 and over), military status and ancestry.

The purpose of this policy is not to regulate the personal morality of associates. It is to ensure that in the workplace, no associate harasses another for any reason or in any manner. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voice mail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures.

While it is not easy to define precisely what harassment is, it includes: slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes and teasing.

Any associate who feels that (s)he has been harassed should immediately report the matter to the following member of management who has been designated to receive such complaints: Human Resource Manager or the Director of Safety and Risk Management at (419) 422-5742 and 9192 CR 313, Findlay, OH 45840. If an associate makes a report to this member of management and the manager either does not respond or does not respond in a manner the associate deems satisfactory or consistent with this policy, the associate is required to report the situation to any other member of management.

The company will investigate all such reports as confidentially as possible. Adverse action will not be taken against an associate because he or she, in good faith, reports or participates in the investigation of a violation of this policy. Violations of this policy are not permitted and may result in disciplinary action, up to and including discharge.

Sexual Harassment

Any type of sexual harassment is against company policy and may be unlawful.

We firmly prohibit sexual harassment of any associate by another associate, supervisor or third party. Harassment of third parties by our associates is also prohibited. The

purpose of this policy is not to regulate the morality of associates. It is to ensure that in the workplace, no associate is subject to sexual harassment. While it is not easy to define precisely what sexual harassment is, it may include: unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature including, but not limited to, sexually-related drawings, pictures, jokes, teasing, uninvited touching or other sexually-related comments. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voice mail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures.

Sexual harassment of an associate will not be tolerated. Violations of this policy may result in disciplinary action, up to and including discharge. There will be no adverse action taken against associates who report violations of this policy in good faith or participate in the investigation of such violations.

Any associate who feels that (s)he is a victim of sexual harassment should immediately report such actions in accordance with the following procedure. All complaints will be promptly and thoroughly investigated as confidentially as possible.

Any associate who believes (s)he is a victim of sexual harassment or has been retaliated against for complaining of sexual harassment, should report the situation immediately to the following member of management who has been designated to receive such complaints: Human Resource Manager or Director of Safety and Risk Management at (419) 422-5742 and 9192 CR 313, Findlay, OH 45840. If an associate makes a report to this member of management and the manager either does not respond or does not respond in a manner the associate deems satisfactory or consistent with this policy, the associate is required to report the situation to any other member of management.

The company will investigate every reported incident immediately. Any associate, supervisor or agent of the company who has been found to have violated this policy may be subject to appropriate disciplinary action, up to and including immediate discharge.

The company will conduct all investigations in a discreet manner. The company recognizes that every investigation requires a determination based on all the facts in the matter. We also recognize the serious impact a false accusation can have. We trust that all associates will continue to act responsibly.

The reporting associate and any associate participating in any investigation under this policy have the company's assurance that no reprisals will be taken as a result of a sexual harassment complaint. It is our policy to encourage discussion of the matter, to help protect others from being subjected to similar inappropriate behavior.

Categories of Employment

INTRODUCTORY PERIOD: Full-time and part-time regular employees are on an introductory period during their first 90 days of employment.

During this time you will be able to determine if your new job is suitable for you and the Human Resources Manager will have an opportunity to evaluate your work performance. However, the completion of the introductory period does not guarantee employment for any period of time thereafter.

FULL-TIME EMPLOYEES regularly work at least a 30 hour work week.

PART-TIME REGULAR EMPLOYEES regularly work less than 30 hours each week.

SEASONAL EMPLOYEES perform a job for a specified time, normally less than one year.

PER DIEM EMPLOYEES do not work regularly scheduled hours, but are called in to do work on an as-needed basis.

In addition to the preceding categories, employees are also categorized as "exempt" or "non-exempt."

NON-EXEMPT EMPLOYEES are entitled to overtime pay as required by applicable federal and state law.

EXEMPT EMPLOYEES – pursuant to applicable federal and state laws, exempt employees are not entitled to overtime pay, and are not subject to certain deductions to their salary under the company's policies.

Upon hire the Human Resources Manager will notify you of your employment classification.

Anniversary Date

The first day that you report to work will be recorded in company records as your anniversary date. This date may be used to calculate many different company benefits. If you have any questions regarding your anniversary, please see the Human Resources Manager.

Driver's License/Driving Record

Employees in positions where the operation of a motor vehicle is an essential duty of the position must present and maintain a valid driver's license and acceptable driving record to our insurer. Changes in your driving record must be reported to the Human Resources Manager immediately. Violations of this policy may result in immediate termination of your employment.

Certification, Licensing and Other Requirements

You will be informed by the Human Resources Manager if there are any licensing certification or testing requirements for your job. Failure to qualify or to maintain a certification or license may be sufficient cause for termination.

Immigration Reform and Control Act

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, if applicable, our company is committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the company.

New Associate Orientation

Upon joining our company, you were given this copy of our Associate Handbook. After reading this Associate Handbook please sign the receipt page and return it to the Human Resources Manager. You will be asked to complete personnel, payroll and benefit forms.

If you lose your Associate Handbook or if it becomes damaged in any way, please notify the Human Resources Manager as soon as possible to obtain a replacement copy.

A copy of the Associate Handbook is available on the company website: www.garnertrucking.com. Select employee login and enter user name and password for access. If you forget your user name and password, please contact Human Resources for assistance.

Your supervisor is responsible for the operations of your department.

Your Human Resources Department

The Human Resources department acts as an information center for both associates and management. This department plays an important part in formulating and interpreting company policy and offers help with a variety of problems and matters that concern associates and management. Human Resource staff members are available to discuss subjects such as employment, recruitment, benefits, associate records, safety and disciplinary problems.

The Human Resource department is open 8:00 a.m. to 5:00 p.m., Monday through Friday. Appointments may be arranged for other times.

You are encouraged to contribute suggestions or questions so the staff may be more responsive to your needs.

Suggestions and Ideas

We are always interested in your constructive ideas and suggestions for improving our operations. Your suggestions should be submitted to the Human Resource Manager.

After we investigate your suggestion, you will be notified whether it is feasible to be put into practice.

Open Door Policy/Talk to Us

We encourage you to bring your questions, suggestions and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations.

If you feel you have a problem, present the situation to your supervisor so that the problem can be settled by examination and discussion of the facts. We hope that your supervisor is able to satisfactorily resolve most matters.

If you still have questions after meeting with your supervisor, or if you would like further clarification on the matter, request a meeting with the driver relations or human resource manager. (S)He will review the issues and meet with you to discuss possible solutions.

Finally, if you still believe that your problem has not been fairly or fully addressed, request a meeting with the CEO/President.

Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

If at any time you do not feel comfortable speaking with your supervisor or the next level of management, discuss your concern with any other member of management with whom you feel comfortable.

The goal is to find and resolve any honest differences of opinion about company policies, working conditions, and any other areas that may be creating problems.

The bottom line is. . . WE CARE!

We care enough to listen if you care enough to share!