

Freight Exchange of North America

Employee Handbook



Effective as of May 1, 2026

I. INTRODUCTION

Welcome to Freight Exchange of North America, known as F/X (the “Company” or “F/X”).

The Company’s Employee Handbook is designed to provide employees with information about Company policies, benefits, rules, and operations. It provides a general explanation of how the Company operates, what it expects from its employees, and what employees may expect from the Company.

All employment with the Company is strictly on an at-will basis. That means that both you and the Company have the right to terminate your employment at any time, with or without notice, for any reason or no reason at all, in accordance with applicable law. This Employee Handbook is not a contract of employment; it does not guarantee any terms, conditions or benefits of employment, and it does not guarantee employment for any particular period.

Please note that this Employee Handbook contains only general information and guidelines. It is *not* intended to be comprehensive or to address every possible application of, or exception to, the general policies and procedures described. Questions concerning any of the policies and procedures set forth in this Employee Handbook or otherwise in effect should be directed to your manager or to a Company Officer. Please understand that many of the benefits described in this Employee Handbook are set forth in and governed by formal plan documents. Should any language or provisions of this Employee Handbook conflict with the language or provisions of those formal plan documents, the formal plan documents (and not this Employee Handbook) will govern.

Please be aware that the policies, procedures, and benefits set forth in this Employee Handbook and otherwise in effect within the Company are under constant review. They may be modified or discontinued at any time by the Company, for any reason, at the Company’s sole discretion. We will attempt to notify you should changes occur, but we must retain the flexibility to make changes even without prior or express notice. This Employee Handbook supersedes and replaces all prior versions.

We expect and require you to read this Employee Handbook carefully, as you will be responsible for complying with all of the policies, and your failure to do so may result in disciplinary action up to and including the immediate termination of your employment. If you have any questions or concerns about your employment, this Employee Handbook, and/or the Company’s policies, practices, and procedures, please contact a member of management.

Nothing in this Employee Handbook is intended to interfere with employee rights under any applicable federal or state laws, including protected concerted activities under the National Labor Relations Act such as employee communications about wages, hours and terms and conditions of employment. Moreover, this Employee Handbook has been drafted to comply with federal law and guidelines. To the extent that anything in this Employee Handbook does not address or conflicts with any applicable federal, state or local law, the terms of the applicable law will apply.

Company History and Mission

We are excited to have you as part of our team. You were hired because we believe you can contribute to the success of our business and share our commitment to achieving our goals.

For over 20 years, F/X's Mission has been to bring energy and innovation to logistics and help businesses prosper in a high-demand world. The same goes for our people. At F/X, we strive to ensure our employees can succeed in all aspects of their personal and professional lives. We come to work every day focused on improving ourselves and our business.

With a strong focus on customer service and support, the Company has grown into an industry leader. We are fully dedicated to providing only the most advanced, on-time, complete shipping, and logistical solutions for our customers.

We look forward to an exceptional partnership with all members of our successful team.

II. EMPLOYMENT PRACTICES

Diversity, Fairness and Inclusion Policy

F/X is committed to fostering, cultivating, and preserving a culture of diversity, fairness, and inclusion. The Company supports diversity in all forms and promotes a workplace based on merit, respect, and equal opportunity. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and company's achievement as well. We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique, we extend this to all our external collaborators, interns, suppliers, clients and visitors. All employees of F/X have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events. Training programs are designed to foster awareness and respectful engagement, consistent with equal employment laws. Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action. Employees who believe they have been subjected to any kind of discrimination that conflicts with the company's diversity policy and initiatives should seek assistance from a manager or an HR representative.

Equal Employment Opportunity

F/X is an equal opportunity employer. Employment decisions at the Company are based on individual merit, qualifications, abilities, and the Company's needs and resources. The Company does not discriminate in recruiting, hiring, compensation, promotions, discipline, termination or any other aspect of employment on the basis of an individual's actual or perceived race, color, creed, religion, sex (including pregnancy, childbirth and related medical conditions), sexual orientation, gender identity or expression, national origin, ancestry, citizenship status, age, disability, marital status, military service or veteran status, genetic information, arrest and conviction record, credit history, order of protection status, or any other basis protected by applicable law.

Any employee who feels that they have been discriminated against in any aspect of employment, or who is aware of any potential discrimination against another employee, must immediately report the matter to their manager or any other member of management with whom the employee feels comfortable discussing the matter. No adverse action will be taken against any employee who makes a good faith complaint about a violation of this policy or cooperates in any related investigation. All reports of discrimination will be promptly, thoroughly, and impartially investigated, and the Company will take any necessary and appropriate corrective action.

The Company expects and requires all employees to act in accordance with its equal employment opportunity policy, and to take all steps necessary to maintain a workplace free from unlawful

discrimination and retaliation. Any employee, including any member of management, found to have engaged in any conduct that violates this policy will be subject to disciplinary action, up to and including immediate termination of employment.

