

**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 Human Resources Director 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 Resources Director 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, to include company vehicles, 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 Human Resources Director or 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.

**In an Emergency**

The Safety Director or Human Resources (HR) Director 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 or HR Directors are unavailable, contact the nearest company official.

Should an emergency result in the need to communicate information to associates outside of business hours, Safety Director will contact you. Therefore, it is important that employees keep their personal emergency contact information up to date. Notify HR 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 Safety or HR Directors.

## **Vehicle Accidents**

All accidents regardless of how serious or minor they appear must be reported immediately to the Safety Department at 419-427-3928.

If you are involved in a traffic accident or have caused damage to someone else's property, you must do the following:

### **1. Secure the Scene**

- a. STOP
- b. Shut off your vehicle.
- c. Turn on your emergency flashers.
- d. Put out your reflective triangles within 10 minutes.
- e. See if anyone is injured.
- f. See if there is a fuel or HAZMAT spill.

### **2. Notify the Authorities**

- a. Call the police.
  - i. Be polite and courteous.
  - ii. Don't apologize or admit guilt
- b. Call the Safety Department at Garner Trucking
- c. Don't talk to anyone except the police, a Garner official, and our insurance investigator.
  - i. You can ask to see I.D.
- d. Don't leave the scene.

### **3. Document the Accident**

- a. Fill out the preliminary accident report
  - i. Obtain witness names, addresses and phone numbers
  - ii. Get the license number of any vehicles at the scene; they may be witnesses
- b. Take pictures from the north, south, east and west, and from varied distances from the crash scene
  - i. DO NOT take pictures of injured people
- c. Return the preliminary accident report to the Safety Department and email any accident pictures to [garner@garnertrucking.com](mailto:garner@garnertrucking.com).
  1. Pick up a replacement preliminary accident report from the Human Resources Departments

***All accidents and/or incidents, regardless of how minor, must be reported immediately to the safety department. Failure to report accident/incident will result in termination of employment.***

## **Accident Reprimand**

1. **Major Chargeable Accidents** (after full investigation) \*

- a. Subject to disciplinary action or discharge
2. **Minor Chargeable Accidents** (after full investigation) \*
  - a. First Offense – Reprimand up to and including termination
  - b. Second Offense – Subject to Discharge

Any Accident While Under the Influence of Drugs or Alcohol is subject to Immediate Discharge.

\* Driver may be suspended while accident investigation is being conducted.

**Accident Rebuttal** (See Disciplinary Rebuttal, Section 4, Page 6, in this book)

We have established an Accident Review Board for drivers who choose to appeal preventable accident rulings. The Board consists of safety, operations, human resources, operations, and driver representatives.

To appeal a ruling, please contact the Safety Department or Human Resources and the process will be explained.

### **Drug Screen Kit**

In-the-event that an associate has a traffic accident in a company vehicle and/or personal injury, the associate may be sent for drug and/or alcohol testing. In-order-for testing to be accomplished with ease and in a timely manner, while a driver/associate is on the road and/or in another state, Garner will provide a drug screen kit.

The drug screen kit will only be used when directed. If the need arises for testing, the associate will be directed to take the drug screen kit to a specified location where the kit will be utilized for drug testing purposes.

If directed to use the drug screen kit, please see Human Resources for a replacement drug screen kit within a week of your directed testing date.

### **Protective Gear**

Your safety is of the utmost importance and always a concern; therefore, drivers will be provided with a safety vest that should always be utilized/worn during the functions of your job tasks at customer locations, during breakdowns, etc. The safety vest provides visibility and helps to insure your safety during the performance of your job.

In addition, other job positions may require the use of protective gear, such as steel-toed boots. If your job requires protective gear, you will be informed by Human Resources during the orientation process; and will be expected to utilize the required protective gear during the performance of your job tasks.

Violations of this policy 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 Violence**

If you receive or overhear any threatening communications from any employee or outside third party, report it to the Safety Manager or Human Resources Director at once. Do not engage in either physical or verbal confrontation with a potentially violent individual to include an active shooter. If you encounter an active shooter situation or any other 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.

### **Active Shooter**

The objective of this policy is to assist employees in responding to an active shooter event.

**Definition:** An active shooter is defined as an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims.

**Policy:** In order to preserve life and address the reality of an active shooter event the following guidelines have been established to guide our response to this event to maximize survivability. Most importantly, quickly determine the most reasonable way to protect your own life.

