

Our company was founded by Michael and Holly Meyer with an operating philosophy of always placing people first. Although many would consider our company to be in the package industry, we believe we are in the people industry and want every staff member to get home safely and to have positive stories to share with their families. This philosophy has driven their success, growing from 3 routes to 180 routes operating in the Southeastern markets.



EMPLOYEE HANDBOOK

WELCOME!

We are glad to have you join Meyer Enterprises Inc. We are pleased to provide you with our Employee Handbook, which will help you during this new and exciting transition. We created this Handbook to communicate the Company's mission, values, culture, policies, procedures, and expectations for our employees, as well as what our employees can expect from us.

Unless otherwise provided in this Handbook, this Handbook replaces any previously issued handbooks, policies or procedures that cover the topics in this Handbook.

Again, welcome to the team! We hope that you find your experience enjoyable, challenging, and fruitful. – Mike and Holly Meyer.

Mission Statement

“Our mission is to deliver every package with speed, accuracy, and care, ensuring exceptional service that reflects the reliability and trust of the FedEx brand. We are committed to safety, professionalism, and efficiency in every mile we drive, striving to exceed customer expectations while fostering a culture of integrity and continuous improvement.”



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1. Employment Policies and Practices

a. Equal Employment Opportunity

Meyer Enterprises is proud to be an equal opportunity employer. We are committed to the principles of fair employment. We extend equal opportunity to all individuals, regardless of their race, age, color, sex, religion, creed, national origin, marital status, disability, or any other status protected under law. This commitment applies to all employment terms and conditions, including decisions regarding recruitment, hiring, placement, compensation, performance reviews, disciplinary actions, and termination.

We provide reasonable accommodation for qualified individuals with known limitations or disabilities whenever possible. You can request reasonable accommodation by contacting the Human Resources Department.

b. Discrimination, Harassment, and Retaliation Prevention

It is the Company's policy to prohibit intentional and unintentional harassment and discrimination of any individual by another person on the basis of any protected classification under applicable federal, state, or local law, including, but not limited to actual or perceived race, color, national origin, ancestry, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, religious creed, disability (mental and physical) including HIV and AIDS, medical condition (cancer and genetic characteristics), genetic information, age, marital status, sexual orientation, military and veteran status and denial of family and medical care leave.

Note that there is a wide range of what could be considered inappropriate behavior under this policy even though such behavior may not be considered illegal. For this reason, a violation of this policy may lead to disciplinary action, whether or not it violates the law.

c. Sexual Harassment

It is the Company's policy to prohibit harassment of any employee by any Supervisor, employee, customer or vendor based on sex or gender.

While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include all of the actions described below under "other harassment", as well as other unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or

posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender, which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

All such conduct is unacceptable in the workplace and in any work-related setting, such as business trips and business-related social functions, regardless of whether the conduct is engaged in by a supervisor, co-worker, client, customer, vendor, or other third party.

d. Other Harassment

Harassment as defined in this policy is unwelcome verbal, visual, or physical conduct creating an intimidating offensive, or hostile work environment that interferes with work performance. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), graphic (including offensive posters, symbols, cartoons, drawings, computer displays, or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.) that denigrates or shows hostility or aversion towards an individual because of any protected characteristic.

e. Reporting Procedures

The following steps have been put into place to ensure the work environment at the Company is respectful, professional, and free of discrimination, retaliation, and harassment, including sexual harassment. If you feel that you have been subjected to conduct that violates this policy, you should immediately report the matter to your manager/supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident that you perceive to violate this policy, please contact your Employee Relations Specialist.

Note: If your supervisor or next-level manager is the person to whom the complaint is directed, you should contact your Employee Relations Specialist.

Every supervisor who learns of any employee's concern about conduct in violation of this policy, whether in a formal complaint or informally, must immediately report the issue raised to his or her manager. If the manager is the person to whom the complaint is directed, the supervisor should contact any higher-level manager in his or her reporting chain.



2. Company Policies and Procedures

a. Code of Professional Conduct

Employees are expected to behave and perform their work duties professionally and ethically. Employees are also required to be mindful and respectful of each other's feelings, opinions, and boundaries, to maintain a safe, comfortable, and courteous workplace. Any employee who engages in unprofessional behavior may be subject to disciplinary action.

b. Dress Code

Employees are expected to dress appropriately according to their position and work responsibilities.

