

MR Reliable Logistics Corp.

EMPLOYEE HANDBOOK

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ABOUT THIS HANDBOOK

This Handbook is supplied as a resource for you. It contains information about several policies that will relate to your time at MR Reliable Logistics Corp, referred to as “MR Reliable” or the “Company”. The purpose of this Handbook is to provide you with some important information about your employment, including expectations, practices, programs, and benefits. This handbook provides only general information about your benefits and the work rules and policies under which we operate and may be utilized as a reference tool throughout your employment with us. Of course, every Company policy cannot be addressed in this Handbook. Therefore, detailed explanations have been omitted to keep it reasonably brief and readable.

The information contained in this Handbook applies to all employees of MR Reliable Logistics Corp. Following the policies described in this Handbook is considered a condition of continued employment. However, nothing in this Handbook alters an employee’s status. The contents of this Handbook shall not constitute nor be construed as a promise of employment or as a contract between the Company and any of its employees. The Handbook is a summary of our policies, which are presented here only as a matter of information.

It is your responsibility to read, understand, and comply with the provisions of this Handbook. The objective is to provide you with a work environment that is constructive to both personal and professional growth.

This Handbook supersedes all prior Handbooks and memos that may have been issued from time to time on subjects covered in this Handbook. Any previous editions of this Handbook or practices of Company are superseded by this edition. As such, all rules and policies in this guide will apply to all employees, regardless of their employment date with the Company. Please note that because regulations and laws are constantly evolving, not all employee rights and benefits are covered by the policies of this Handbook. Similarly, not all MR Reliable policies are contained within the Handbook. The business we work in is a dynamic one, so there may be occasions where it is necessary to change or discontinue certain policies in the Handbook. This Handbook is meant to provide both the Company and your flexibility to respond appropriately in all instances.

While the Company believes wholeheartedly in the plans, policies and procedures described, it is committed to reviewing them continually and reserves the right to change or terminate any or all of them at any time. For that reason, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by the Company, and after those dates, all superseded policies will be null.

This Handbook does not change the Employment-at-Will status, nor does it constitute a guarantee that your employment will continue for any specified period of time, or end only under certain conditions. Employment at MR Reliable is a voluntary relationship, and nothing in this Handbook constitutes an expressed or implied contract of employment. Just as you retain the right to terminate your employment at any time, for any or no reason, the Company retains a similar right. No policy or practice of the Company should be construed to change this relationship. Only MR Reliable management has the right to modify this practice and such action must be in writing.

If a state or other local jurisdiction in which the Company operates has specific statutes that requires the Company to act otherwise than what is written within this manual, the Company will comply with the states or local jurisdiction’s applicable law(s). This Handbook is intended to comply with all applicable laws, and nothing contained in this Handbook should be interpreted to violate section 7 of the National Labor Relations Act or any other state or federal law.

If you have any questions about the policies contained within this Handbook, do not hesitate to email MR Reliable Logistics Corp management at mrrlogisticscorp@gmail.com.

SECTION 1 – EMPLOYEES OVERVIEW

MR Reliable classifies employees in accordance with the Fair Labor Standards Act and all applicable state and local wage and hour laws.

1.1 Employment Classification

Employees will fall into one of three employment categories, depending on their work schedule:

Full-Time Employees

Full-time employees are those who are regularly scheduled to work thirty (30) or more hours or more than three (3) days each workweek. Full-time employees are eligible for all company benefits, subject to the terms, conditions, and limitations of each individual benefit program or policy.

Part-Time Employees

Part-time employees are those who are regularly scheduled to work less than thirty (30) hours each workweek. Part-time employees who work at least one thousand, two hundred and forty-eight hours (1,248) in a calendar year are eligible to participate in all legally required benefits.

Temporary Employees (full-time or part-time)

Those whose performance is being evaluated to determine whether further employment with the Company is appropriate or individuals who are hired as interim replacements to assist in the completion of a specific project or for PTO relief. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified of a change. They are not eligible for any of the Company's benefit programs.

Note: All employees' work schedules and hours may be changed by MR Reliable to meet operational needs.

The Fair Labor Standards Act (FLSA), also known as the Federal Wage and Hour Law, and State Wage and Hour law classifies positions as either "exempt" or "non-exempt" from the provisions for payment of overtime wages and, in some instances, minimum wage requirements. Certain hourly wage personnel are eligible for payment of overtime wages of 1.5 times their regular rate of pay for all hours worked over forty (40) hours in a workweek. Most Company employees are exempt from overtime under the motor carrier exemption and are not entitled to overtime for hours worked over forty (40) in a workweek.

1.2 Employment Applications

The Company relies upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

1.3 Legal Compliance¹Drug and Alcohol-free Workplace Testing Policy

The Company is required by law to comply with all Department of Transportation ("DOT")-mandated drug testing requirements as set forth in 49 CFR Part 40. It is a condition of employment that employees pass the DOT-mandated drug screening test and be, and remain, free of illegal drugs, controlled substance abuse, and alcohol while at work or while performing job functions related to employment. The purpose of this policy is to provide a safe, healthy, and productive work environment for all employees. The use or possession of alcohol or drugs in violation of this policy poses a health and safety hazard to the employee involved, co-workers, clients, third parties, and the property of the Company. Employment of persons engaged in illegal drug activity could negatively impact the business and reputation of our Company.