Disabilities, Pregnancy, and Reasonable Accommodation

The Company is committed to ensuring equal opportunity in employment for all individuals with disabilities who are able to perform the essential functions or duties of their job, with or without reasonable accommodation. All employment practices and activities (including without limitation recruiting, hiring, compensation, benefits and training, promotions, discipline, termination, or any other aspect of employment) are conducted on a non-discriminatory basis, without regard to actual or perceived disability. Reasonable accommodations are available to qualified individuals with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job, with or without accommodation, and further provided that the accommodation does not impose an undue hardship on the Company.

Similarly, the Company will not discriminate against any individual due to pregnancy, childbirth, or pregnancy-related conditions. The Company is committed to providing reasonable accommodations to applicants and employees who need such accommodations for any medical or common conditions related to pregnancy and/or childbirth. Such accommodations will be evaluated on a case-by-case basis and may include, if/as appropriate, more frequent, or longer breaks, physical accommodations such as a change in seating arrangements, modifications to job schedules and/or reasonable time off work as may be required by the pregnancy, childbirth, or related medical conditions.

Any employee who needs to request a reasonable accommodation, including due to pregnancy, childbirth, or pregnancy-related conditions, should contact Human Resources at 312-546-5499 opt.4. When brought to the Company's attention, F/X will review the request on a case-by-case basis to determine if and how reasonable accommodations may be provided.

Anti-Harassment Policy

The Company strives to provide a work environment in which all individuals are treated with respect and dignity. The Company is committed to providing a work environment free from all forms of harassment based on an individual's actual or perceived race, color, creed, religion, sex (including pregnancy, childbirth and related medical conditions), sexual orientation, gender identity or expression, national origin, ancestry, citizenship status, age, disability, marital status, military service or veteran status, genetic information, arrest and conviction record, credit history, order of protection status, or any other basis protected by applicable law.

This policy applies to all applicants, employees, and other individuals in the workplace, whether directly employed by the Company or not (e.g., an outside vendor, consultant, or customer). All employees at all levels in the Company must act in a way that supports this commitment, and all employees must refrain from any behavior that causes, or could cause, any form of unlawful harassment, including sexual harassment, against other employees, applicants, or individuals in the workplace based on membership in a protected employment classification. Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the

workplace, such as during business trips, business meetings, and business-related social events. All F/X employees will be required to complete annual Anti-Harassment Training to enhance their knowledge to fulfill this responsibility. Employees in Chicago, IL will additionally complete Bystander Training annually.

1. Harassment Defined

For purposes of this policy, the term “harassment” is broadly defined. It includes all unwelcome actions, words, jokes, comments, derogatory remarks and/or visual displays that affect an individual’s work environment or employment status or tend to belittle, provoke or denigrate others, and that are based on an individual’s actual or perceived race, color, creed, religion, sex (including pregnancy, childbirth and related medical conditions), sexual orientation, gender identity or expression, national origin, ancestry, citizenship status, age, disability, marital status, military service or veteran status, genetic information, arrest and conviction record, credit history, order of protection status, or any other basis protected by applicable law. Such conduct is considered to affect an individual’s work environment or employment status when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- Submission or rejection of the conduct is used as a basis for making an employment decision; or
- The conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

“Sexual harassment,” in particular, is defined as any unwanted or unwelcomed visual, verbal, or physical conduct of a sexual nature. Acts towards employees, applicants, and nonemployees that constitute sexual harassment include, but are not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; (2) submission to or rejection of such conduct by an individual is used as the basis for any employment decision affecting the individual; (3) such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment; or (4) sexual misconduct, which means any behavior of a sexual nature which also involves coercion, abuse of authority, or misuse of an individual’s employment position. Notably, an individual need not have been physically touched or directly subjected to a sexual advance or innuendo to be considered to have been harassed under this policy.

Some examples of unwelcome behavior that can be construed as sexual harassment include, but are not limited to: sexual advances; propositions; sexually suggestive gestures; sexual jokes; off-color language; vulgar language; touching; physical assault; possessing, distributing or posting sexually explicit or suggestive magazines, pictures, posters, objects or material, derogatory comments about gender; references to a person’s body parts, requests for sexual activity, and/or sexually explicit conversation.

2. *Mandatory Reporting of Complaints*

In order to assist the Company in identifying and putting a stop to conduct that violates this policy, the Company has implemented a policy of mandatory reporting. If any employee experiences or witnesses' harassment of any kind, including sexual harassment, they *must* report it immediately to their manager or any member of management with whom the employee feels comfortable discussing the matter. Any manager who experiences, witnesses, or becomes aware of harassment or possible harassment also *must* immediately report the matter to Human Resources at 312-546-5499 opt.4. Please note that employees are *required* to report harassment whether it occurs in F/X's offices or off-site, and regardless of the identity of the alleged harasser (be it another employee, a manager, or other individual).

