Logistics Warehouse, Inc.

EMPLOYEE HANDBOOK

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TABLE OF CONTENTS

SECTION 1 - INTRODUCTION

1.1 Changes in Policy
1.2 Employment Applications
1.3 Employment Relationship

SECTION 2 - DEFINITIONS OF EMPLOYEE STATUS

2.1 "Employees" Defined

SECTION 3 - EMPLOYMENT POLICIES

3.1 Non-Discrimination
3.2 Non-Disclosure/Confidentiality
3.3 New Employee Orientation
3.4 Probationary Period for New Employees
3.5 Office Hours
3.6 Lunch Periods
3.7 Break Periods
3.8 Personnel Files
3.9 Personnel Data Changes
3.10 Inclement Weather/Emergency Closings
3.11 Performance Review and Planning Sessions
3.12 Outside Employment
3.13 Corrective Action
3.14 Employment Termination
3.15 Safety
3.16 Health Related Issues
3.17 Employee Requiring Medical Attention
3.18 Building Security
3.19 Insurance on Personal Effects
3.20 Supplies; Expenditures; Obligating the Company
3.21 Expense Reimbursement
3.22 Parking
3.23 Visitors in the Workplace
3.24 Immigration Law Compliance
3.25 Drug-Free Workplace

SECTION 4 - STANDARDS OF CONDUCT

4.1 Attendance/Punctuality
4.2 Absence without Notice
4.3 Harassment, including Sexual Harassment
4.4 Telephone Use, Land Lines and Cell Phones
4.5 Dress Code
4.6 Substance Abuse
4.7 Tobacco Products
4.8 Internet Use
4.9 Warehouse Procedures

SECTION 5 - WAGE AND SALARY POLICIES

5.1 Wage or Salary Increases
5.2 Timekeeping
5.3 Overtime
5.4 Paydays

SECTION 6 - BENEFITS AND SERVICES

6.1 Health Insurance
6.2 Supplemental Insurance
6.3 401K Plan
6.4 Cobra Benefits
6.5 Social Security/Medicare
6.6 Vacation
6.7 FMLA
6.8 Record Keeping
6.9 Holidays
6.10 Jury Duty/Military Leave
6.11 Training and Professional Development

SECTION 7 - EMPLOYEE COMMUNICATIONS

7.1 Staff Meetings
7.2 Bulletin Boards
7.3 Procedure for Handling Complaints

SECTION 1

INTRODUCTION

This Manual is designed to acquaint you with Logistics Warehouse and provide you with information about working conditions, benefits, and policies affecting your employment.

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

You are responsible for reading, understanding, and complying with the provisions of this Manual. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

1.1 CHANGES IN POLICY

This Manual supersedes all previous employee manuals and memos that may have been issued from time to time on subjects covered in this Manual.

However, since our business and our organization are subject to change, 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.

No individual supervisor or manager has the authority to change policies at any time. If you are uncertain about any policy or procedure, speak with your direct supervisor.

1.2 EMPLOYMENT APPLICATIONS

We rely 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 EMPLOYMENT RELATIONSHIP

You enter into employment voluntarily, and you are free to resign at any time for any reason or no reason. Similarly, Logistics Warehouse is free to conclude its relationship with any employee at any time for any reason or no reason. Following the probationary

period, employees are required to follow the Employment Termination Policy (See Section 3.13).

SECTION 2

DEFINITIONS OF EMPLOYEES STATUS

2.1 "EMPLOYEES" DEFINED

An "employee" of Logistics Warehouse is a person who regularly works for Logistics Warehouse on a wage or salary basis. "Employees" may include exempt, non-exempt, regular full-time, regular part-time, and temporary persons, and others employed with the Company who are subject to the control and direction of Logistics Warehouse in the performance of their duties.

EXEMPT

(Note: The FLSA is the federal labor law that covers minimum wage provisions, overtime pay, the Equal Pay Act, child labor laws, and other employment laws. http://www.dol.gov/dol/asp/public/programs/handbook/minwage.htm)

Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements.

NON-EXEMPT

Employees whose positions do not meet FLSA criteria and who are paid one and one-half their regular rate of pay for hours worked in excess of 40 hours per week.

REGULAR FULL-TIME

Employees who have completed the 90-day probationary period and who are regularly scheduled to work 40 hours per week. Generally, they are eligible for the Company's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME

Employees who have completed the 90-day probationary period and who are regularly scheduled to work less than 30 hours per week.

TEMPORARY (FULL-TIME or PART-TIME)

Those whose performance is being evaluated to determine whether further employment in a specific position or with the Company is appropriate or individuals who are hired as interim replacements to assist in the completion of a specific project or for vacation 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.

PROBATIONARY PERIOD FOR NEW EMPLOYEES

A new employee whose performance is being evaluated to determine whether further employment in a specific position or with Logistics Warehouse is appropriate. When an employee completes the probationary period, normally ninety days, the employee will be notified of his/her new status with Logistics Warehouse.

SECTION 3

EMPLOYMENT POLICIES

3.1 NON-DISCRIMINATION

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Logistics Warehouse will be based on merit, qualifications, and abilities. Logistics Warehouse does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, age or disability.

Logistics Warehouse will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor. 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.