¹ Marijuana prescribed for medical usage is not considered a prescription under this Drug and Alcohol-Free Workplace Policy, even if prescribed under a state medical marijuana law. Marijuana remains illegal under federal law and Company policy. As such, **the Company reserves the right to treat medical marijuana as an illegal substance and discipline employees for its use, up to and including termination, as it does with other illegal substances.**

Employees are expected to report any violation or suspected violation of the Drug and Alcohol-Free Workplace Policy to management.

Definitions:

- “Substance abuse” means the use, misuse or illegal use of drugs or controlled substances.
- “Dangerous substance” means: illegal drugs, controlled substances, look-alikes or designer drugs; unauthorized alcoholic beverages; drug paraphernalia; unauthorized prescription drugs; and any other perception-altering substance.
- “Company premises” includes all Company property whether owned, leased or used, e.g., facilities, buildings, structures, parking areas, automobiles, trucks and all other vehicles. This also includes all other work locations, job sites, or transit to and from those locations while in the course and scope of Company employment.
- “Reasonable suspicion” includes, but is not limited to: observation of behavior, other than as attributed to certain medical conditions, such as slurred speech, unsteady walking, abrupt mood swings, breath (alcohol), or odor; observation of physical manifestations frequently associated with some form of substance abuse, e.g., needle marks, bloodshot eyes, sudden nosebleeds; accidents; injuries; excessive absenteeism; declining productivity; observed use or possession of drug paraphernalia and/or suspicious activity indicating possible involvement with prohibited substances or alcohol.
- “Test” is the screen of saliva, but can also include breath, urine, hair or blood.

Terms of Policy:

The Company’s Drug and Alcohol-Free Workplace Policy applies to all employees in all job classifications and strictly prohibits employees from the manufacture, distribution, dispensation, possession, abuse or use of dangerous substances or illegal drugs (including prescription drugs not taken in accordance with a valid prescription) at any time in the workplace and on any Company premises; and, being under the influence of or having dangerous substances present in their bodies or in their possession while reporting to work, while at work, or while on-call for work.

Any employee who uses prescribed drugs or over-the-counter medication that may impair their ability to perform an essential function of their job or poses a direct threat to the employee or to others is expected to report this information to their supervisor or other Company official. The Company will make reasonable accommodations to the known disabilities of employees where such accommodations do not create an undue financial hardship to the Company. The Company reserves the right to require medical documentation regarding the need for such accommodation.

Under this policy, an employee must notify the Company of a criminal conviction for drug-related activity. The report must be made within five (5) days of the conviction. Any employee who violates this policy will be subject to corrective action up to and including discharge from employment.

Testing:

In order to maintain a safe workplace for its employees, all candidates and employees will undergo either a drug, or drug and alcohol test under the following conditions:

- Pre-hire testing.
- Random testing.
- Reasonable suspicion/cause.
- Return-to-duty after a violation of drug and alcohol rules. You can’t return to any DOT job before being tested and may be subject to unannounced testing at least 6 times in first 12 months. These tests must be conducted under direct observation.
- Follow-up testing that takes place after return-to-duty.
- Post-accident testing is required if you’re involved in an accident meeting certain DOT criteria. An alcohol test must occur within eight (8) hours of the accident, and a drug test within thirty-two (32) hours.

The Company, in its discretion, may instruct the employee to submit to testing using a lab certified by the state of Florida. In that case, the employee is required to report for such testing immediately. The Company should determine who will escort the employee for such drug testing and testing will be done at the Company’s expense. Employees who submit to a drug and/or alcohol test will be placed on unpaid suspension, pending testing results. Employees will be permitted to use any accrued PTO during this suspension. Employees who refuse to take a test as directed or who

otherwise violate the Drug and Alcohol-Free Workplace Policy will be subject to immediate discharge. Employees who test positive for drugs or alcohol will be subject to termination. An employee whose drug test is determined to be negative will be credited back any PTO days that the employee used during the unpaid suspension.

Nothing in this policy shall be construed as inconsistent with the Company's responsibility for compliance with federal, state and local laws regarding fair employment practices, and the implementation of this policy shall be accomplished in accordance with such laws.

Employment Records:

The Immigration Reform and Control Act of 1986 ("IRCA") requires that Company ensure that employees are authorized for employment in the United States. Therefore, the Company will employ only individuals lawfully authorized for employment in the United States. Federal law requires that, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 on the first day of work and present documentation establishing identity and employment eligibility within three (3) workdays of the start of work. Employees who fail to provide the necessary documents within the first three (3) days will be placed on leave without pay until such documents are provided. Failure to provide such documents within two (2) weeks may result in termination of employment. This information and documentation will be used only for compliance with IRCA and not for any unlawful purpose. If an employee's employment authorization changes or terminates after their start date, the employee must inform management immediately. Former employees who are rehired must also complete the form if they have not completed an I-9 with MR Reliable within the past three years or if their previous I-9 is no longer retained or valid. Employees whose authorization terminates or expires while employed with the Company, and who do not inform the Company of the change, will be placed on an indefinite unpaid leave of absence until the employee provides proper and up-to-date employment authorization documentation. Employees must further provide a current, valid driver's license and an acceptable driving record. Any change in your driving record or your license status must be reported to management immediately.

