



EMPLOYEE HANDBOOK

WWW.FRESHFREIGHT.COM

Fresh Freight
LLC



Welcome!

On behalf of everyone at Fresh Freight Expedited, we want to welcome you to our team. We strive to have a workplace that is both rewarding and challenging. We sincerely hope you will find a great deal of satisfaction working here. Because our success depends upon the dedication of our employees, we are highly selective in choosing new members of our team. You are now an important member of that team! We also know that individuals like you are our most important assets. We look to you, and your new co-workers, to make a meaningful contribution to the success of our Company.

Fresh Freight Expedited recognizes that its growth and profitability are determined in large measure by your contribution to the organization. We believe in providing good working conditions and fair treatment. Equally important is the opportunity for everyone to contribute and provide input to obtain a sense of accomplishment and pride in the work done by each and every person working with us.

This employee handbook is intended to explain the terms and conditions of employment of all full- and part-time employees. It is not a contract. It is designed to acquaint you with the company, and to help you effectively and efficiently operate within the company's policies. Written employment contracts between Fresh Freight Expedited and some individuals may supersede some of the provisions of this handbook.

This handbook summarizes the policies, practices, rules, regulations and employment benefits of Fresh Freight Expedited which were in effect at the time of publication. They may change from time to time, with or without notice. It supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described here. Your supervisor or manager or Human Resources will be happy to answer any questions you may have about the handbook.

Once again, welcome aboard.

Sincerely,

Matt and Lisa Heroux, Owners





TABLE OF CONTENTS

I.	EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICIES	2
	A. No-Discrimination Policy.....	2
	B. Disability Accommodation Policy	2
	C. No-Harassment Policy	2
II.	EMPLOYMENT STATUS	5
	A. Attendance and Punctuality.....	5
	B. Meal Periods and Rest Breaks	5
	C. Timekeeping Requirements	5
	D. Overtime	6
	E. Lactation Breaks and Breast-Feeding.....	6
III.	PAYMENT OF WAGES	7
IV.	TIME OFF AND LEAVES OF ABSENCE	8
	A. Paid Time Off	8
	B. Jury Duty	8
	C. Voting Leave	9
	D. Religious Observances Leave and Accommodation Policy.....	9
	E. Military Leave.....	9
V.	EMPLOYEE BENEFITS	10
	A. Workers' Compensation and Safety on the Job	10
	B. Safety and Health.....	11
	C. Professionalism and Respect.....	11
VI.	MISCELLANEOUS POLICIES	12
	A. Alcohol/Drug Use, Abuse and Testing	12
	B. Cell Phone/Smart Phone Usage	13
	C. Use of Company Email and Computer Equipment	15
	D. Company Equipment	17
	E. Unauthorized use of a Company Asset	17
	F. Confidentiality	17
	G. Open-Door Policy	18
VII.	TERMINATION OF EMPLOYMENT	19
	A. Prohibited Conduct.....	19
	B. Discipline Policy	20
	C. Termination Policy	20
VIII.	EMPLOYEE ACKNOWLEDGEMENT	21



Statement of At-Will Employment

Employment with our company is on an at-will basis unless otherwise stated in a written agreement signed by the company owner. This means that employment may be terminated by the employee or the company at any time, for any reason or for no reason, and with or without prior notice. No one has the authority to make any express or implied representations in connection with, or in any way limit, an employee's right to resign or the company's right to terminate an employee at any time, for any reason or for no reason, with or without prior notice. The policies and procedures contained in this Handbook are guidelines to employment; they do not create contractual rights or obligations.

Probationary Period

Employees who are newly hired, reemployed, promoted, demoted, or laterally transferred will serve a probationary period. Results of the probationary period may be successful completion, extension of the period, or termination of employment.

The probationary period allows an employee time to become proficient in the basic responsibilities of their new position and permits the supervisor to assess the individual's performance. The employee and supervisor are encouraged to communicate frequently during the probationary period.

The probationary period for new employees is the first 90 days of employment.