The Company's dress code is FedEx approved uniform, and footwear. FedEx shirts and bottoms, black shoes. No open-toed shoes or slides. FedEx approved outerwear and hats only.

c. Workplace Safety and Security

It is of utmost importance for the Company that all employees feel safe and secure in the workplace.

The Company has implemented several safety measures to protect employees. Employees are partners in keeping the workplace safe, and as partners, are expected to help prevent accidents by reviewing and understanding the Company's safety policies, using provided safety equipment, and keeping work areas neat, safe, and free from hazardous materials and substances. An employee may have hazardous materials and substances in their work area if they are actively using those materials and substances in carrying out their work duties. The Company requires active employee participation in safety drills and training.

The Company requires all employees to be wary of any potential dangers to themselves, their co-workers, and the Company premises. Employees must immediately report any safety hazards on Company premises that they are aware of, such as blockages of fire escape routes and exits, to management. Employees must notify their supervisor or Company management immediately of any injury or accident, regardless of how minor, and of any suspicious activity or persons.



d. Drug and Alcohol-Free Workplace

The Company strictly prohibits the consumption, use, possession, distribution, or sale of alcohol or drugs while employees perform their work duties, whether on company premises or not. Performing work duties under the influence of alcohol or drugs is also strictly prohibited. Employees who violate this policy will be subject to disciplinary action, up to and including termination.

The consumption, use, and possession of prescription drugs and over-the-counter medication are not prohibited, providing the drugs are taken as prescribed and do not impair an employee's ability to perform their work correctly and safely.

Testing

- i. **Pre-Employment:** All offers for initial employment will be on condition of the applicant or incumbent passing a drug and alcohol test. Applicants will have the opportunity to review the Company's policy on pre-employment testing and shall have the right to withdraw their application if they do not wish to be tested. Testing failure or refusal to submit a drug test will result in revocation of the employment offer.

In recognition of the requirements of the Americans with Disabilities Act (ADA), the Company will not discriminate against an applicant who has successfully completed a drug or alcohol rehabilitation program. However, the ADA does not prevent the Company from refusing to hire any applicant who tests positive for illegal drug use prior to employment.

- ii. **Reasonable Suspicion:** Meyer Enterprises may, at its discretion, require an employee to submit to a drug or alcohol test when the Company has reasonable suspicion to believe the employee is using or has used drugs or alcohol in violation of this policy.
 - a. A reasonable suspicion shall be based on specific, objective, and articulable observations that include, but are not limited to, observations may include indications of the chronic and/or withdrawal effects of drugs or alcohol.
 - b. Company managers and supervisors will be trained to recognize the common indicators of drug and alcohol use, which include, but are not limited to, sleeping on the job, being inordinately tired, increased carelessness or forgetfulness,

secretive behavior, bloodshot eyes, fixed or unusually large or unusually small pupils, hand tremors, slurred speech, odor of alcohol or other drugs, staggering or unsteadiness, babbling or incoherence, slow reactions, continual runny nose or sores around the nostrils, and agitate behavior.

- c. Wherever possible, the actions of the employee that give rise to reasonable suspicion for drug or alcohol testing should be documented and submitted to the Human Resources Department immediately. Documentation should include witness corroboration of the actions that gave rise to reasonable suspicion. The Human Resources Department, after conferring with the employee's manager, if possible, will decide to require drug or alcohol testing.

Employees must comply with the Company's requirements regarding scheduling and submitting to reasonable suspicion testing. The Company shall require the employee to be escorted directly to and from the collection site for drug and/or alcohol testing. The employee will be transported to and from the collection site by a Company representative and/or an independent third party. Refusal to consent to testing and cooperate in testing will be considered insubordinate and grounds for termination of employment.