1.4 Personnel Data

The Company maintains a personnel file for each employee. All files are the property of the Company and access to the information is restricted. An employee's personnel data should be accurate and current at all times. It is the responsibility of each employee to promptly notify management of any changes in personnel data such as:

- Mailing address,
- Telephone numbers,
- Name and number of dependents, and
- Individuals to be contacted in the event of an emergency.

Coverage or benefits could be negatively affected if the information in an employee's personnel file is incorrect.

1.5 Corrective Action

MR Reliable holds its employees to certain work rules and standards of conduct (see Section 2). When an employee deviates from these rules and standards, corrective action is taken.

Implementing corrective action is progressive. That is, the action taken in response to a rule infraction or violation of standards *typically* follows a pattern increasing in seriousness until the infraction or violation is corrected.

The usual sequence of corrective actions includes an oral warning, a written warning, probation, and finally termination of employment. In deciding which initial corrective action would be appropriate, management will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record. Certain rule infractions and violations of standards are grounds for immediate termination of employment. These include but are not limited to: theft in any form, insubordinate behavior, vandalism or destruction of company property, the use of company equipment and/or company vehicles without prior authorization by Management, untruthfulness about personal work history, skills, or training, divulging Company business practices, and misrepresentations of MR Reliable to a customer, a prospective customer, the general public, or an employee. MR Reliable reserves the right to deviate from progressive corrective action at its absolute discretion and nothing in this policy shall be construed as requiring the Company to follow a progressive corrective plan.

SECTION 2 – OUR ENVIRONMENT

2.1 Equal Employment Opportunity

This is a reaffirmation of the MR Reliable's policy of equal employment opportunity. If an employee feels that an infraction of the Company's equal employment opportunity policy has occurred, the employee should immediately report the discrimination to management. The Company is committed to fully investigating the employee's claim and to taking the appropriate actions. MR Reliable complies with all applicable Equal Employment Opportunity laws and regulations in the hiring, placing, promoting, transfer, demotion, recruitment, advertising or solicitation for employment, rates of pay or other forms of compensation, selection for training, layoff or termination, and treatment of employees and applicants for employment.

MR Reliable has consistently maintains a policy of Equal Employment Opportunity for all employees and prospective employees of the Company. Management has the overall responsibility for implementing and monitoring the Company's Equal Employment Opportunity. All decisions with respect to employment have been and will continue to be made on the basis of merit, performance, qualifications, and, where applicable, seniority, to coincide with the policy of equal employment opportunity.

All personnel practices with respect to recruitment, hiring, training, promotions, compensation, benefits, transfers, leaves of absence, layoff and return from layoff, terminations, and other terms and conditions of employment are to be administered without regard to perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, gender identity, genetic information, or any other characteristic protected by applicable federal, state or local laws. The Company is committed to this policy in all matters of your employment. The Company takes pride in being a great place to work. If you experience, witness, or suspect any violations of any of these policies, you must report them to management or email mrrlogisticscorp@gmail.com.

2.2 At-Will Employment

Your employment is at-will. This means that either you or the Company may choose to end the employment relationship at any time for any legal reason, with or without notice or cause. **This Handbook does not change the Employment-at-Will status, nor does it constitute a guarantee that your employment will continue for any specified period of time or end only under certain conditions. Employment at MR Reliable is a voluntary relationship, and nothing in this Handbook constitutes an expressed or implied contract of employment.** No policy or practice of the Company should be construed to change this relationship. Only MR Reliable officers have the right to modify this practice and such action must be in writing.

2.3 Standard of Conduct and Ethical Practices

Everyone is expected to adhere to reasonable business and professional standards of behavior. This not only involves showing respect towards other members of our community, but also those that we encounter throughout the performance of our work. This includes refraining from any behavior that might be harmful to yourself, co-workers, or the public or behavior that might be viewed unfavorably by current or potential customers, the public, or anyone that you encounter because of your job.

Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment.

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment:

- Theft or inappropriate removal or possession of property.
- Falsification of timekeeping records.
- Dishonesty.
- Non-communication.
- Failed drug test.
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace.

- Fighting or threatening violence in the workplace.
- Negligence or improper conduct leads to damage of company-owned or customer-owned property.
- Violation of safety or health rules.
- Smoking in the workplace where not permitted.
- Sexual or other unlawful or unwelcome harassment.
- Excessive absenteeism or any absence without notice.
- Using company equipment for purposes other than business.
- Unauthorized disclosure of business “secrets” or confidential information.
- Failure to adhere to appearance and dress code requirements.
- Violation of personnel policies.
- Unsatisfactory performance or conduct.

2.4 Health and Safety

The health and safety of employees and others are of critical concern to MR Reliable. The Company provides key information to employees via regular internal communications such as team meetings, training sessions, bulletin board postings, and other written communications. Each employee is expected to obey safety standards and local laws while exercising caution and common sense when performing their duties.