I. **Equal Employment Opportunity (EEO) Policies**

A. **No-Discrimination Policy**

Our company provides equal employment opportunity to all qualified employees and applicants without unlawful regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, or any other status protected by applicable federal, state, or local law. This policy applies to all aspects of the employment relationship – including but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment.

All employees are expected to comply with the company's EEO policies. Any employee's failure to do so may result in discipline, up to and including, termination.

B. **Disability Accommodation Policy**

Our company is committed to complying fully with the Americans with Disabilities Act (ADA) and applicable state disability discrimination law. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities.

Accommodations

Our company engages in an interactive process with a qualified applicant or employee with a known disability to determine reasonable accommodations and provides reasonable accommodations unless such accommodations create an undue hardship on the operation.

Requesting an Accommodation

A reasonable accommodation is any change or adjustment to a job or work environment that does not cause an undue hardship on the department or unit (or, in some cases, the company) and which permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may enable the employee to perform the essential duties of a position or participate in the employment process. All requests for accommodation should be made with the employee's immediate supervisor and should specify which essential functions of the employee's job cannot be performed without a reasonable accommodation. In most cases, an employee will need to secure medical verification of his or her need for a reasonable accommodation.

C. **No-Harassment Policy**



Our company prohibits unlawful harassment of any kind in the workplace, or harassment outside of the workplace that violates its employees' right to work in a harassment-free workplace.

For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker, customer, vendor, or any person working for or on behalf of the Company.

Sexual Harassment

Sexual harassment is unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature (regardless of whether such conduct is "welcome"), when:

1. submission to such conduct is made either implicitly or explicitly a term or condition of employment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Some examples of conduct that could give rise to sexual harassment are unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; sexual jokes; flirtations; advances or propositions; verbal abuse of a sexual nature; graphic, verbal commentary about an individual's body, sexual prowess, or deficiency; leering, whistling, touching, assault, sexually suggestive, insulting, or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; or discriminatory treatment based on sex. The foregoing list is not exhaustive.

Other Forms of Prohibited Harassment

Other forms of prohibited harassment under company policy and Federal and State law include harassment against an individual based on the individual's race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, or any other status protected by applicable federal, state, or local law.

Such harassment may include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of any protected status, such as epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to a protected class or written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of the protected status.

Complaint Procedure

Each member of management is responsible for creating an atmosphere free of discrimination and harassment. Further, all employees are responsible for respecting the rights of their coworkers and strictly adhering to the letter and spirit of this policy. All employees are



encouraged to discuss this policy with an immediate supervisor, Human Resources, or the President, at any time if they have questions or concerns relating to the issues of discrimination or harassment.

If you believe that you have experienced any harassment or discrimination, you are expected and required to bring the matter to the attention of your immediate supervisor as soon as possible. If you believe that it would be inappropriate to discuss the matter with your immediate supervisor or if you are uncomfortable discussing the issue with your supervisor, you may bypass your immediate supervisor and report the matter directly to Human Resources or the highest level of leadership such as the company owner.

In addition, any employee who observes any conduct that he or she believes constitutes harassment or discrimination, or who receives information about incidents of harassment or discrimination that may have occurred, must immediately report the matter to his/her immediate supervisor or any other designated company leader.

Investigation

The company investigates all complaints and reports promptly and impartially, and keeps them confidential to the extent possible, consistent with the need to investigate the complaint and address the situation. If discrimination or harassment in violation of this policy is found to have occurred, we will take prompt, appropriate corrective action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

Protection Against Retaliation

Our company prohibits retaliation, in any way, against any employee who has made a good-faith complaint or report pursuant to this policy, has made any other legally protected complaint or report, or has participated in an investigation of such complaints or reports. Any employee who is found to have retaliated against another employee in violation of this policy will be subject to disciplinary action up to and including termination of employment.



II. Employment Status

A. Attendance and Punctuality

Every employee is expected to attend work regularly and report to work on time. If you are unable to report to work on time for any reason, contact your supervisor as far in advance as possible. Unsatisfactory attendance, including late arrivals, early departures, or failing to report to work as scheduled may be cause for disciplinary action, up to and including discharge. Employees who do not notify the company of an absence may be considered to have voluntarily resigned.