3.2 NON-DISCLOSURE/CONFIDENTIALITY

The protection of confidential business information and trade secrets is vital to the interests and success of Logistics Warehouse. Such confidential information includes, but is not limited to, the following examples:

- Compensation data,
- Financial information,
- Marketing strategies,
- Pending projects and proposals,
- Proprietary production processes,
- Personnel/Payroll records, and
- Conversations between any persons associated with the company.

Employees may be required to sign a non-disclosure agreement as a condition of employment.

Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

3.3 NEW EMPLOYEE ORIENTATION

Orientation is a formal welcoming process that is designed to make the new employee feel comfortable, informed about the company, and prepared for their position. New employee orientation is conducted by a Human Resources representative, and includes an overview of the company history, an explanation of the company core values, vision, and mission; and company goals and objectives. In addition, the new employee will be given an overview of benefits, tax, and legal issues, and complete any necessary paperwork.

Employees are presented with all codes, keys, and procedures needed to navigate within the workplace. The new employee's supervisor then introduces the new hire to staff throughout the company, reviews their job description and scope of position, explains the company's evaluation procedures, and helps the new employee get started on specific functions.

3.4 PROBATIONARY PERIOD FOR NEW EMPLOYEES

The probationary period for regular full-time and regular part-time employees lasts up to 90 days from date of hire. During this time, employees have the opportunity to evaluate our Company as a place to work and management has its first opportunity to evaluate the employee. During this introductory period, both the employee and the Company have the right to terminate employment without advance notice.

Upon satisfactory completion of the probationary period, a 90-day review will be given and benefits will begin as appropriate. All employees, regardless of classification or length of service, are expected to meet and maintain Company standards for job performance and behavior (See Section 4, Standards of Conduct).

3.5 OFFICE HOURS

Logistics Warehouse office is open for business from 8:00 a.m. to 5:00 p.m. Monday - Friday, except for Holidays (See Section 6.7, Holidays).

The standard workweek is 40 hours of work (see Section 5.3, Overtime). In the computation of various employee benefits, the employee workweek is considered to begin on Sunday (starting at 12:01 a.m.) through Saturday (ending at 12:00 a.m.), unless a supervisor makes prior other arrangement with the employee. Hours are subject to change from time to time. Employee will be notified by supervisor before a change occurs.

3.6 LUNCH PERIODS

Employees are allowed a 30 minute to one-hour lunch break depending on work location. Your supervisor will discuss your specific lunch times with you. Lunch breaks generally are taken between the hours of 11 a.m. and 2:00 p.m. on a staggered schedule so that your absence does not create a problem for co-workers or clients.

3.7 BREAK PERIODS

Logistics Warehouse provides a 15 minute break for hourly employees during production activities between 8:00 am-11:00 am and 2:00 pm- 5:00 pm. Salaried employees do not have specific break periods.

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.

3.8 PERSONNEL FILES

Employee personnel files include the following: job application, job description, résumé, records of participation in training events, salary history, records of disciplinary action and documents related to employee performance reviews, coaching, and mentoring.

Personnel files are the property of Logistics Warehouse, and access to the information is restricted. Management personnel of Logistics Warehouse who have a legitimate reason to review the file are allowed to do so.

Employees who wish to review their own file should contact their supervisor or Human Resources Representative. With reasonable advance notice, the employee may review his/her personnel file in Company's office or request a copy in writing

3.9 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify Human Resources Department 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.

An employee's personnel data should be accurate and current at all times.

3.10 INCLEMENT WEATHER/EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. The decision to close the office will be made by an Executive Officer.

When the decision is made to close the office, employees will receive official notification from their supervisors.

In the event you do not feel safe to come to work or must miss on this day, employee's pay will be docked for the hours or days missed.

It is not the intent of this company to punish employees for missing work. However, we feel if an employee cannot get to work for any reason surrounding inclement weather that it is not the company's responsibility to pay them for this time.

3.11 EMPLOYEE PERFORMANCE REVIEW AND PLANNING SESSIONS

Supervisors will conduct performance reviews and planning sessions with all regular full-time and regular part-time employees after six months of service. Supervisors may conduct informal performance reviews and planning sessions more often if they choose.

Performance reviews and planning sessions are designed for the supervisor and the employee to discuss his/her current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, employee and supervisor discuss ways in which the employee can accomplish goals or learn new skills. The planning sessions are designed for the employee and his/her supervisor to make and agree on new goals, skills, and areas for improvement.

Logistics Warehouse directly links wage and salary 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.

New employees will be reviewed at the end of their probationary periods (see Section 3.3, Probationary Period for New Employees). After the initial review, the employee will be reviewed according to the regular semi-annual schedule.

3.12 OUTSIDE EMPLOYMENT

Employees may hold outside jobs in non-related businesses or professions as long as the employee meets the performance standards of their job description with Logistics Warehouse. Unless an alternative work schedule has been approved by Logistics Warehouse, employees will be subject to the company's scheduling demands, regardless of any existing outside work assignments.

Logistics Warehouse's office space, equipment, and materials are not to be used for outside employment.

3.13 CORRECTIVE ACTION

Logistics Warehouse holds each of its employees to certain work rules and standards of conduct (see Section 4). When an employee deviates from these rules and standards, Logistics Warehouse expects the employee's supervisor to take corrective action.

Corrective action at Logistics Warehouse 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, a supervisor will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record.

Though committed to a progressive approach to corrective action, Logistics Warehouse considers certain rule infractions and violations of standards as 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, being on company property during non-business hours, the use of company equipment and/or company vehicles without prior authorization by Executive Staff, untruthfulness about personal work history, skills, or training, divulging Company business practices, and misrepresentations of Logistics Warehouse to a customer, a prospective customer, the general public, or an employee.