- Each driver is expected to perform pre-check and post-check inspections of the vehicle they are driving. All irregularities are to be given to management so that proper resolution is made.
- Each employee is expected to have 10 hours of rest between workdays.
- Employees must immediately report any unsafe conditions or potential hazards to management, even if the problem appears to be corrected.
- Any work injury, accident, or illness must be reported to management as soon as possible, regardless of severity of the injury or accident. In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify management.
 - In the event an employee requires medical attention while at work, the employee’s personal physician must be notified immediately. If it is necessary for the employee to be seen by the doctor or go to the hospital, an emergency contact will be called to transport the employee to the appropriate facility. If an emergency develops requiring Emergency Medical Services to evaluate the injury/illness of an employee on-site, the employee will be responsible for any transportation charges. A physician’s “return to work” notice may be required.
- All motor vehicle accidents, regardless of how insignificant, must be reported by the employee to management. The accident incident report needs to be completed at the time of the accident.
- Employees who become aware of any health-related issue that would impede an employee’s ability to obey safety standards and local laws while exercising caution and common sense when performing their duties, should notify management of their health status. This policy has been instituted strictly to protect the employees.
 - A written “permission to work” from the employee’s doctor is required at the time or shortly after notice has been given. The doctor’s note should specify whether the employee is able to perform regular duties as outlined in his/her job description.
 - A leave of absence may be granted on a case-by-case basis. If the need arises for a leave of absence, employees should notify management.

Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action including termination of employment.

2.5 Disability Accommodations

Employers with fifteen (15) or more employees are subject to the Americans with Disabilities Act (“ADA”), which bans discrimination against persons with disabilities. The ADA requires employers make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship.

The ADA defines an “individual with a disability” as a person who has a physical or mental impairment that substantially limits one or more major life activities, a record of such impairment, or is regarded as having such impairment. A qualified individual with a disability is a person who meets legitimate skill, experience, education, or other requirements of an employment position that they hold or seek, and who can perform the “essential functions”

of the position with or without reasonable accommodation. Requiring the ability to perform “essential” functions assures that an individual will not be considered unqualified simply because of inability to perform marginal or incidental job functions.

The disabled employee must request such accommodations from management. If the individual does not request an accommodation, the Company is not obligated to provide one. The disabled individual requiring the accommodation must be otherwise qualified, and the company must know the disability. In addition, companies are not required to make an accommodation if it would impose an “undue hardship” on the operation of Company’s business. Individuals who actively engage in the illegal use of drugs are specifically excluded from the definition of a “qualified individual with a disability” protected by the ADA when an action is taken on the basis of their drug use.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of management or email mrrlogisticscorp@gmail.com. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.

2.6 Anti-Harassment

Harassment of any kind, including sexual, is strictly prohibited. MR Reliable feels strongly that every member of the team has the right to work in an environment free from harassment. Actions, words, jokes, or comments based on an individual’s sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. Harassment includes jokes, verbal abuse and epithets, degrading comments, the display of offensive objects and pictures, and other conduct that the individual might reasonably find to be offensive. This policy prohibiting harassment, whether sexual or of another nature, is not limited to relationships between and among employees and prospective employees, but also extends to interaction with guests, clients, vendors, or suppliers. No employee shall ever subject any guest, client, vendor or supplier of the Company to harassment, including sexual harassment, of any nature, including that conduct described below. Furthermore, no employee will be required to suffer sexual harassment by any guest, client, vendor, or supplier. If you feel that you have been, are being, or have witnessed harassment, you must immediately bring it to the attention of management or email mrrlogisticscorp@gmail.com. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment. Where applicable, the Company will comply with all federal and state regulations related to accommodating employees with a disability or disabilities.

2.7 Sexual Harassment

Sexual harassment in the workplace is a form of sex discrimination and may constitute a violation of federal, state, or local law. Sexual Harassment is illegal and will result in corrective action up to and including termination.

The Company will not condone or tolerate any harassment, including sexual harassment, of its employees, guests, clients, vendors or suppliers. This policy applies to all persons—administrators, supervisors, supervisors and employees. Harassment will not be tolerated at any Company-sponsored events, including by way of example, Company parties, and Company picnics.

Sexual harassment has been defined generally as including unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, whenever (1) submission to the conduct is either an explicit or implicit term or condition of employment; (2) an employee’s reaction to the conduct is used as a basis for employment decisions affecting that employee or (3) the conduct has the purpose or effect of interfering with the employee’s work performance or creating an intimidating, hostile or offensive working environment. No employee or applicant should be subjected to unsolicited and unwelcome sexual overtures, nor should an employee or applicant be led to believe that an employment opportunity or benefit will in any way depend upon “cooperation” of a sexual nature.

Sexual harassment is not limited to demands for sexual favors. It also may include such actions as: (1) sex-oriented verbal “kidding”, “teasing” or jokes; (2) repeated offensive sexual flirtations; advances, or propositions; (3) continued or repeated verbal abuse of a sexual nature; (4) graphic or degrading comments about an individual or their appearance; (5) the display of sexually suggestive objects or pictures; (6) subtle pressure for sexual activity; and (7) inappropriate physical contact. Sexual harassment is demeaning and degrading. It affects an individual’s self-esteem and can have a negative impact on performance at work. It can make an individual feel angry, powerless and fearful.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature, or consensual personal and social relationships without a discriminatory employment effect. It refers to behavior that is not welcome and that is personally intimidating, hostile, offensive, and of a severe nature.

Where applicable, the Company will comply with all federal and state regulations related to preventing sexual harassment.

2.8 Drug and Alcohol Free

The Company is subject to the federal regulations controlling transportation employers, including DOT mandated drug testing and policies. Random drug tests are completed and a failed test results in immediate dismissal. The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an employee while they are on Company property or elsewhere on Company business, is strictly prohibited.