B. Meal Periods and Rest Breaks

Unpaid meal or lunch periods may be provided to hourly/non-exempt/non-driver employees and do not need to be paid, so long as the employee is free to do as they wish during the meal or lunch period for at least 30 consecutive minutes.

Employees who are permitted to take an unpaid meal period must notify their supervisor immediately if for any reason they were not able to take a full 30 minutes of uninterrupted time. In those cases, the employee will be paid or will be permitted to take a new unpaid, uninterrupted, meal period of up to 30 consecutive minutes.

Company Drivers are subject to rules as outlined by the Department of Transportation.

C. Timekeeping Requirements

All hourly/non-exempt/non-driver employees must accurately record time worked for payroll purposes. Employees are required to record their own time at the beginning and end of each work period, including before and after the lunch break. Employees also must record their time whenever they leave the building for any reason other than company business. Recording time for another employee, allowing another employee to record your time, or altering any time record, will be grounds for discipline up to and including termination. An employee who fails to record his or her time accurately may be subjected to discipline as well.

Any errors on your time record should be reported immediately to your supervisor, who will attempt to promptly correct legitimate errors. An employee who fails to timely notify a supervisor of an error on their time record may be subjected to discipline up to and including termination.

Company Drivers are subject to rules as outlined by the Department of Transportation.



D. Overtime

Overtime work (hours in excess of 40 per work week) may be required of hourly/non-exempt/non-driver employees. Employees will be given as much advance notice as possible if overtime hours are required.

Time-and-a-Half

The company pays one and one-half times a non-exempt, non-driver employee's hourly rate for all hours worked over 40 in any workweek. Non-exempt employees are those who work in positions for which an overtime premium must be paid under the Fair Labor Standards Act.

Fresh Freight drivers meet the criteria listed in the FLSA's Motor Carrier Act Exemption. Our drivers are compensated on a salaried basis.

Limitation on Overtime Pay

Paid hours not actually worked (for example, vacation, holidays, etc.) will not be counted toward the 40 per workweek required to receive overtime pay.

Supervisor Authorization

No overtime may be worked by (non-exempt), non-driver employees unless specifically authorized in advance by a supervisor or management. Any violations of this policy may subject the offending employee to discipline up to and including termination.

F. Lactation Breaks and Breast-Feeding

All staff (exempt and nonexempt) who are breast-feeding children up to 18 months old may take reasonable breaks during the workday to express milk. These breaks are optional. If you need to take these breaks, please talk to Human Resources.

1. **Nonexempt Staff Members.** Whenever possible, nonexempt staff members should take lactation breaks concurrently with other available breaks. Lactation breaks are unpaid and should be accounted for appropriately. For example, if an employee takes a 30-minute lactation break that overlaps with a paid rest break, the 15-minute rest break is paid and the remaining 15 minutes is unpaid. If the employee takes the lactation break separately, the entire time used is unpaid. Lactation breaks may also overlap with unpaid meal breaks.
2. **Exempt Staff Members.** Exempt staff members should use good judgment to choose appropriate times for lactation breaks that balance the employees' lactation needs and the demands of work.



III. Payment of Wages

Paydays

Paychecks are normally available on the first and the fifteenth of the month for all non-driving positions. Drivers will receive their paycheck each Friday. In the event of an error on your paycheck, please contact your manager or on-site supervisor immediately.

Driver Pay

The Company abides by all state and federal wage laws as they apply to truck drivers. Drivers are paid a weekly salary plus a per diem. Pay is issued one week in arrears.

Payroll Deductions

We are required by law to withhold certain deductions from your paycheck. We will withhold taxes as prescribed by State and Federal laws, including but not limited to:

- Federal Income Tax;
- Social Security Tax;
- Medicare Tax;
- State Income Tax (if applicable);
- Local Tax(es) (if applicable);
- State Disability Tax (if applicable).