- iii. Post-Accident: Any employee who suffers or is involved in a reportable accident on Company property and/or time must report it within two (2) hours to his or her immediate supervisor or manager, so that proper action and/or medical treatment may be provided. Failure to report any injury immediately may adversely affect an employee's benefits and rights under the law, and is grounds for disciplinary action, up to and including immediate discharge. If the Company has reasonable suspicion to believe an employee's use of drugs or alcohol caused, may have caused, contributed to or may have contributed to a "reportable accident" defined as one of the following:
 - (a) The death of a human being; (b) Bodily injury to any person who, as the result of the injury, receives medical treatment – including "first-aid"; (c) Damage to property or equipment; or (d) Any "near miss" reportable accident as determined in the reasonable but sole discretion of management, then the employee will be required to undergo a drug test. Post-accident testing will be conducted as early as practicable after the accident. Employees must comply with the Company's requirement regarding scheduling and submitting to post-accident testing. The Company shall require the employee to be escorted directly to and from the collection site for drug and/or alcohol testing. The employee will be transported to



and from the collection site by a Company representative and/or an independent third party. Refusal to consent to testing and cooperate in testing will be considered insubordination and grounds for termination of employment.

Disciplinary Action

An employee who tests positive for the use of a controlled substance and/or alcohol in violation of this policy or program, as reported to the Company's designated representative (i.e. Human Resources) by an independent Medical Review Officer, shall be unqualified to work for the Company. Further, a positive test result under this policy shall be deemed a failed drug test, and this shall be grounds for immediate termination of employment.

e. Smoking

Because we recognize the hazards caused by exposure to environmental tobacco smoke and vape products, it shall be the policy of Meyer Enterprises to provide a smoke-free environment for all employees. This policy covers the smoking of any tobacco or vaping product, and it applies to both employees and non-employee visitors of Meyer Enterprises.

No smoking of tobacco or vaping products will be allowed within the facilities or vehicles at any time. Designated smoking areas are assigned per site.

f. Weapon-Free Workplace

Meyer Enterprises is committed to maintaining a safe, secure, and productive environment for all employees. This policy strictly prohibits the possession, carrying, or storage of firearms, weapons, or explosive devices on company property, at company events, or while conducting company business, to the fullest extent permitted by law.

g. Use of Company Property

Company property (the "Company Property") is for business use only. Company Property includes, but is not limited to:

- Physical items such as equipment and furniture
- Vehicles
- Electronics such as phones and computers
- Digital items such as computer software and internet accounts
- Records, whether electronic or hard copy, such as files, documents, and notes; and
- Communications, such as voicemails, e-mails, and instant messages.

- Employees are required to return all Company Property in their possession or under their control upon termination of employment.

h. Expectation of Privacy

Employees should not expect that any Company Property they work on or with is private or personal to them. The Company reserves the right to monitor and access all Company Property.

Offices and workspaces on Company premises are also not private to employees. The Company may use video monitoring on Company premises, except in areas where a reasonable expectation of privacy exists (e.g. washrooms, locker rooms, or designated nursing areas).

i. External Employment Policy

The Company has no objections to employees maintaining employment externally to the Company, provided that any external employment:

- i. Does not hinder the employee's job performance.
- ii. Does not interfere with the employee's ability to work their required hours at the Company; and
- iii. Does not conflict with the Company's interests or business.

Employees must not engage in external employment during their work hours at the Company. Additionally, employees must not use Company Property or resources in performing their external employment.

Before starting any external employment, employees must inform the Human Resources Department that they will be beginning external employment and the start date of that employment.

Employees who violate this policy may be subject to disciplinary action, including termination.

j. Employee Classifications

1 Non-Exempt or Exempt Employees

The Fair Labor Standards Act (FLSA) classifies employees as:

- **Non-Exempt:** The FLSA minimum wage and overtime pay requirements apply to nonexempt employees. All employees who are not exempt employees under the FLSA are non-exempt employees. Non-exempt employees receive overtime pay if they work more than 40 hours a week.
- **Exempt:** The FLSA minimum wage and overtime pay requirements do not apply to exempt employees. Exempt employees do not receive overtime pay. Exempt employees generally hold executive, administrative, or professional positions and are paid a salary of minimum amount. Employees with some computer and outside sales jobs are also exempt.

2 Full Time or Part Time Employees

A full-time employee is an employee who works 32 to 40 hours per week. A part-time employee is an employee scheduled to work less than 32 hours a week. Part-time employees may not be entitled to the same benefits as full-time employees.