Employees are also prohibited from working while they are using or under the influence of alcohol, illegal drugs, or any controlled substances which may impact an employee's judgement and ability to perform his or her job or otherwise pose safety concerns. Working while under the influence of prescription drugs that impair performance is also prohibited. If an employee is prescribed a medication that will impact his/her ability to safely perform the functions of his/her job, the employee must contact management.

Violation of this policy will result in disciplinary action, including termination.

Please note the following definitions to help clarify the above:

- Company property: All Company owned or leased property used by employees.
- Controlled substance of abuse: Any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act, as amended.
- Drug: Any chemical substance that produces physical, mental, emotional, or behavioral change in the user.
- Drug paraphernalia: Equipment, a product, or material that is used or intended for use in concealing an illegal drug, or otherwise introducing into the human body an illegal drug or controlled substance.
- Illegal drug:
 - a. Any drug or derivative thereof whose use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage is illegal or regulated under any federal, state, or local law or regulation.
 - b. Any drug, including – but not limited to – a prescription drug, used for any reason other than that prescribed by a physician.
 - c. Inhalants used illegally.

2.9 Smoking and Vaping Products

Employees must follow all rules posted in designated areas and adhere to all associated policies. Smoking is strictly prohibited in any indoor place of employment. Smoking and/or vaping are not permitted within Company facilities, on jobsites, or in Company vehicles. Smoking is only permitted in designated smoking areas during an approved break. All employees are expected to abide by this policy while at work.

2.10 Workplace Violence

The Company takes acts or threats of violence extremely seriously. Threats, threatening language, or any other unacceptable acts of aggression or violence of any kind made by any Company employee against an employee, client, supplier, vendor, employee of a client, contractor, temporary employee partner or visitor will not be tolerated. This policy applies to all Company employees, whether on or off Company or client property, and includes any acts or threats of physical violence, intimidation, harassment, and/or coercion as well as any acts intended to create a hostile, abusive or intimidating work environment.

Specific examples of conduct that may be considered threats or acts of violence include but are not limited to the following:

- Threatening an individual or their family, friends, associates, or property with harm;
- Hitting or shoving an individual;

- Intentional destruction or threatening to destroy Company property;
- Making harassing or threatening phone calls;
- Harassing surveillance or stalking (following or watching someone);
- Unauthorized possession or inappropriate use of firearms or weapons.

Employees are encouraged to report any acts or threats of violence to management immediately. Reports of violence or threats will be promptly and thoroughly investigated and, where warranted, appropriate action will be taken including corrective action, up to and including termination of employment, and reports to local police authority if warranted.

2.11 Guns at Work

To the extent permitted by law, employees and visitors are prohibited from the possession of weapons while performing job responsibilities.

2.12 Reporting Threats & Anti-Retaliation

If you feel that any of the policies meant to keep you safe are being violated or you become aware of any potentially dangerous situations, you must report it immediately management or email mrrlogisticscorp@gmail.com. Additionally, the Company prohibits retaliation of any kind against employees who, in good faith, make reports or assist in investigating such complaints. If an employee feels they have been subjected to or witnesses any form of retaliation, the employee must report that conduct to management. Encouraging others to retaliate also violates this policy. False or malicious charges of discrimination or harassment will be treated as a serious offense and will subject the employee to discipline up to and including termination. You may also submit concerns, complaints, or information to mrrlogisticscorp@gmail.com.

2.13 Whistleblower Policy

If any employee reasonably believes that some policy, practice, or activity of Company, or a client, is in violation of a law, rule, regulation, or a clear mandate of public policy, the employee must report such violation to management. Company will promptly investigate all complaints. Company will not retaliate against any employee who, in good faith, raises a complaint, discloses, or threatens to disclose truthful information regarding some practice, policy, or activity of the Company, an employee of the Company, a client, or a client's employee that the employee reasonably believes violates a law, rule, regulation, or a clear mandate of public policy.

2.14 Safe Operation of Vehicles

MR Reliable values safety above all else. We want drivers to make smart, safe decisions while conducting their daily responsibilities. Our safety message is "efficient and safe is key" because we want our drivers to both meet customer expectations and be home safe at the end of the day.

See detailed policy in Section 5 – Driver Policy.

2.15 Appearance and Dress Code

All employees are expected to dress and groom themselves in accordance with the professional standards of our industry and the requirements of their job. Employees, including temporary employees, are supplied with three (3) sets of FedEx uniforms for all seasons. Employees must always wear the approved supplied uniform while performing work for the Company.

If the Company feels an employee's attire is out of place, they may be asked to leave the workplace until properly attired. The employee will not be paid for the time away from work for this purpose. Management has the sole authorization to determine an appropriate dress code, and anyone who violates this standard will be subject to appropriate corrective action.

The Company makes reasonable accommodations for the aforementioned policies directly related to an employee's religion, ethnicity, or disabilities.

2.16 Attendance

Punctual and regular attendance is an essential responsibility of each employee of Company. The Company expects that every employee will be regular and punctual in attendance. This means being in the workplace, ready to work at their starting time each day. Employees are also expected to remain at work for their entire work schedule.

Absenteeism and tardiness place a burden on other employees and on the Company. Late arrival, early departure or other absences from scheduled hours are disruptive, inefficient and must be avoided.