In addition, we are required to recognize court orders, liens and wage assignments that may require additional withholding. If we receive notification that such payroll deductions are required, we will begin withholding immediately. You may request certain payroll deductions for safety equipment purchases, medical insurance coverage, credit union deposits, etc. Please see Human Resources to discuss any limitations on our ability to process these deductions.

Lost Paycheck

If you lose your paycheck, notify your supervisor immediately. We will replace the check only after we have received bank authorization. You may be subject to a stop payment fee.



IV. Time Off and Leaves of Absence

A. Personal Time Off (PTO)

Our company has a personal time off (PTO) policy to enable associates to take time off for vacations, personal needs, and all reasons defined under Arizona Sick Leave laws. Employees that worked for Fresh Freight the prior year will be frontloaded 120 hours (15 workdays) of PTO at the beginning of the calendar year. The allotment is based on the associate working throughout the new calendar year, accruing 10 hours of PTO for each calendar month worked. If an associate voluntarily terminates their employment and fulfills their two week notice, they will be paid out any accrued PTO that hasn't been used. A payroll deduction will be taken from their last check if their employment is terminated prior to earning enough PTO hours to cover previous time off. PTO cannot be carried over from one calendar year to the next.

Associates hired during the calendar year will accrue 10 hours for each month worked and can begin using time at their 91st day of employment. For example, if a new associate begins employment on July 1st, they can earn up to 60 hours during the remainder of the calendar year and can begin scheduling PTO on September 29th.

With the exception of associates hired during the calendar year (need to wait until their 91st day), employees can schedule time off prior to earning the hours. They will need to coordinate the time off with their manager/supervisor.

The number of employees allotted time off at the same time will be set by the manager of the respective department.

B. Jury Duty

The company will grant employees time off for mandatory jury duty and/or jury duty orientation. A copy of the court notice must be submitted to the employee's manager to verify the need for such leave. Although jury duty leave is unpaid, the employee may keep the jury duty pay he or she receives, and the employee may use any accrued vacation, sick leave or PTO during the stint of jury service. The employee is not required to use any accrued vacation, sick leave, or PTO during jury service.

The employee is expected to report for work when doing so does not conflict with court obligations. It is the employee's responsibility to keep his or her supervisor or manager informed about the amount of time required for jury duty.



C. Voting Leave

Employees entitled to vote at a primary or general election in State may request leave from work in advance to vote in certain circumstances, depending on the time the polls are open and on the time of the employee's regular work shift. Contact Human Resources with questions about this leave.

D. Religious Observances Leave and Accommodation Policy

Company respects the religious beliefs and practices of all employees. The company will make, upon request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the company's business. Employees may use vacation or unpaid time for religious holy days or to participate in a religious observance or practice.

E. Military Leave

Employees who wish to serve in the military and take military leave should contact Human Resources for information about their rights before and after such leave.



V. Employee Benefits

A. Workers' Compensation and Safety on the Job

You are protected by Workers' Compensation Insurance under state law. This insurance covers you in case of occupational injury or illness by providing, among other things, medical care and compensation and temporary or other disability benefits.

Steps to Take If You Are Injured on the Job

To ensure that you receive any workers' compensation benefits to which you may be entitled, you must do all of the following:

1. Immediately report any work-related injury to your supervisor. You must report the injury at the time it happens, not several days later.
2. Seek medical treatment and follow-up care if required.
3. Promptly complete a written Employee's Claim Form and return it to your supervisor.

Failure to timely follow these steps may negatively affect your ability to receive benefits.

Return to Work

If you require workers' compensation leave, you will – under most circumstances – be reinstated to the same position that you held at the time your leave began, or to an equivalent position, if available. However, you must first submit an approved medical certificate demonstrating your ability to return to work.

When returning from a workers' compensation leave you have no greater right to reinstatement than if you had been continuously employed rather than on leave. For example, if you would have been laid off had you not been on leave, or if your position is eliminated, and no equivalent or comparable positions are available, then you may not be entitled to reinstatement. These are only examples. The company does not discriminate against employees who suffer a workplace injury or illness.