3.14 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

- **Resignation** – voluntary employment termination initiated by an employee.
- **Termination** – involuntary employment termination initiated by Logistics Warehouse.
- **Layoff** – involuntary employment termination initiated by Logistics Warehouse for non-disciplinary reasons.

When a non-exempt employee intends to terminate his/her employment with Logistics Warehouse, he/she shall give Logistics Warehouse at least two (2) weeks written notice. Exempt employees shall give at least four (4) weeks written notice.

Since employment with Logistics Warehouse is based on mutual consent, both the employee and Logistics Warehouse have the right to terminate employment at will, with or without cause during the Introductory/Probationary Period for New Employees (See Section 3.3, Introductory/Probationary Period for New Employees).

Any employee who terminates employment with Logistics Warehouse shall return all files, records, keys, and any other materials that are property of Logistics Warehouse. No final settlement of an employee's pay will be made until all items are returned in appropriate condition. The cost of replacing non-returned items will be deducted from

the employee's final paycheck. Furthermore, any outstanding financial obligations owed to Logistics Warehouse will also be deducted from the employee's final check.

Employee's benefits will be affected by employment termination in the following manner. All accrued vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense (See Section 5, Benefits) if the employee elects to do so. The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations.

3.15 SAFETY

Logistics Warehouse provides information to employees about workplace safety and health issues through regular internal communication such as:

- Training sessions
- Team meetings
- Bulletin board postings
- Memorandums
- Other written communications

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to their supervisor. 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.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees are required to notify their supervisor or Human Resources immediately. (See Section 3.16, Employee Requiring Medical Attention).

3.16 HEALTH-RELATED ISSUES

Employees who become aware of any health-related issue, including pregnancy, should notify their supervisor and Human Resources of their health status. This policy has been instituted strictly to protect the employee.

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 their supervisor.

Salary employees who require more than 2 days absence due to health related items must use accrued vacation time in order to keep salary from being disrupted. Once vacation time is exhausted a plan between employee and Company President will be created for each occurrence.

3.17 EMPLOYEE REQUIRING MEDICAL ATTENTION

In the event an employee requires medical attention, whether injured or becoming ill 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, a family member will be called to transport the employee to the appropriate facility. If an emergency arises that require Emergency Medical Services to evaluate the injury/illness of an employee on-site, the employee will be responsible for any transportation charges. Furthermore, Logistics Warehouse's employees will not be responsible for transportation of another employee due to liabilities that may occur.

A physician's "return to work" notice may be required.

3.18 BUILDING SECURITY

All employees who are issued keys to the office are responsible for their safekeeping. These employees will sign a Building Key Disbursement form upon receiving the key. The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off with exception of the lights normally left on for security purposes.

3.19 INSURANCE ON PERSONAL EFFECTS

All employees should be sure that their own personal insurance policies cover the loss of anything occasionally left at the office. Logistics Warehouse assumes no risk for any loss or damage to personal property.

3.20 SUPPLIES; EXPENDITURES; OBLIGATING THE COMPANY

Only authorized persons may purchase supplies in the name of Logistics Warehouse. No employee whose regular duties do not include purchasing shall incur any expense on behalf of Logistics Warehouse or bind Logistics Warehouse by any promise or representation without written approval.

3.21 EXPENSE REIMBURSEMENT

Expenses incurred by an employee must have prior approval by a supervisor. Reimbursements will be included in the employee's next regular paycheck. An example of such an expense would include mileage. All completed reimbursement request forms should be turned in to your immediate Supervisor, who will approve and forward to Payroll Department.

3.22 PARKING

Employees must park their cars in areas indicated and provided by the Company.

3.23 VISITORS IN THE WORKPLACE

To provide for the safety and security of employees, visitors, and the facilities at Logistics Warehouse, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors must enter through the main reception area. Authorized visitors will be escorted to their destination and must be accompanied by an employee at all times.

3.24 IMMIGRATION LAW COMPLIANCE

Logistics Warehouse employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Logistics Warehouse within the past three years or if their previous I-9 is no longer retained or valid.

3.25 DRUG-FREE WORKPLACE

Logistics Warehouse is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any *Logistics Warehouse* employee illegally uses drugs on or off the job, comes to work under the influence, possesses, distributes or sells drugs in the workplace, or abuses alcohol on the job. Therefore, *Logistics Warehouse* has established the following policy, pursuant to Arkansas Workers' Compensation Rule 099.3.

It is a violation of company policy for any employee to use, posses, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on or off the job.

It is a violation of company policy for any employee to report to work under the influence of or while possessing in his or her body, blood or urine, illegal drugs in any detectable amount.

It is a violation of company policy for any employee to report to work under the influence of or impaired by alcohol.

It is a violation of the company policy for any employee to use prescription drugs illegally, i.e., to use prescription drugs that have not been legally obtained or in a manner or for purpose other than as prescribed. However, nothing in this policy precludes the appropriate use of legally prescribed medications.

The consumption or possession of alcoholic beverages on this Company's premises is prohibited. (Company sponsored activities which may include the serving of alcoholic beverages are not included in this provision). An employee whose normal faculties are impaired due to alcoholic beverages while on duty/company business shall be guilty of misconduct, and shall be subject to discipline up to and including termination.