If you are unable to report for work for any reason, notify management before the regular starting time. If you expect that you will be tardy or absent, you are required to notify management at the earliest time possible via telephone or other prearranged communication method. In the case of leaving a voice-mail message, a follow-up call must be made later that day. This notification does not excuse the tardiness but simply notifies management that a schedule change may be necessary. If an employee is unable to call in themselves because of an illness, emergency or for some other reason, someone else should call on the employee's behalf. Employees who must leave work before the end of their scheduled shift must notify their supervisor immediately.

If there comes a time when you see that you will need to work alternate hours than your usual work week, notify management in advance. Each request for special work hours will be considered separately, considering the employee's needs and the needs of the Company. Such requests may or may not be granted. Employees must use earned PTO for every absence unless otherwise expressed allowed by company.

Should repetitive tardiness or absenteeism become apparent, disciplinary action may be required, including possible termination. Unauthorized absences exceeding two (2) consecutive shifts or working days is a violation of this policy and will be considered job abandonment. Specifically, your employment with the Company will be terminated. Excessive absenteeism, lateness or leaving early may lead to corrective action, including possible termination.

2.17 Credit Card & Fuel Card Restricted Use

Select employees may be supplied with a Company Credit Card and/or Fuel Card. This card is for professional, approved purchases only. Contact management to gain approval for use. No personal or private expenditures shall be charged to the Company's account. Each expense charged must be accompanied by the actual itemized receipt. No employee whose regular duties do not include purchasing shall incur any material expense on behalf of the Company or bind the Company name by any promise or representation without written approval. Violation of this policy will result in disciplinary action, including termination of employment and/or prosecution.

2.18 Application of FedEx Policies

In addition to the policies and procedures set forth in this Handbook, you may also be subject to additional policies and procedures as set forth by FedEx from time to time. All employees must adhere to FedEx building safety and security rules. You are required to comply with both these policies and procedures and FedEx policies and procedures.

2.19 Procedure for Handling Complaints

Under normal working conditions, employees who have a job-related problem, question or complaint should first discuss it with their immediate supervisor. At this level, employees usually reach the simplest, quickest, and most satisfactory solution. If the employee and supervisor do not solve the problem, MR Reliable encourages employees to email mrrlogisticscorp@gmail.com for further assistance. Any employee who feels that they are or have witnessed or been the victim of discrimination or harassment in violation of this policy should immediately notify management at mrrlogisticscorp@gmail.com. The Company will fully investigate all complaints and will maintain confidentiality to the extent possible given the Company's duty to investigate the complaint. Anyone who is found to have engaged in discrimination or harassment will be subject to appropriate corrective action depending on the circumstances up to and including termination of employment. Because the Company takes allegations of discrimination and harassment seriously, it requires that its supervisors and managers report all incidents of discrimination and harassment to MR Reliable as well. As with all complaints, employees must report allegations of discrimination or harassment brought to their attention as soon as possible. Employee concerns and the outcome of any investigation will be held in strictest confidence, to the degree possible.

2.20 Employee Performance Review

Management will conduct performance reviews and planning sessions with all regular full-time and regular part-time employees after six months of service. This is in addition to regular conversations and feedback provided by managers. These sessions are designed to enable both management and employee to discuss current job tasks, encourage and recognize attributes, areas of improvement, and discuss positive, purposeful approaches for meeting work-related goals.

MR Reliable directly links compensation increases with performance. Your performance review and planning sessions will have a direct effect on any changes in your compensation. For this reason among others, it is important to prepare for these reviews carefully, and participate in them fully.

2.21 Nursing Mothers Policy

In compliance with applicable law, Company will make a private locking room available for nursing mothers to pump or breastfeed while in the office. Employees may take unpaid breaks for this purpose when necessary and should discuss their schedule with management.

SECTION 3 – COMPENSATION

3.1 Pay

MR Reliable will compensate you for all time worked. Routes are paid at a flat, per diem rate. Each driver is paid based on their experience and job proficiency. To ensure proper payment, you must review your pay stubs promptly to identify and report any errors. If you believe that there has been an error with your pay or benefits, you must bring your concerns to the attention of your manager and email mrrlogisticscorp@gmail.com within ten (10) business days.

3.2 Pay Periods

Payroll is paid on Fridays. All employees are paid one (1) week in arrears.

3.3 Pay Methods

For your convenience, the Company offers direct deposit as a means for employees to receive their pay. This means that your pay will be deposited directly into your bank account(s). If you select this option, you must fill out the appropriate Direct Deposit forms emailed directly to your provided email address from Guidant Payroll Services. Once you authorize Direct Deposit, you will be provided a statement of wages, which is accessible online through Guidant's portal. If you do not opt-in for Direct Deposit, your weekly pay will be provided via a pay card. For any pay related questions please contact mrrlogisticscorp@gmail.com.

3.4 Deductions

Payroll stubs will itemize deductions from gross earnings. By law, the Company is required to make certain deductions, including Social Security, federal income tax, and other appropriate taxes, court-ordered garnishments, and other legally required deductions mandated either by federal or local laws. Other deductions the Company will make are those pre-authorized by the employees. Federal and certain state laws permit other reductions.

Employees who, throughout the course of their employment, receive any kind of payroll or wage advancement and who have not reimbursed the Company for same will, unless otherwise stipulated by state law, have the applicable amount of pay deducted from their final pay.

3.5 Breaks

Employees are allowed, but not mandated or paid time for lunch. If employees have unexpected personal business to take care of, they must notify their direct supervisor to discuss time away from work and make provisions as necessary. Personal business should be conducted on the employee's own time.