Overlap With Other Laws

The company will account for other leave laws and workplace disability laws that might also apply to your situation, such as the ADA and FMLA. If, after returning from a workers' compensation leave, it is determined that you are unable to perform the essential functions of your position because of a qualifying disability, you may be entitled to a reasonable accommodation, as governed by the Americans with Disabilities Act and/or applicable State laws covering disabilities in the workplace.



B. Safety and Health

To help us maintain a safe workplace, everyone must be safety-conscious at all times. You are required to report all work-related injuries or illnesses as soon as possible to a member of company leadership such as your supervisor.

C. Professionalism and Respect

The company expects every person in the workplace to act with honesty and integrity and treat every other person with dignity, respect, courtesy and civility as befits a professional workplace. Denigrating, rude, or bullying behavior is not permitted. Such behavior may lead to discipline, up to and including termination of employment.



VI. Miscellaneous Policies

A. Alcohol/Drug Use, Abuse and Testing

Our company works to maintain a safe and efficient work environment for all individuals associated with us. Employees who misuse controlled substances, prescription or illegal drugs, and alcoholic beverages pose a risk both to themselves and to everyone who comes into contact with, or depends upon them, and risks damage to the company's customer relationships.

This policy applies to all employees (except where noted in this policy or where it is inconsistent with applicable law) and applicants for employment. This policy revises and supersedes all previous drug and alcohol testing policies and practices.

The following conduct is strictly prohibited and will result in disciplinary action up to and including termination:

1. Possession, sale and/or use of drugs on company, while in uniform, while on company or work-related travel, or while on company business;
2. Failure of an employee to notify company of a conviction under any criminal drug or alcohol statute within five days of the conviction;
4. Possession and/or consumption of alcoholic beverages or being under the influence of alcohol during work hours, while in uniform or on company premises, or while operating a company vehicle (or while operating a personal vehicle in connection with the performance of company business), or while performing job functions other than at the employee's home.
5. Being under the influence of drugs while on duty, on company premises, on company time, while in uniform, while on company business, or while operating a company vehicle (or while operating a personal vehicle in connection with the performance of company business);
6. Refusing to cooperate with any and all tests required by this policy. This includes, but is not limited to, tampering with, or attempting to tamper with, a specimen sample, using chemicals or other ingredients to mask or otherwise cover up the presence of metabolites, drugs or alcohol in a specimen, or providing a blood or urine specimen that was produced by anyone other than the employee being tested.

An employee who uses prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or that may affect the safety or well-being of others, must notify a supervisor of such use immediately before starting or resuming work.

Employees are asked to report when they observe or are informed, and have reasonable grounds to believe, that another employee is under the influence of alcohol or drugs while on



duty, on company premises, on company time, while in uniform, while on company business, or while operating a company vehicle (or while operating a personal vehicle in connection with the performance of company business).

In order to implement this policy, the company will:

- (a) subject applicants to a drug and/or alcohol test as required by federal law;
- (b) test employees reasonably suspected of using drugs or alcohol, as permitted by law;
- (c) discipline or discharge employees who test positive or otherwise violate this policy.

In order to enforce this policy, the company reserves the right to conduct searches of company property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy. Any employee who refuses to consent to such searches may be expelled from the property and subjected to discipline, up to and including termination.

Failure to abide by any provision in this policy will result in disciplinary action up to and including termination.

Drivers are subject to the regulations established by the Department of Transportation and the Federal Motor Carrier Safety Administration (FMCSA). The controlled substance, alcohol use, and testing regulations can be found in FMCSA 49 CFR, part 382.

B. Cell Phone/Smart Phone Usage

This policy applies to employee use of cell phones, smart phones (including iPhones, Android devices, and similar devices), PDAs, and similar telecommunication devices, all of which are referred to as "cell phones" in the Cell Phone Policy.