**Procedures:** The intent of most active shooters is to kill as many people as quickly as possible. Traditional law enforcement response will include the concept of surround and contain in order to minimize the number of victims. In order to save lives, the law enforcement agency having jurisdiction will initiate an immediate response.

Upon discovery of an active shooter situation, as soon as humanly possible and when safe to do so, notify law enforcement by calling **911** and provide an announcement to employees of an **Active Shooter** and location.

The call to 911 should be done from an area where you are safely concealed, and you should provide the following information:

- Location/address of the event
- Description of suspect and his/her possible location
- Number and types of weapons
- Suspect's direction of travel
- Location and condition of any victims

The Safety Manager and/or Human Resources Director or any other Administrative Person in Charge will meet and guide law enforcement officers, if possible, and as appropriate. The goal of law enforcement is to locate, isolate, and neutralize the shooter as quickly as possible to prevent additional deaths or injuries.

### **Response:**

**Evacuation:** If there is an accessible escape path, attempt to evacuate the premises as soon as it is possible to do so. When evacuating be sure to keep in mind the following:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others to escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hand visible
- Follow instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

**Hide Out:** If evacuation is not possible, find a place to hide where the active shooter is less likely to go, find, and/or see you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction
- Not trap you or restrict your options for movement

To prevent the active shooter from entering your hiding place:

- Lock the door
- Barricade the door

If the active shooter is nearby:

- Lock the door
- Silence your cell phone

- Turn off any source of noise (i.e. radios, televisions, etc.)
- Hide behind large items (i.e. cabinets, desks, etc.)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

Take-action against the active shooter only as a **last resort**. When your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and/or improvising weapons
- Yelling
- Committing to your actions

An **All Clear** will be announced when the situation has been addressed and the scene is declared safe by law enforcement officials.

**Recovery:** The health and well being of our employees is critical. As soon as possible after law enforcement has relinquished command and control of the scene, the management team will develop information strategies to address employee and family questions related to the event.

Initially, the site of a violent incident will be secured as a crime scene. After authorities have completed their investigation and have released the crime scene, management will need to have the facility properly cleaned and sanitized. A bio-hazards remediation company will be contacted for the safe removal and clean-up of bio-hazardous substances, including blood borne pathogens, and will be sensitive, compassionate, and caring for the deceased.

In addition, the company will coordinate with the media for timely dissemination of information to help reduce media pressure on those who are most vulnerable. The company will also assist employees with benefits and other administrative issues to help reduce the burden on victims and their families. When an incident occurs, emergency mental health consultants will be contacted as soon as possible to provide any necessary physical, emotional and psychological support to employees.

## 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, to include company cars and trucks, or any other area or article on our

premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, to include vehicles, 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.

## **Weapon-Free Workplace**

### **Purpose**

This policy is to ensure that Garner Trucking, Inc. (GTI) maintains a workplace safe and free of violence for all employees, the company prohibits the possession or use of dangerous weapons on company property, except as permitted by federal, state and local laws.

### **Persons Covered**

All GTI workers are subject to this provision, including contract workers and temporary employees as well as visitors and customers on company property. A license to carry the weapon on company property does not supersede company policy unless permitted by federal, state and local laws. Any employee in violation of this policy will be subject to disciplinary action, up to and including termination, except where prohibited by federal, state, and local laws.

### **Definitions**

- "Company property" is defined as all company-owned or leased buildings, and surrounding areas such as sidewalks, walkways, driveways and parking lots under the company's ownership or control. This policy applies to all company-owned or leased vehicles, to include, trucks, trailers and cars.
- "Dangerous weapons" include firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy.

### **Searches of Personal Property**

GTI reserves the right at any time and at its discretion to search all company-owned or leased vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures and persons entering its property, for the purpose of determining whether any weapon is being, or has been, brought onto its property or premises in violation of this policy, except where prohibited by federal, state, and local laws. Employees who fail or refuse to

promptly permit a search under this policy will be subject to discipline up to and including termination, except where prohibited by federal, state, and local laws.

**Enforcement**

This policy is administered and enforced by the safety and human resources (HR) department. Anyone with questions or concerns specific to this policy should contact the HR department.

Nothing in this policy should be construed to prohibit conduct that is expressly permitted or protected under applicable federal, state or local laws.

**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.

**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 all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of company issued lockers, vehicles, 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 Human Resources.

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

This is to acknowledge that I have received a copy of the 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 outlined 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 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/CEO 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 approved by the Company President/CEO. 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 and Holiday Policies 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 Resources Director or another member of management.

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

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

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