3.6 Final Pay

DOT violations resulting in driver disqualifications, failing to return my uniforms, company equipment, stealing from the company, including but not limited to stealing a company vehicle, are all grounds for the company to reduce the employee's final paycheck to the smallest amount permissible by law. Employees must execute an authorization to deduct such funds in advance.

SECTION 4 – BENEFITS AND SERVICES

MR Reliable offers the following benefits program for its regular full-time employees. However, the existence of these programs does not signify that an employee will necessarily be employed for the required time necessary to qualify for the benefits included in and administered through these programs. MR Reliable's insurance company will provide a booklet describing benefits to all employees who elect coverage. All benefits are subject to the specific details set forth in the applicable plan documents, with this Handbook providing only a general summary. Please see the annual benefits summary for additional detail.

4.1 Social Security/Medicare

MR Reliable withholds income tax from all employees' earnings and participates in FICA (Social Security) and Medicare withholding and matching programs as required by law.

4.2 Retirement Plan

Review separate materials addressing retirement plan option.

4.3 Personal Days/Vacation

Paid Time Off (PTO) is available to regular full-time and regular part-time employees as follows:

- For years one through ten, employees earn 5 days of PTO per year.
- For years ten and over, employees receive 10 days of PTO per year.

Additional guidelines:

- Earned PTO cannot be taken before it is accrued and approved. PTO requests will be evaluated and subject to approval depending upon staffing needs at the time. The only way to receive PTO approval is for the employee to request the day in advance from management. PTO also includes time off for unexpected emergencies but is not to be used to cover time missed from work due to tardiness, except in the case of inclement weather.
- PTO requests must be made 2 weeks prior to the requested dates off.
- PTO may not be taken in half-day increments of time.
- No PTO days may be used from November 1st thru December 25th, unless extenuating circumstances apply, with written notice and approval by management.
- PTO will not be carried over from one calendar year to the next.
- Upon termination, either voluntary or involuntary, earned but unused PTO will not be paid out.
- PTO is paid at an employee's base pay rate and does not include overtime or any special forms of compensation.

4.4 Holidays

MR Reliable observes the following holidays per year with regular full-time employees will receive regular daily rate holiday pay and regular part-time employees will receive \$50 holiday pay:

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

4.5 Workers' Compensation

Workers' Compensation is a no-fault insurance plan that is supervised by the state in which an employee works and is fully paid. Workers' Compensation provides employees with benefits for any injury or illness suffered in connection with their employment. Under the provisions of the law, if an employee is injured while at work, they are generally eligible for Workers' Compensation. However, please note that the Company requires that you report all work-related or on-the-job injuries to your supervisor immediately. Management will direct employee as to the next steps in the process after receiving the report. Coverage begins immediately and has no length-of-service or compensation eligibility requirements.

4.6 Jury Duty

Employees will be granted unpaid time off to serve on a jury or military leave without pay. However, all regular employees both full-time and part-time will be kept on the active payroll until their civic duties have been completed. A copy of the jury duty summons, military requests, and all other associated paperwork are required for the personnel file. Employees who have available PTO may use their PTO when absent for jury duty.

SECTION 5 – DRIVER POLICY

In addition to the policies and procedures set forth by FedEx, the following rules apply to operating a Company-owned, Company-leased, or personal vehicle while conducting MR Reliable business:

5.1 Driver Selection and Retention

All employees authorized to drive while conducting Company business must:

- Possess a current, valid driver's license.
- Possess an acceptable driving record.
 - Any change in your driving record or your license status must be reported to management immediately.
 - Safety trainings and Management ride-alongs will occur to review performance.
- Pass the required drug tests.
- Wear company provided FedEx uniform representing MR Reliable.

5.2 Driver and Vehicle Safety

All employees are expected to always drive in a safe and professional manner. They must abide by all applicable state and local driving laws. Employees should follow these basic/fundamental safe driving procedures:

- Drivers may only use Company owned or leased vehicles as authorized by management.
- Drivers must have their valid driver's license in their possession while operating a vehicle.
- Drivers must not allow persons not authorized or employed by Company to operate or ride in a company vehicle.
- Drivers and all passengers must wear seat belts.
- Avoid exceeding any posted speed limits or other acts of recklessness.
- Use of cell phones or other portable devices is strictly prohibited while operating the vehicle, but responsible hands-free use will be permitted.
- Employees must not eat or drink while driving.
- Drivers must never operate a Company-owned, Company-leased, or personal vehicle while under the influence of alcohol or a controlled substance.
- Drivers and occupants are not allowed to possess, transport, or consume alcohol, illegal drugs, or firearms in the vehicle at any time.
- The vehicles must be maintained/operable, licensed, and safe always. Pre- and Post-trip vehicle checks are required.
- Employees are not to pick up hitchhikers or allow an unauthorized person to be a passenger in or to drive a Company-owned, Company-leased, or personal vehicle while conducting Company business.
- If an employee receives any traffic or moving vehicle violations in a company vehicle or while performing any aspects of their job functions or duties, they must notify management of the violation.
- Drivers are responsible for paying any moving violation tickets. Also, please park appropriately. Parking violations will not be paid by Company.
- The Company may take disciplinary action up to and including termination if the employee receives two (2) or more violations in a six (6) month period, if the employee routinely receives violations, or if the employee's driving history gives the Company any reason to believe that the employee is unsafe in the use of a vehicle as part of his/her job duties.
- Attend and complete safety trainings as required by Management. Failure to comply can result in disciplinary action.
- Drivers must keep the vehicle clean at all times and washed and vacuumed as often as necessary.