Cell Phones in General (both Company-provided and personal cell phones)

Employees are allowed to bring cell phones to work with them. During working hours, however, employees are not permitted to use their cell phones for personal use except in an emergency or during a rest break or meal period. Employees who use personal or company-provided cell phones to communicate with another company employee for any reason may not violate the company's policies against harassment. Thus, employees who use a cell phone to send a text or instant message to another employee (or to a customer) that is harassing or otherwise violating the company's anti-harassment policies will be subject to discipline up to and including discharge.

Employee Use of Company-Provided Cell Phones

Cell phones are made available to company employees on a limited basis to conduct the company's business. Determinations as to which employees receive company-provided cell



phones will be made on a case-by-case basis by leadership, but some factors that may weigh in favor of company providing a cell phone to one of its employees include:

- The employee spends a great deal of time out of the office and immediate telephone contact is required to perform his/her work in an effective manner.
- The paging system will not satisfy the individual requirement.
- A unit check-out phone will not satisfy the communication need.
- An employee's personal safety is enhanced.

Employees who receive a cell phone from the company must agree to not use the cell phone for personal use except in emergency situations and must abide by all aspects of the Cell Phone Policy (including those policies applicable to personal cell phone use). Further, employees who receive a cell phone from company must: (1) agree to abide by the company's EEO Policies whenever the employee uses the company-provided cell phone, or whenever contacting a company employee about company business using a private cell phone; and (2) acknowledge and understand that because the cell phone is paid for and provided by company, any communications (including text messages) received by or sent from the cell phone may be subject to inspection and review if the company has reasonable grounds to believe that the employee's use of the cell phone violates any aspect of the Cell Phone Policy.

Employee Use of Personal Cell Phones

Employees are allowed to bring cell phones to work with them. During working hours, however, employees are not permitted to use their cell phones for personal use except in an emergency or during a rest break or meal period.

Employee Use of Cell Phones With Cameras

Cameras of any type, including cell phones with built-in cameras and video photography devices, may not be used while an employee is working, but may be used during rest breaks or meal periods.

Cell Phone Use While Driving

The use of a cell phone while driving may present a hazard to the driver, other employees and the general public. This policy is meant to ensure the safe operation of company vehicles and the operation of private vehicles while an employee is on work time. It applies equally to the usage of employee-owned cell phones and phones provided by the company.

Employees are prohibited from using hand-held cell phones for any purpose while driving on company-authorized or company-related business. This policy also prohibits employees from using a cell phone or other device to send or receive text or "instant" messages while driving on company business. Should an employee need to make a business call while driving, the employee must locate a lawfully designated area to park and make the call. Employees may use hands-free cell phones or devices to make business calls. Such calls should be kept short and should the circumstances warrant (for example, heavy traffic, bad weather), the employee should locate a lawfully designated area to park to continue or make the call, even if the



employee is using a hands-free device. Violation of this policy will subject the employee to discipline, up to and including termination.

Drivers are subject to the regulations stipulated in FMCSR 49 CRF, part 392.82.

C. Use of Company Email and Computer Equipment

The company uses multiple types of electronic equipment, facilities and services for producing documents, research and communication including, but not limited to computers, email, telephones, voicemail, fax machines, online services, cell phones (including text messaging) and the Internet. This policy governs the use of such company property.

Ownership

All information and communications in any format, stored by any means on the company's electronic equipment, facilities or services is the sole property of the company.

Use

All of the company's electronic equipment, facilities and services are intended to be used for company business purposes only and not for personal matters. Access to the Internet, Web sites and other services paid for by the company are to be used for company business only.

Scanning for Viruses

Viruses can be attached to any file including email attachments. All incoming documents and attachments (whether sent electronically or provided on disk or other electronic media) must be scanned with the company's antivirus software. Any virus detected must be reported to the MIS department even if the virus detection software appears to have corrected the problem.

Retention

In most cases, electronic communications should be deleted after they are read. When appropriate, electronic communications should be printed and placed in the files of the company to which the communication relates.