Violators of this policy are subject to disciplinary action up to and including termination.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive, and drug free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs and the abuse of alcohol are incompatible with employment at *Logistics Warehouse.*

General Procedures: Any employee reporting to work visibly impaired will be deemed unable to perform required duties and will not be allowed to work. If possible the employee's supervisor will first seek another supervisor's opinion to confirm the employee's status. Next, the supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. If, in the opinion of the supervisor, the employee is considered impaired, the employee will be sent home or to the medical facility by taxi or other safe transportation alternative – depending on the determination of the observed impairment – and accompanied by the supervisor or another employee if necessary. A drug or alcohol test may be in order. An employee who seems to be impaired will be encouraged to not drive; if the employee insists on driving they will be informed that appropriate law enforcement officials will be immediately contacted and informed of the situation. In no instance may be employee be detained against their will.

Opportunity to Contest or Explain Test Results: Employees and job applicants who have a positive confirmed drug or alcohol test result may explain or contest the result to the medical review officer within five (5) working days after receiving written notification of the test result from the medical review officer. If an employee's or job applicant's explanation or challenge is unsatisfactory to the medical review officer, the medical review officer shall report a positive test result back to the company. If terminated, an employee may contest the drug test result pursuant to rules adopted by the Arkansas Department of Labor.

Confidentiality: The confidentiality of any information received by the employer through a substance abuse testing program shall be maintained, except as otherwise provided by law.

Job Applicant Drug Testing: All job applicants (post-offer, pre-placement) at *Logistics Warehouse* will undergo testing for substance abuse as a condition of employment. Any applicant with a confirmed and verified positive test result will be denied employment.

Once an offer of employment has been made and accepted, applicants will be required to submit voluntarily to a urinalysis test to be collected at a site chosen by *Logistics Warehouse* and submitted to a certified testing laboratory, and by signing a consent agreement will release *Logistics Warehouse* from liability. If the physician, official or lab personnel have reasonable suspicion to believe that the job applicant has tampered with the specimen, the applicant will not be considered for employment.
Logistics Warehouse will not discriminate against applicants for employment because of a past history of drug or alcohol abuse. It is the current illegal use of drugs and/or abuse of alcohol, preventing employees from performing their jobs properly, which *Logistics Warehouse* will not tolerate.

Employee Drug and Alcohol Testing: *Logistics Warehouse* has adopted testing practices to identify employees who use illegal drugs on or off the job or who abuse alcohol on the job. It shall be a condition of employment for all employees to submit to substance abuse testing under the following circumstances:

1. When there is reasonable suspicion to believe that an employee is illegally using drugs or abusing alcohol. "Reasonable suspicion" is based on a belief that an employee is using or has used drugs or alcohol in violation of the employer's policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon, but not limited to, the following:
    - Observable phenomena while a work such as direct observation of substance abuse or of the physical symptoms or manifestation of being impaired due to substance abuse;
    - Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;
    - A report of substance abuse provided by a reliable and credible source;
    - Evidence that an individual has tampered with any substance abuse test during his or her employment with the current employer;
    - Information that an employee has caused or contributed to an accident while at work;
    - Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premised or while operating the employer's vehicle, machinery, or equipment.

2. When employees have an on-the-job injury that requires more than first aid treatment as defined in AWCC Rule 099.36, and employer must send employee(s) for a substance abuse test.

3. As part of a follow-up program to treatment for drug or alcohol abuse.

4. Routine fitness-for-duty drug or alcohol testing. A covered employer must require an employee to submit to a drug or alcohol test if the test is conducted as part of a routinely scheduled employee fitness-for-duty medical examination where the examinations are required by; law, regulation, are part of the covered employer's established policy if it is place by January 1, 2000, or one that is scheduled routinely for all members of an employment classification group.

Random Drug and/or Alcohol Testing: All current employees will be subject to random testing. Random testing selection will be randomly selected by a third party testing clinic. When an employee is drawn for a random drug and/or alcohol test, the employee will be required to report to the testing facility within the allotted time frame to submit their specimen for testing. Any employee refusing to submit for the random testing will be documented as failure to submit, which is grounds for immediate termination.

Refusal to Submit: Failure to submit to a required substance abuse test also is misconduct and also shall be subject to discipline up to and including immediate termination.

Important Information for Job Applicants and Employees: When an employee or job applicant submits to a drug and/or alcohol test, they will be given a form by the specimen collector that contains a space for the donor to provide any information that he/she considers relevant to the test, including the identification of currently or recently used prescription or non-prescription medication or other relevant information.

The job applicant or employee for their personal use should keep the information form. If the job applicant or employee has a positive confirmed test result, a medical review officer will attempt to contact the individual in order to privately discuss the findings with that person. The job applicant or employee should keep the form as a "reminder" to discuss the information at that time.

The medical review officer will take this information into account when interpreting any positive confirmed test results. The information provided shall be treated as confidential and will not be given to the employer.

Employees and job applicants have the right to consult with a medical review officer for technical information regarding prescription and nonprescription medicine.

It is the responsibility of every employee or job applicant to notify the testing laboratory of any administrative or civil action brought pursuant to Act 1552 of 1999 Section 5 a. The provisions of this policy are subject to any applicable collective bargaining agreement or contract and include the right of appeal as described in AWCC Rule 099.36, Section XIV.