5.3 Accident and Theft Reporting

While employee safety is our first concern, all accidents or incidents that result in personal injury and/or damage/loss to Company vehicles and property, should be properly reported immediately and will be investigated. All at-fault accidents must be reported to management within thirty (30) minutes of the accident's occurrence. Employees must report any theft from the vehicle or of the vehicle immediately to management. Failure to comply with this Policy will result in disciplinary action, up to and including termination.

5.4 Inclement Weather/Emergency Closings

Company will normally be considered open during inclement weather, unless there are extremely hazardous conditions, and employees should make a reasonable and safe attempt to report to work. If an employee does not feel that they can safely commute to work, they must notify management as soon as possible so that coverage can be arranged, and available PTO should be utilized. At times, emergencies such as severe weather can disrupt company operations. The decision to close the office/suspend routes will be made by management. When the decision is made, employees will receive official notification from management.

Time off from scheduled work due to emergency closings will be unpaid for employees. However, if employees would like to be paid, they are permitted to use PTO if it is available to them.

5.5 Customer Service

Customer service is the foundation of FedEx Ground. Dissatisfied customers and canceled accounts hurt the reputation of FedEx Ground and the Company. We must work as a team to maintain standards and keep customers content with focus on the following:

- Targeting all packages delivered (minimum requirement 98.9%) and picked up on time (100% requirement).
- Packages handled with care and properly placed, but safe from weather elements where possible.
- Proper scanning and coding of packages. Delivery attempts are made before entering scanner codes. Improper coding and signing for customers will result in disciplinary action.
- Communicate with customers and the public in a professional matter.

SECTION 6 – EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine.

6.1 Voluntary Resignation

Although employees are free to terminate their employment at will at any time, employees are expected to provide a minimum of two (2) weeks advance notice. Written notice should be given to the employee's supervisor. Separating employees must be actively working on their last date of employment and cannot use PTO to extend separation dates. If, after the employee has given notice, it becomes advisable or necessary, they may be released prior to the intended termination date and paid through their last day of work.

6.2 Involuntary Resignation

Although the Company may terminate the employment relationship at-will where consistent with applicable state laws, it may exercise discretion to administer a disciplinary system that may involve one or more formal warnings. However, in some instances, it may be determined that immediate termination is appropriate. Employees who are involuntarily separated are not eligible for rehire.

6.3 Final Paycheck

Any employee who terminates employment with MR Reliable shall return all files, records, fuel cards, keys, uniforms, security badges, and any other materials that are property of the Company or vendors it serves. The cost of replacing non-returned items will be deducted from the employee's final paycheck. Furthermore, any outstanding financial obligations owed to the Company will also be deducted from the employee's final check. Employees will be expected to authorize such deductions in advance.

SECTION 7 – EMPLOYEE ACKNOWLEDGMENT

This Employee Handbook is an important document intended to help you become acquainted with MR Reliable Logistics Corp. This Handbook will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the general business atmosphere of MR Reliable Logistics Corp and economic conditions are always changing the contents of this Handbook may be changed at any time at the discretion of MR Reliable Logistics Corp. No changes in any benefit, policy or rule will be made without due consideration of the mutual advantages, disadvantages, benefits and responsibilities such changes will have on you as an employee and on MR Reliable Logistics Corp.

Please read the following statements and sign below to indicate your receipt and acknowledgment of the MR Reliable Logistics Corp Employee Handbook.

- I acknowledge that I have received a copy of the Employee Handbook, which describes important information about MR Reliable Logistics Corp, and understand that I should email directly if I have questions. I have entered into employment with MR Reliable Logistics Corp voluntarily and acknowledge that it is for no specified length of time. Accordingly, either I or MR Reliable Logistics Corp may terminate the relationship at will, with or without cause, at any time, for any reason or no reason. I understand that neither this Handbook nor any other MR Reliable Logistics Corp policy, practice or procedure is intended to provide any contractual obligations related to continued employment, compensation, or employment contract.
- Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the Handbook may occur, except to MR Reliable Logistics Corp policy of employment-at-will. I understand that MR Reliable Logistics Corp may change, modify, suspend, interpret or cancel, in whole or part, any of the published or unpublished personnel policies or practices, with or without notice, at its sole discretion, without giving cause or justification to any employee. Such revised information may supersede, modify, or eliminate existing policies. The MR Reliable Logistics Corp owner shall have sole authority to add, delete or adopt revisions to the policies in this Handbook. Any written or oral statement by a supervisor or department director contrary to the personnel policy handbook is invalid and should not be relied upon by any employee.
- I understand that no contract of employment other than “at will” has been expressed or implied, and that no circumstances arising out of my employment will alter my “at will” employment relationship unless expressed in writing with the understanding specifically set forth and signed by myself and an officer of MR Reliable Logistics Corp.

I understand and agree that have read and understand the above statements and will comply with the policies contained in this Handbook and any revisions, am bound by the provisions contained therein, and that my continued employment is contingent on following those policies.

Employee Name (Printed)

Employee Signature (Physical or Electronic)

Date