Inspection and Monitoring

All information and communications in any format, stored by any means on company's electronic equipment, facilities or services are subject to inspection at any time without notice. Personal passwords may be used for purposes of security, but the use of a personal password does not affect company's ownership of the electronic information or company's right to inspect such information to the extent allowed by law. company reserves the right to access and review electronic files, messages, email, voicemail and other such material to monitor the use of all of company's electronic equipment, facilities and services, including all communications and internet usage and resources visited to the extent allowed by law.



Personal Hardware and Software

Employees may not install personal hardware and software on the company's computer systems without approval from the IT department. All software installed on the company's computer systems must be licensed.

Unauthorized Access

Employees are not permitted unauthorized access to the electronic communications of other employees or third parties unless directed to do so by company management. No employee can examine, change or use another person's files, output or username unless they have explicit authorization.

Security

Many forms of electronic communication are not secure. Employees who use cell phones, cordless phones, fax communications or email sent over the Internet should be aware that such forms of communication are subject to interception and these methods of communicating should not be used for privileged, confidential, trade secret or sensitive information unless appropriate encryption measures are implemented.



Inappropriate Websites

The Company's electronic equipment, facilities or services must not be used to visit Internet sites that contain obscene materials, or materials that would otherwise violate company's policies on harassment and discrimination.

D. Company Equipment

Each employee is responsible for the equipment they've been assigned. Employees are required to return assigned assets upon the termination of their employment. If the former employee fails to return an assigned asset, the cost to replace the asset can be taken out of their final paycheck.

E. Unauthorized Use of a Company Asset

Tractors

There may be occasions in which a driver needs to use the tractor for personal reasons. This activity must be approved by their manager.

If a driver submits their resignation, the Fresh Freight team will coordinate freight/loads to accommodate the return to Phoenix at, or near, the mutually agreed upon termination date. If a driver deadheads back to Phoenix, the expense related to the empty miles can be deducted from their final paycheck.

If a driver abandons their equipment - requiring the company to retrieve it – the expense related to retrieving the equipment will be deducted from their final paycheck.

F. Confidentiality

During the course of your employment with the company, you may be exposed to confidential information regarding company or its business (e.g., customer lists and requirements, sales figures, pricing, products, business systems, R&D data, etc.). You may even from time to time receive phone calls and inquiries from the press, manufacturers' sales representatives, and other outside parties asking for the company's perspective or thoughts on our expanding role in new markets. Maintaining the confidentiality of company's nonpublic business information is extremely important to our competitive position in the industry and, ultimately, to our ability to achieve financial success and provide employment stability.

You must protect all of company's confidential business information, or other proprietary company information, by safeguarding it when in use, filing it properly when not in use, and discussing or otherwise disclosing it only with or to those who have a legitimate need to know related to company's business. Employees may not post or disclose the confidential business information described in the first paragraph of this policy on the Internet.

Events may occur that will draw attention to company or cause others to ask questions that raise confidential business information regarding the company. It is imperative that one person



speaks for the company to deliver an appropriate message, to avoid revealing the confidential business information described above, and to avoid giving misinformation. To best serve these objectives, the company will respond to the news media in a timely and professional manner only through designated spokespersons or representatives.

G. Open-Door Policy

Our company's Open Door Policy is based on our belief that employee suggestions for improving the company are welcome at any time. If you have a complaint, suggestion, or question about your job, working conditions, or the treatment you are receiving from anyone in the company, please raise them first with your immediate supervisor. If you are not satisfied with the response from your immediate supervisor, request to have the facts/situation reviewed by Human Resources.



VII. Termination of Employment

A. Prohibited Conduct

The following conduct is prohibited and will not be tolerated by company. Any violation of this policy may result in discipline, up to and including termination. This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, employee welfare and company's operations may also be prohibited.