Substance abuse testing for job applicants and employees will include testing as described in current DOT drug testing regulations as published in 29 CFR Part 40, using

the procedures and cutoffs described in those regulations. Alcohol testing may not be required for job applicant testing, but is subject for all categories of drug testing.

SECTION 4

STANDARDS OF CONDUCT

The work rules and standards of conduct for Logistics Warehouse are important, and the Company regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting the Company's business. 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 (see Section 3.12, Corrective Action).

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 company property;
- Profanity and/or inappropriate language;
- Falsification of timekeeping records (See Section 5.2, Timekeeping);
- Working under the influence of alcohol or illegal drugs (See Section 4.6, Substance Abuse);
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace (See Section 4.6, Substance Abuse);
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of company-owned or customer-owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Smoking in the workplace;
- Sexual or other unlawful or unwelcome harassment (See Section 4.3, Harassment, Including Sexual Harassment);
- Excessive absenteeism or any absence without notice (See also, Section 4.1 Attendance/Punctuality and 4.2, Absence without Notice);
- Unauthorized use of telephones, or other company-owned equipment (See Section 4.4, Telephone Use);
- Using company equipment for purposes other than business (i.e. playing games on computers or personal Internet usage);
- Unauthorized disclosure of business "secrets" or confidential information;
- Violation of personnel policies; and
- Unsatisfactory performance or conduct.

4.1 ATTENDANCE/PUNCTUALITY

The Company expects that every employee will be regular and punctual in attendance. This means being in the office, ready to work, at their starting time each day. Absenteeism and tardiness places a burden on other employees and on the Company.

If you are unable to report for work for any reason, notify your supervisor before regular starting time. You are responsible for speaking directly with your supervisor about your absence. It is not acceptable to leave a message on a supervisor's voice mail, except in extreme emergencies. In the case of leaving a voice-mail message, a follow-up call must be made later that day. The company phone number is 479-410-2611.

Should undue tardiness become apparent, disciplinary action may be required.

If there comes a time when you see that you will need to work some hours other than those that make up your usual work week, notify your supervisor at least five working days in advance. Each request for special work hours will be considered separately, in light of the employee's needs and the needs of the Company. Such requests may or may not be granted.

4.2 ABSENCE WITHOUT NOTICE

When you are unable to work due to illness or an accident, please notify your supervisor. This will allow the Company to arrange for temporary coverage of your duties, and helps other employees to continue work in your absence. If you do not report for work and the Company is not notified of your status, it will be assumed after two consecutive days of absence that you have resigned, and you will be removed from the payroll.

If you become ill while at work or must leave the office for some other reason before the end of the workday, be sure to inform your supervisor of the situation.

4.3 HARASSMENT, INCLUDING SEXUAL HARASSMENT

Logistics Warehouse is committed to providing a work environment that is free of discrimination and unlawful 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.

If you believe you have been the victim of harassment, or know of another employee who has, report it immediately. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor who becomes aware of possible harassment should promptly advise their supervisor who will handle the matter in a timely and confidential manner.

4.4 TELEPHONE USE, LAND LINES & CELL PHONES

To respect the rights of all employees and avoid miscommunication in the office, employees must inform family members and friends to limit personal telephone calls during working hours.

- **Telephone (Land Line) Use:** Logistics Warehouse telephones are intended for the use of serving our customers and in conducting the Company's business. Personal usage during business hours is discouraged except for emergencies. All personal telephone calls should be kept brief to avoid congestion on the telephone line.
- **Company Cell Phone Use:** Company owned cell phones are issued to certain employees where their position demands immediate access for work related communication. Personal use of company cell phones for making phone calls is allowed provided there are no additional charges to the company. Management employees issued a smart phone must follow the guidelines for internet use as stated in Section 4.8 of this handbook.
- **Personal Cell Phone Usage during Work Hours:** During paid work time, employees are expected to exercise the same discretion in using personal cell phones as is expected for the use of company telephones (land lines). Excessive personal calls (including text messaging and internet use) during the work day, regardless of phone used, can interfere with employee productivity and be distracting to others. Employees are expected to make personal calls on non-work time when possible. Flexibility will be exercised in this as we realize that emergencies occur and the need to use personal cell phones will arise during the day. It is not the company's desire to ban personal cell phone usage, however, if abused we reserve the right to ban usage on an individual basis if the privilege is abused.

Cell phone use (either company owned or personal) while driving a company-owned vehicle is strictly prohibited. Employees driving a company-owned vehicle must pull off the road before using a cell phone.

If an employee is found to be deviating from this policy, he/she will be subject to disciplinary action (See Section 3.12, Corrective Action).

4.5 PUBLIC IMAGE

Dress Code:

It is important that our employees are able to work comfortably in the workplace; however, we must also project a professional image. Therefore, we have established a "Business Casual" dress code for our office personnel and our warehouse supervisors. As our professionalism and sales continue to grow, staff members need to exhibit a look that confirms that professionalism to our customers, our coworkers and to visitors. Our

intention is to establish a standard that the average employee is comfortable with and, with a few changes, can live with.

Because all casual clothing is not suitable for the office, the following guidelines will help you determine what is or is not appropriate to wear to work. Clothing that works well for ballgames, the beach, exercise sessions, or dance clubs may not be appropriate for work. This list is not all-inclusive, if you are unclear about a certain type of clothing that is not covered below, please ask your supervisor.
Non-office personnel will consult their immediate supervisor for description of appropriate attire for work being performed.