3 Permanent or Temporary Employees

A temporary employee is an employee hired for a definite period or a specific project. All other employees are permanent employees. Temporary employees are not entitled to the same benefits as permanent employees, except as required by law.

If you have questions or concerns regarding your employee classification, please consult the Human Resources Department.

k. Work Time and Place

- **Place of Work**

All employees are required to come to work on-site or in the office.

The Company will provide you with reasonable notice if you are required to work in other locations.



- Days and Hours of Work

The Company's work hours are defined by location.

- Meal and Rest Breaks

Employees are not required to take a minimum break. They may stop and eat and rest as needed in a timely manner with the route.

l . Attendance Policy

The purpose of this policy is to set forth the Company's policy and procedures for handling employee absences and tardiness to promote the efficient operation of the Company and minimize unscheduled absences. Regular attendance is a condition of employment. All employees must arrive at work promptly on every scheduled workday. Employees are expected to report to work as scheduled, on time, and prepared to start working. Employees are also expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided. Poor attendance has a major, direct impact on the productivity and profits of Meyer Enterprises. Continual absences and/or tardiness interfere with the Company's conduct of business and place a burden on other employees.

Excessive or unjustified absenteeism or tardiness is subject to disciplinary action up to and including termination:

- CSA (Contract Service Agreement) employees:
 - 1st and 2nd tardies are a discussion with the direct supervisor
 - 3rd tardy is a meeting with Human Resources
- No Call No Shows will result in disciplinary action up to and including termination

m . Holiday and PTO (Paid Time Off) Policy

a. Holiday Leave

Unless business needs require you to work, the Company observes the following holidays:

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

b. Vacation Leave

The Company provides Full time employees - 40 hrs, Plus 8 hrs for every year of service capping at an additional 40hrs paid vacation for its eligible employees. must be submitted 7 days in advance, cannot cash out, accrues at .77 per 40hrs worked

c. Time off Requests

- Employees will be allowed to redeem PTO 90 days after a job offer has been received
- PTO is accrued weekly
- All requests to redeem PTO must be made in writing at least 14 days prior if taking 5 or more consecutive days off. If requesting 1-4 days, requests must be submitted 7 days in advance
- PTO may not be used for closed holidays unless requested in writing 7 days prior
- NO REQUESTS during PEAK blackout period, no exceptions
- PTO may only be used for sick time if a doctor's note is presented
- If you leave the company and you have a PTO balance, you can cash out a maximum of 40 hours. It can only be redeemed with a two-week written notice of departure
- Two-week notice must be worked in full to cash out PTO

For more details about the vacation leave, such as its eligibility and duration, please contact the Human Resources Department.

d. Bereavement Leave

Employees are entitled to paid bereavement leave when a family member dies:

- You must provide memorial information within 5 days of PTO request
- Bereavement days are as follows:
 - 5 paid days for spouse
 - 3 paid days for parents/grandparents
 - 1 paid day for any other family member



e. Military Leave

The Company provides employees with military leave in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and state military laws. Employees may be eligible for military leave if called to serve in the uniformed services, including active duty or inactive duty training for the Armed Forces, National Guard, or the reserve forces, full-time National Guard duty, assessment for fitness for any such duty, or funeral honors duty.

The Company will reemploy employees who return from service in the position they would have occupied if they had not been on military leave. The position may be different from the one the returning employee previously held. The Company may promote a returning employee if it is reasonably determined that the employee would have received the promotion had they not been on military leave. The position could also be lower than what they previously occupied if the Company experienced or is experiencing economic difficulties, reorganizations, or layoffs upon their return.

Returning employees are entitled to the same seniority, pay, rights, and benefits they would have received if they had not been on military leave. For non-seniority rights and benefits, returning employees receive the same rights and benefits as those in a similar position.

If you are taking military leave, you must inform your immediate supervisor and provide a copy of your report order. To determine your eligibility for military leave, or for more details about federal and state military leaves, including the length of military leave, please contact the Human Resources Department.

f. Jury Duty or Jury Selection Leave

Employees may take unpaid leave when they serve on a jury or attend jury selection.