- Falsification of employment or other company records.
- Recording of work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time sheets, either your own or another employee's.
- Theft or the deliberate or careless damage or destruction of any company property, or the property of any other employee or customer.
- Unauthorized use of company equipment, materials or facilities.
- Being insubordinate, threatening, intimidating, disrespectful, unprofessional, or assaulting a manager/supervisor, coworker, customer, or vendor.
- Use of alcohol or illegal drugs, including marijuana, in violation of company policy.
- Carrying firearms or any other dangerous weapon on company premises at any time regardless of carry permits.
- Engaging in criminal conduct while at work.
- Failure to notify a supervisor when unable to report to work, or when leaving work during normal working hours without permission from a supervisor to do so.
- Failure to observe work schedules, including rest and meal periods.
- Failure to provide a physician's certificate when required and requested to do so.
- Sleeping on the job.
- Failure to abide by company policies regarding personal phone calls.
- Unauthorized overtime, or refusing to work assigned overtime.
- Unprofessional appearance during normal business hours.
- Violation of any safety, health, security or company policy, rule or procedure.
- Unlawful harassment or discrimination, or harassment or discrimination that violates company policy.
- Smoking in any unauthorized area of the company, including company trucks and vehicles.
- Allowing unauthorized individuals inside the truck at any time.

This statement of prohibited conduct does not alter company's policy of at-will employment. Either you or company remains free to terminate the employment relationship at any time, with or without cause or notice.



B. Discipline Policy

Employees are expected to perform to the best of their abilities at all times. There will be occasions, however, where employees perform at an unsatisfactory level, violate a policy, or commit an act that is inappropriate. When performance or conduct does not meet company standards, company will endeavor, when it deems appropriate, to provide the employee a reasonable opportunity to correct the deficiency. This can be accomplished through forms of discipline short of termination, such as verbal warnings, written warnings, suspensions, and demotions (in no particular order).

In all cases, company retains sole discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case. Accordingly, company reserves the right to proceed directly to a written warning, demotion, or termination for misconduct or performance deficiency, without any prior disciplinary steps, when company deems such action appropriate. And at all times, company retains the right to terminate any employee's employment at any time and for any reason, with or without advance notice or other prior disciplinary action.

C. Termination Policy

If you choose to terminate your employment, the company requests that you give your manager as much notice as possible – preferably a minimum of two weeks. When giving your two-weeks' notice, vacation, personal, or sick days should not be used in lieu of notice. If you do not give two-weeks' notice of your intent to leave the company, you may not be eligible for re-employment at a later date.

If the employee's decision to terminate is based on a situation that could be corrected, the employee is encouraged to discuss it with his or her manager or the Human Resources manager before making a final decision.

At the time of your employment termination, a representative of the Human Resources Department will meet with you to conduct an exit interview. At that time, the details of your leaving will be discussed, and information regarding your insurance coverage and other information relative to your employment will be explained to you.

Employees must return all company property, including phones, computers, identification cards, keys, and manuals, to their supervisor or a Human Resources representative on or before their last day of work.



VIII. Employee Acknowledgement

Acknowledgment of Receipt of Employee Handbook

I acknowledge that I have received and will read a copy of the company's Employee Handbook. I also understand that a copy of the Handbook is available to me at any time to review.

I understand that the company has adopted the Handbook only as a general guide about policies, work rules and the work environment, and that they are subject to change at any time in the company's sole discretion. I acknowledge that the Handbook is not an employment contract and is not intended to give me any express or implied right to continued employment or to any other term or condition of employment.

I understand that either the company or I may terminate my employment relationship at any time, for any or no reason, with or without cause, and with or without advance notice. I acknowledge that no promises have been made to me that are inconsistent with this "at will" statement.

I understand that the company complies with all applicable laws regarding equal employment opportunity and provides a workplace free from unlawful harassment and discrimination. I will bring any questions or concerns I have regarding equal employment opportunities, discrimination, retaliation or harassment to my supervisor, the Human Resources Department, or any trusted manager or supervisor.

During my employment with the company, I understand that it is my responsibility to remain informed about the policies as revisions, updates and new policies are issued, and to ask questions about any interpretation of any of the policies.

I have read this acknowledgement carefully before signing.

Employee Printed Name

Employee Signature

Date

The original of this document will be kept in the Employee's file. A copy will be provided to the Employee upon request.