Overview for all Office Employees:

Clothing should be pressed and not wrinkled. Torn, dirty or frayed clothing is unacceptable. Clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear is not appropriate. Any clothing that has words, terms or pictures that may be offensive to others are unacceptable. Sports teams, university and brand names on clothing are generally acceptable, as long as the shirt style meets other dress code standards.

Hair should be clean, combed, and neatly trimmed or arranged. Shaggy hair regardless of length is not permissible.

Tattoos and body piercings (other than earrings) should not be visible.

Fridays will be "Casual Day." Jeans and athletic shoes will be allowed on this day only. Jeans must be neat and professional looking. T-shirts with the Logistics logo on them are acceptable this day only.

Guidelines for Women in the Office:

Pants: Any nice looking dress pants, slacks (similar to Dockers), nice Capri's are acceptable. Inappropriate slacks or pants include; jeans of any color or style (except on Fridays), sweatpants, exercise pants, shorts of any kind. Leggings, spandex or other form fitting pants may only be worn with a long top that goes down to at least mid-thigh.

Skirts or Dresses: Casual dresses and skirts and skirts that are split at or below the knee are acceptable as long as the dress length is no shorter than 4 to 5" above the knee. Short or tight skirts, sundresses, spaghetti-strap dresses are inappropriate for the office.

Shirts, Tops, and Blouses: Casual shirts, dress shirts/blouses, sweaters and turtlenecks are acceptable. Tank tops and t-shirts are not acceptable unless worn under another dressier shirt or jacket. Midriff tops, spaghetti strap tops, halter tops are not appropriate. No shirts should be tight or reveal too much cleavage.

Shoes: Athletic shoes are allowed on casual day only. Nice sandals are allowed during warm weather; however, flip-flops (beachwear type sandals are not appropriate). If sandals are worn, feet must be neatly manicured.

Guidelines for Men in the Office:

Pants: Any nice looking dress pants, slacks (similar to Dockers), are acceptable. Inappropriate slacks or pants include jeans of any color/style, sweatpants, exercise pants, shorts of any kind.

Shirts: Normally all collared shirts are acceptable either short sleeve or long sleeved as long as they do not displayed inappropriate language or pictures or anything which would be offensive. Tank tops and t-shirts are not permitted.

Shoes: Dress shoes and boots are acceptable; there are many forms of dress shoes for men. Athletic shoes are allowed on casual day only.

Facial Hair: Sideburns, moustaches, and beards should be neatly trimmed.

Office employees who do not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Repeated incidents will result in further disciplinary actions.

4.6 SUBSTANCE ABUSE

The Company is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drugs of abuse have been established for all staff members, regardless of rank or position, including both regular and temporary employees. The rules apply during working hours to all employees of the Company while they are on Company premises or elsewhere on Company business.

The manufacture, distribution, possession, sale, or purchase of controlled substances of abuse on Company property is prohibited.

Being under the influence of illegal drugs, alcohol, or substances of abuse on Company property is prohibited.

Working while under the influence of prescription drugs that impair performance is prohibited.

So that there is no question about what these rules signify, please note the following definitions:

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.

Under the influence: A state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage, drug, or substance of abuse.

Consistent with the rules listed above, any of the following actions constitutes a violation of the Company's policy on drugs and may subject an employee to disciplinary action, up to and including immediate termination.

Using, selling, purchasing, transferring, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting to or assisting another to do so, while in the course of employment.

Working or reporting to work, conducting Company business or being on Company property while under the influence of an illegal drug or alcohol, or in an impaired condition.

4.7 TOBACCO PRODUCTS

The use of tobacco products is not permitted anywhere on the Company's premises except in authorized and designated locations. Employees must follow all rules posted in designated smoking areas and adhere to all policies associated with this policy (See Sections 3.6, Break Periods and 3.14, Safety).

4.8 INTERNET USE

Computers are a vital part of our organization. The use of these computers must be done in a professional manner. Below are some guide lines of use for your workstation computer.

1. Only perform company work on the computer. You are not allowed to load games, music, or any personal items onto your company workstation. At no point should the computer drives be used to copy or burn cd's or DVD's. No zip drives should be used without the consent of your supervisor. Loading programs and or applications onto your work station are not permitted; if you need any additional applications please consult your supervisor.
2. Only use internet for company related activities. You should not use the internet for personal gain, personal searches, shopping, downloading music, downloading videos, pornography, or anything else which does not pertain to company work.
3. Email usage is very important also to our company's success. Please use email for company business only. You may sometimes use this address for reminders and alerts of personal items but it should not be used as a primary communication with friends and family.

Penalties for improper usage of computers and workstations will be determined by the occurrence and severity of the infraction. These could result in a verbal warning, written warning, suspension, termination, and/or possible legal actions. While it is not our intent to micro manage the usage of computers, we will periodically scan and monitor the usage. We will be looking for abuse in any of the three above mentioned areas as well as any other abuse not listed. We expect the computers to be used for professional business related activities.

Internet messages are public and not private. Logistics Warehouse reserves the right to access and monitor all files and messages on its systems.

4.9 WAREHOUSE PROCEDURES

Our warehouses are food grade and as such, we are required to adhere to Good Manufacturing Practices (GMP). All of the following items are to be adhered to on a continuing basis in the identified areas.

