

**Each Associate's Responsibility**

Safety can only be achieved through teamwork at our company. Each associate, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify the Director of Safety and Risk Management or the Human Resource Manager of any emergency. If you are injured or become sick at work, no matter how slightly, you must inform your supervisor immediately and then contact the Human Resource Manager as well.
2. The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on the company's property is forbidden.
3. Use, adjust and repair machines and equipment only if you are trained and qualified.
4. Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
5. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; ask the safety director.
6. Know the locations, contents and use of first aid and fire fighting equipment.
7. Wear personal protective equipment in accordance with the job you are performing.
8. Comply with OSHA standards and/or applicable state job safety and health standard as written in our safety manual.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

**Workplace Violence**

If you receive or overhear any threatening communications from any employee or outside third party, report it to the Director of Safety and Risk Management at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an associate or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Associates are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to report or fully cooperate in the company's investigation, may result in disciplinary action, up to and including discharge.

## **Protecting Company Associates**

Protecting our associates is very important and as a result, it is required that after normal business hours, and/or between the hours of 5:00 p.m. and 7:00 a.m., all doors to the office building, to include, but not limited to the front, hallway, and warehouse, remain locked; and no one, except operations personnel and senior management are allowed in the operations office, back half of the building, upstairs, or in the warehouse.

Failure to comply with this policy is subject to disciplinary action up to and including termination of employment.

## **Workplace Searches**

To protect the property and to ensure the safety of all associates, customers and the company, the company reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from the company's property. In addition, the company reserves the right to search any associate's office, desk, files, locker, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of the company, and are issued for the use of associates only during their employment. Inspection may be conducted at any time at the discretion of the company.

Persons entering the premises who refuse to cooperate in any inspection conducted pursuant to this policy may not be permitted to enter the premises. Associates working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as associates who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of the company's security procedures or any other company rules and regulations.

**Smoking in the Workplace**

Our company is committed to providing a safe and healthy environment for associates and visitors. Smoking is ONLY permitted in designated areas.

Violations of this policy may result in disciplinary action, up to and including discharge.

**No Weapons in the Workplace**

Possession, use or sale of weapons, firearms or explosives on work premises, while operating company machinery, equipment or vehicles for work-related purposes or while engaged in company business off premises is forbidden except where expressly authorized by the company and permitted by state and local laws. This policy applies to all associates, including but not limited to, those who have a valid permit to carry a firearm.

Associates who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to the safety director immediately.

Violations of this policy will result in disciplinary action, up to and including discharge.

**In An Emergency**

The Director of Safety and Risk Management should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. If the safety director is unavailable, contact the nearest company official.

Should an emergency result in the need to communicate information to associates outside of business hours, the Director of Safety and Risk Management will contact you. Therefore, it is important that employees keep their personal emergency contact information up to date. Notify the Human Resource Manager when this information changes.

Additionally, the company has established a voice mail system that can be reached at (800) 932-8785. In an emergency, associates may call the system to obtain updated information.

When events warrant an evacuation of the building, you should follow the instructions of the safety director or any other member of management. You should leave the building in a quick and orderly manner. You should assemble at the pre-determined location as communicated to you by the safety director to await further instructions or information.

Please direct any questions you may have about the company's emergency procedures to the Director of Safety and Risk Management.

**Substance Abuse**

The company has vital interests in ensuring a safe, healthy and efficient working environment for our associates, their co-workers and the customers we serve. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment with the company the following substance abuse policy.

The company has implemented a drug testing program in compliance with local, state and federal laws. Associates are prohibited from reporting to work or working while using illegal or unauthorized substances. Associates are prohibited from reporting to work or working when the associate uses any controlled substance, except when the use is pursuant to a doctor's orders and the doctor advised the associate that the substance does not adversely affect the associate's ability to safely perform his or her job duties.

In addition, associates are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal or unauthorized substances and alcohol in the workplace including: on company paid time, on company premises, in company vehicles, or while engaged in company activities. Our associates are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Associates are further prohibited from consuming alcohol during working hours, including meal and break periods.

Your employment or continued employment with the company is conditioned upon your full compliance with the foregoing substance abuse policy. Any violation of this policy may result in disciplinary action, up to and including discharge.

Consistent with its fair employment policy, the company maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics and those having a medical history reflecting treatment for substance abuse conditions. We encourage associates to seek assistance before their substance or alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others. The company will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence and other measures consistent with the company's policies and applicable federal, state or local laws.

The company further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of company issued lockers, desks or other suspected areas of concealment, as well as an associate's personal property when the company has reasonable suspicion to believe that the employee has violated this substance abuse policy.

This policy represents management guidelines. **PLEASE REFER TO THE COMPANY'S DRUG FREE WORKPLACE POLICY.** For more information, please see the Human Resource Manager.

## **Associate Handbook and Associate-At-Will Statement**

### **Associate Copy**

This is to acknowledge that I have received a copy of the Garner Transportation Group dba Garner Trucking, Inc. Associate Handbook and I understand that it contains information about the employment policies and practices of the company. I agree to read and comply with this Associate Handbook. I understand that the policies outlines in this Associate Handbook are management guidelines only, which in a developing business will require changes from time to time. I understand that 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 associates and the company. I understand that this Associate Handbook supersedes and replaces any and all prior Associate Handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will employment, which can only be changed by the Company President with 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 will be in writing and will be signed by the Company President. I understand that no oral statements or representations can change the provisions of this Associate Handbook.

I understand that this Associate Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Associate Handbook does not create a contract guaranteeing that I will be employed for any specific time period.

**THIS COMPANY IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS ASSOCIATE HANDBOOK, THE COMPANY OR I 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 ME OR ANY ASSOCIATE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE COMPANY PRESIDENT/CEO.**

I understand that this Associate Handbook refers to current benefit plans maintained by the company and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I have read and understand the Vacation Policy in this Associate Handbook.

I also understand that if a written contract is inconsistent with the Associate Handbook, the written contract is controlling.

If I have any questions regarding the content or interpretation of this Associate Handbook, I will ask the Human Resource Manager or another member of management.

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Initials\_\_\_\_\_ Date\_\_\_\_\_

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Name:\_\_\_\_\_

Date:\_\_\_\_\_

Associate  
Signature:\_\_\_\_\_