Please provide your immediate supervisor with as much notice as reasonably practicable when requesting jury duty leave or jury selection leave.

To learn more about jury duty leave or jury selection leave, including eligibility, length, and other related matters, please contact the Human Resources Department.

g. Family and Medical Leave

In compliance with the federal Family and Medical Leave Act (FMLA), an eligible employee is entitled to unpaid family and medical leave of absence if they work at a location where



the Company employs 50 or more employees within a 75 mile radius. During the leave, the employee is entitled to maintain any group health benefits they had before the start of their leave. However, the employee will not accrue benefits during family and medical leave.

Upon returning from their leave, the employee will be reinstated to their original job or to an equivalent job with equivalent benefits, pay, and other terms and conditions of employment.

Under the FMLA, an employee is eligible for up to 12 weeks of unpaid leave per year if they meet the following requirements:

- They have worked as an employee of the Company for at least 1,250 hours for 12 months
- The birth of a child and caring for a newborn child
- Placement of a child into adoptive or foster care with the employee
- Care for a spouse, child, or parent who has a serious health condition
- Care for the employee's own serious health condition, which makes the employee unable to perform their work duties
- Existence of any qualifying exigency because the employee's spouse, child, or parent is on covered active duty or called to cover active duty as a member of the National Guard, Reserves, or Armed Forces

An employee may also take family and medical leave to care for a spouse, child, parent, or next of kin who is a covered service member with a serious injury or illness. They are entitled to 26 weeks of unpaid, job-protected leave in a single 12-month period under the FMLA.

You must notify your immediate supervisor at least 30 days prior to taking family and medical leave. However, if the need for leave occurs unexpectedly, please notify your immediate supervisor as soon as practicable.

If the reason for the leave is a serious health condition, the Company may ask the requesting employee to provide supporting documents such as medical certificates or periodic medical reports. When the employee is ready to return to work, they must submit a certificate issued by their doctor proving they are fit to work.



For more details about family and medical leave, please contact the Human Resources Department.

h. Pregnancy and Disability Leave

Employees may take pregnancy and disability leave if they cannot work temporarily due to pregnancy, childbirth, or related conditions.

The pregnancy and disability leave is unpaid.

Please provide your immediate supervisor with as much notice as reasonably practicable when requesting pregnancy disability leave.

For more details about pregnancy and disability leave including eligibility and notice requirements, please contact the Human Resources Department.

i. Court Witness or Attendance Leave

Employees may take time off from work to attend court proceedings as a witness.

Please provide your immediate supervisor reasonable notice if you are requesting court attendance or witness leave.

j. Unpaid Leave of Absence

If all your paid leaves are exhausted, and you need to take time off, you may request an unpaid leave of absence from your immediate supervisor. Your request for unpaid leave must be in writing and submitted at least two weeks before the start of your requested leave. In the case of emergencies or unexpected or urgent circumstances, you may request unpaid leave as soon as practicable before the start of your leave.

You may only request an unpaid leave of absence if you have exhausted all your paid leaves. For questions about the continuation of your employee benefits during your unpaid leave of absence, please contact the Accounting Department.



n. Compensation

a. Payroll Policy and Schedule

- Pay Period and Method

The pay period is weekly from Saturday - Friday

Employees are paid weekly via direct deposit.

If the pay date falls on a holiday or weekend, the Company pays employees on the preceding business day before the holiday or weekend. For example, if the pay date and holiday is on a Friday, the paycheck will be deposited on Thursday.

b. Pay Deductions

Every employee's pay includes their salary or wages earned in the previous period, less any deductions, mandatory or elected.

Mandatory deductions include taxes, Federal Insurance Contributions Act (FICA) tax payments, and any other deduction required by law.

Elected deductions, which the employee authorizes, may include flexible spending account (FSA) contributions, 401(k) contributions, or health insurance contributions.

For questions or clarifications regarding your paycheck, pay period or method, or any related matter, please contact the Accounting Department.

o. Benefits

- i. The company offers group benefits to eligible employees and their family members. Please see your Employee Relations Specialist for details, as plans are subject to change

ii. Workers' Compensation

On-the-job injuries are covered by Meyer's Enterprises Workers' Compensation Insurance Policy. If injured on the job, no matter how slightly, employees should report

the incident immediately to their supervisor. Failure to follow the Company procedures may affect one's ability to receive Workers' Compensation benefits.