1. Hairnets or ball caps in entire warehouse. (all hair must be contained beneath hairnet or cap) Beards and goatees must also be covered. Mustaches must be neatly trimmed. If they can be pulled, they must be covered.

2. No jewelry except wedding bands without sets. Wristwatches must be covered with a sweatband. All non-removable jewelry must be covered with a glove, band, or wrapped securely – this includes medical alert jewelry.

3. No loose articles in pockets above the waist. This eliminates the likelihood of having an item fall from the pocket into a container.

4. Earplugs must be type with connecting cord.

5. The insides of containers cannot be touched by bare hands – gloves must be worn. (Exception would be for containers that are going to be discarded)

6. No food or drink (except water in approved, covered containers) in any areas other than designated break areas. This includes gum, pills, candy, cough drops, breath mints, etc.

7. No smoking or smokeless tobacco to be used except in plant designated areas only.

8. No sleeveless shirts or shorts more than 2" above the center of the knee.

9. Customer containers (both glass and corrugated) are not to be used as containers for anything except the intended use.

10. Catwalks are to be kept clear of all items.

11. Any container with any type of material inside needs to be labeled with contents. Original containers should be used with label intact.

12. No personal belongings will be kept in the production area – purses, jackets, etc. must be kept in vehicles.

13. Medications must be stored and administered in non-production areas.

14. Machine parts, papers, pencils, gauges, etc should not be left lying around. Cleaning material and lubricating materials must be kept away from production lines – in designated storage areas. Brooms and shovels must be hung up or in storage cabinets when not in use.

15. All windows and doors must be kept closed unless they are covered with screens. (This needs to be especially monitored in the shipping and reselect areas along with the support areas of the warehouse.

16. All lighting above containers must be shielded.

17. No repairs shall be made using temporary material (example – string, tape, cardboard, paper, etc.)

18. No toothpicks, matchsticks or similar objects held in the mouth are allowed.

19. All employees must wash hands prior to returning to work areas following trip to the restroom.

20. All employees must review, sign, and be familiar with the product tampering agreement.

SECTION 5

WAGE AND SALARY POLICIES

5.1 WAGE OR SALARY INCREASES

Each employee's hourly wage or annual salary will be reviewed at least once each year. The employee's review date will usually be conducted on or about the anniversary date of employment or the date of the previous compensation review. Such reviews may be conducted more frequently for a newly created position, or based on a recent promotion.

Increases will be determined on the basis of performance, adherence to company policies and procedures, and ability to meet or exceed duties per job description and achieve performance goals (See Section 3.10, Performance Review/Planning Sessions).

Although the Company's salary ranges and hourly wage schedules will be adjusted on an ongoing basis, Logistics Warehouse does not grant "cost of living" increases. Performance is the key to wage increases in the Company.

5.2 TIMEKEEPING

Accurately recording time worked is the responsibility of every non-exempt employee. Time worked is the time actually spent on a job(s) performing assigned duties. Logistics Warehouse does not pay for extended breaks or time spent on personal matters.

The time clock and/or the timekeeping program is a legal instrument. Altering, falsifying, tampering with time records, or recording time on another team member's time record will result in disciplinary action, including termination of employment.

Authorized personnel will review time records each week. Any changes to an employee's time record must be approved by his/her supervisor. Questions regarding the timekeeping system or time cards should be directed to the supervisor.

> **Time Cards –** Non-exempt employees will be issued a time-card log-in and password on their first day of employment. The employee will be given thorough instructions on usage and instructions on what to do should a problem occur.

5.3 OVERTIME

Logistics Warehouse is open for business 40 hours per week. Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime is payable for all hours worked over 40 per week at a rate of one and one-half times the non-exempt employee's regular hourly rate. Time off on personal time, holidays, or any leave of absence will not be considered hours worked when calculating overtime. In addition, vacation time does not constitute hours worked.

All overtime work performed by an hourly employee must receive the supervisor's prior authorization. Overtime worked without prior authorization from the supervisor may result in disciplinary action.

5.4 PAYDAYS

All employees are paid each Friday after 11:30 am. In the event that a regularly scheduled payday falls on a holiday, employees will receive pay the day prior.

If a regular payday falls during an employee's vacation, the employee's paycheck will be held until his/her return from vacation.

If the employee is not at work when paychecks are distributed and does not receive the paycheck, the paycheck will be kept at the reception desk through the rest of the payday. The paycheck will be mailed to the employee's home address the following Monday if not picked up, or other arrangements have not been made.

Paychecks will not, under any circumstances, be given to any person other than the employee or their spouse. It is the employee's responsibility to notify company if spouse is not permitted to pick up check for any reason. Paychecks may also be mailed to the employee's address.

SECTION 6

BENEFITS AND SERVICES

Logistics Warehouse offers a 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.

Logistics Warehouse offers the following health and life insurance programs for REGULAR FULL-TIME employees (as determined by the carrier of the policies).

6.1 HEALTH INSURANCE

Logistics Warehouse offers group health coverage benefits to all full time employees after a 60 day waiting period. Benefits will be available to employees on the first day of the month following 60 days of employment. Logistics Warehouse shares in the cost of the employee's coverage only. However, the employee will have the option to enroll their family for coverage at the cost designated by the provider. Logistics Warehouse does not share in the dependents premiums. All premiums selected will be deducted out of each paycheck.

The employee's portion of all premium deduction for health insurance begins on the pay period prior to coverage start date.

6.2 SUPPLEMENTAL INSURANCE

Supplemental coverage is available at the employee's expense. A packet with information on all policies available will be given to employee when eligible for benefits.

- Dental
- Aflac Supplemental

6.3 401K

After 6 months of employment, employees age 21 and older are eligible to participate in the company 401k plan beginning the first day of the calendar quarter after meeting eligibility requirements.

6.4 COBRA BENEFITS

The Federal Consolidated Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Logistics Warehouse's health plan when a "qualifying event" would normally result in the loss of eligibility.

Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or leave of absence, divorce or legal separation and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Logistics Warehouse's group rates plus an administration fee. Logistics Warehouse provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Logistics Warehouse's health insurance plan. The notice contains important information about the employee's rights and obligations.

6.5 SOCIAL SECURITY/MEDICARE

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

6.6 VACATION/PTO (Paid Time Off)

Paid vacation/PTO is available to regular full time Logistics Warehouse employees and is provided based on the following terms:

All vacation/PTO will be awarded on January 1 of each calendar year, and will need to be used by December 31. No vacation/PTO days will be carried over to the next year, no exceptions.

Vacation/ PTO will be awarded as follows….

During the first year of service, employees will be awarded vacation/PTO days on a prorated basis at the rate of ½ day per month worked, which will be awarded January 1.

1+ years of service, employees will be awarded vacation/PTO days at the rate of ½ day per month worked the previous year, 6 days, which will be awarded on January 1.

4+ years of service, employees will be awarded vacation/PTO days at the rate of 1 day per month worked the previous year, 12 days, which will be awarded January 1.

7+ years of service, employees will be awarded vacation/PTO days at the rate of 1.25 days per month worked the previous year, 15 days, which will be awarded January 1.

Employees may not borrow against next year's vacation/PTO.

Employees absent more than 2 consecutive days will be required to use vacation/PTO days beginning on the 3rd day.

Vacation/PTO days may be taken in ½ day increments.

Vacation/PTO must be submitted on a company issued request form and approved by your manager.

No more than one (1) week of vacation may be taken at a time, except under extraordinary circumstances, with management approval. Requests for more than one week of vacation/PTO should be in writing at least ninety (90) days prior to the beginning of the requested time off.

Vacation/PTO will be awarded on a first come first serve basis and must be approved by your manager.

Upon termination all available, unused days will be paid to the employee, providing a written notice is given and honored (See Section 3.14, Employment Termination) Employees released from their duties for misconduct (See Section 4, Standards of Conduct) will forfeit all available vacation/PTO days. Employees who walk off the job for any reason will automatically be considered "job abandonment" which therefore will forfeit all available vacation/PTO days.
Employee ***must*** leave the company in good standings.

6.7 FMLA (Family Medical Leave Act)

Eligible employees can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one (1) year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Eligibility Requirements:

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;
- Work at a location where the employer has at least 50 employees within 75 mile of the employee's worksite.

Requesting Leave:

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days', and employee must notify the employer as soon as possible and, generally, follow the employer's procedures.

Please refer to the Arkansas & Federal Labor Law Notices posted throughout the company for additional information regarding FMLA.

6.8 RECORD KEEPING

Human Resources maintains vacation days accrued and used.

6.9 HOLIDAYS

Logistics Warehouse observes the following paid holidays per year for all full-time employees:

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

In order to receive Holiday pay employees must work both the day before and day after the holiday, unless employee uses vacation days when applicable.

6.10 JURY DUTY/MILITARY LEAVE

Employees will be granted 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 and all other associated paperwork are required for the personnel file.

6.11 TRAINING AND PROFESSIONAL DEVELOPMENT

Logistics Warehouse recognizes the value of professional development and personal growth for employees. Therefore, Logistics Warehouse encourages its employees who are interested in continuing education and job specific training to research these further and get approval before signing up for the seminars or courses.

SECTION 7

EMPLOYEE COMMUNICATIONS

7.1 STAFF MEETINGS

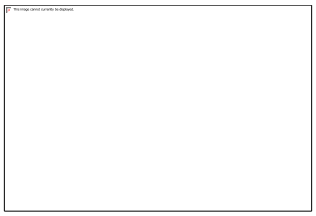
Staff meetings will be held when appropriate. These informative meetings allow employees to be informed on recent company activities, changes in the workplace and employee recognition.

7.2 BULLETIN BOARDS

Bulletin boards placed in designated areas provide employees access to important posted information and announcements. The employee is responsible for reading necessary information posted on the bulletin boards.

7.3 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, Logistics Warehouse encourages employees to contact the President.



ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

The Employee Handbook contains important information about *Logistics Warehouse, Inc*. I fully understand that I will be expected to follow all guidelines set forth in this handbook, revised January 1, 2018, by the company.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the President of the Logistics Warehouse has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I understand that this handbook is not a contract of employment. I have had an opportunity to read the handbook, and I understand that I may ask my supervisor or any employee of the Human Resources Department any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it. I further agree that if I remain with *Logistics Warehouse Inc.* following any modifications to the handbook, I thereby accept and agree to such changes.

I have received a copy of *Logistics Warehouse Inc.* Employee Handbook on the date listed below. I understand that I am expected to read the entire handbook. Additionally, I will sign this Acknowledgment of Receipt, and understand that this form will be retained by Human Resources in my personnel file.

_____ _____

Signature of Employee Date

_____

Employee's Name - Printed