Any leave of absence due to a workplace injury runs concurrently with all other Company leaves of absence. Reinstatement from leave is guaranteed only if required by law. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. The Company strives to bring employees back to work as soon as possible following a work-related accident, injury, or illness. Thus, while employees are on a leave of absence, they should stay in contact with the Human Resources Department regarding their expected return to work.

p. Work Performance Reviews

The Company conducts work performance reviews during your first 30 days. The objectives of a performance review are to:

- i** Evaluate an employee's contributions and accomplishments to date;
- ii** Identify areas where an employee excels and areas where they need to improve; and
- iii** Set short- and long-term objectives.

Attendance, punctuality, cooperation, teamwork, adherence to Company rules and policies, and previous performance reviews are additional factors in evaluating an employee's work performance.

A work performance review also allows employees to provide feedback to their immediate supervisor and Company management.

q. Disciplinary Action Policy

i Types of Disciplinary Actions

Any employee who exhibits unacceptable behavior while performing their work duties will be reprimanded by the Company using appropriate disciplinary action, depending on the severity and extent of the violation. Discipline may be in the form of oral and written warnings, probation, suspension, demotion, or termination of employment.

ii Grounds for Disciplinary Action

Any employee who violates the Company policies and practices may be subject to disciplinary action, termination, or both.

Grounds for disciplinary action include, but are not limited to, the following actions:

- Failure to perform duties or tasks satisfactorily over a period of time
- Habitual or unreasonable absenteeism or tardiness
- Failure to follow the lawful instructions of a supervisor
- Engaging in discriminatory acts or harassment in the workplace
- Endangering the safety of self or other employees, including the instigation of violence or other aggressive conflicts
- Unauthorized use, theft, damage, or destruction of Company property, equipment, or devices
- Falsification of Company documents or documents submitted to the Company
- Unauthorized disclosure of confidential or proprietary Company information
- Possession of unauthorized weapons while at work, on work premises, or while performing work tasks
- Possession, distribution, or being under the influence of drugs or alcohol while at work, on work premises, or while performing work tasks
- Any other action or conduct that breaches Company policies, procedures, standards, or expectations

r. Termination of Employment

i Employment-At-Will

Your employment with the Company is “at will”, which means you or the Company may end your employment at any time without notice or cause.

ii Resignation Procedures

Employees are required to provide a two-week written notice:

- Required to work 10 shifts until their last official day of employment;
- Required to submit all due reports or deliverables no later than their last official day of employment;



- Required to return all Company files, documents, equipment, and any other property that is in their possession or custody;
- Requested to participate in an exit interview;
- Requested to complete any other offboarding tasks that the Human Resources Department may have.
- All employees are required to turn in their uniforms within 5 days of their last day or \$50 will be deducted from the final check.

iii Outstanding Compensation

Any outstanding salaries or wages, expenses, unused vacation pay, and other compensation will be paid to the employee when their employment ends.

The employee must provide a 2-week notice to receive their unused vacation pay. Vacation pay caps at 40 hours.

For questions about pay, continuation of health benefits, or when to expect the last paycheck, please contact the Human Resources Department.

s. Governing Law

This Handbook has been construed in accordance with and governed by the laws of the State of South Carolina.



ACKNOWLEDGMENT FORM

(Human Resources Department Copy)

I acknowledge that I received a copy of the Handbook and that I understand I am fully responsible for reading the contents of this Handbook, as well as all other policies and procedures of the Company.

I acknowledge that this Handbook will not be interpreted as an employment contract, or an inducement for employment, nor will it guarantee my employment for a period of time.

And lastly, I acknowledge that my employment is at-will and that I have the right to terminate my employment at any time without notice or cause, as long as the reason for the termination is not illegal, and that the Company has the same right.

Please sign and date this copy and return to the Human Resources Department.

<hr/> Employee's Signature	<hr/> Date
<hr/> Employer's Signature	<hr/> Date