3. *Investigation, Confidentiality, and Cooperation*

All reports and allegations of harassment will be promptly, impartially, and thoroughly investigated. Information provided in the context of a harassment investigation or as part of a harassment complaint will be kept confidential to the extent possible. However, some disclosure may (and likely will) be necessary for the Company to effectuate a meaningful investigation and appropriate remedy.

Employees are expected, and required, to cooperate fully with any investigation of alleged harassment. This includes participating in requested interviews, obtaining and providing requested documents or other evidence, and maintaining the confidentiality of any information requested or provided. An employee's failure to cooperate will be considered a violation of this policy and may result in disciplinary action, up to and including termination of employment.

4. *Retaliation Prohibited*

The Company strictly prohibits retaliation in any form. Employees can raise concerns and make reports of alleged harassment without fear of reprisal or retaliation. If an employee feels that they have been subject to retaliation of any kind for having made a complaint or having participated or assisted in an investigation, he/she/they *must* immediately report that retaliation to their manager or another member of Company management. Sexual harassment and retaliation for reporting sexual harassment is illegal.

5. *Disciplinary Action*

Any employee found to have engaged in unlawful harassment or to have retaliated against an individual for complaining of harassment or participating in an investigation will be subject to disciplinary action, up to and including immediate termination of employment.

6. *Other Resources*

In addition to the Company’s internal complaint procedures, employees have the right to contact or to file a charge with the Equal Employment Opportunity Commission (“EEOC”) or analogous state agency without fear of retaliation or reprisal. However, employees who choose to report harassment to an outside third-party, such as the EEOC, must also notify CONTACT NAME AND CONTACT INFO about the conduct so that the Company can internally investigate and remedy any inappropriate conduct. The contact information for the EEOC and for Illinois/Chicago-based employees is as follows:

<i>Equal Employment Opportunity Commission</i>	<i>Illinois Department of Human Rights</i>	<i>Chicago Commission on Human Relations</i>
230 S. Dearborn St., Ste 1866 Chicago, Illinois 60604 312.872.9744 866.740.3953 (TTY) www.publicportal.eeoc.gov	555 W. Monroe St., Ste. 700 Chicago, Illinois 60601 312.814.6200 312.740.3953 (TTY) www.illinois.gov/dhr	740 N. Sedgwick St., Ste. 400 Chicago, Illinois 60654 312.744.4111 312.744.1088 (TTY) www.chicago.gov/cchr

Statement on Human Rights

F/X is committed to conducting business in an ethical and responsible manner. This includes respecting internationally recognized human rights throughout our operations. As such, and in accordance with the United Nations’ Guiding Principles on Business and Human Rights, F/X recognizes and takes seriously its responsibility to help protect, preserve, and promote human rights.

While it is the role of each country’s respective government to protect its citizens’ human rights, including the safety and security of its citizens, F/X acknowledges the corporate responsibility to protect human rights and accordingly, complies with the laws and regulations of the countries in which we operate while simultaneously conducting our business and encouraging the promotion of human rights through our own policies, standards, and practices. These include:

- Respecting the human rights of our employees through internal employment policies and practices, such as our Diversity, Fairness and Inclusion policy, our Equal Employment Opportunity policy, our Health and Safety policy, and our Workplace Security policy;
- Incorporating respect for human rights in our client relationships, including by demonstrating a commitment to fundamental principles of human rights through our own behavior;
- Adopting policies and procedures designed to ensure compliance with legal requirements and which seek to prevent our products and services from being used for improper purposes, such as those policies and procedures contained in our Rules of Conduct and Gifts and Anti-Bribery policy;

- Collaborating with our investors, including industry peers and other organizations, to improve and enhance our own processes and promote industry-wide improvements with respect to human rights; and
- Providing compensation and benefits that are competitive and comply with applicable laws for minimum wages, overtime hours, and benefits.

F/X's support for the protection and preservation of human rights reflects our core values. We recognize that this is a continuing effort, with ongoing work to reassess our practices and our approach in light of changing global circumstances and an evolving global policy environment. F/X is dedicated to exemplifying good corporate citizenship through our commitment to respecting human rights and through our broader commitment to corporate responsibility generally.

Open Door Policy

F/X's employees provide the force for which to develop and sustain the Company's reputation and success. The Company relies on each and every one of its employees to continue successful growth. Most important in sustaining that success is F/X's commitment to resolving any issues, internal or personal, in a straightforward and honest manner. The Company recognizes that employees may have questions, concerns, or suggestions about Company operations and/or specific work assignments. The Company believes that the maintenance of an environment which fosters open, constructive communications is essential to each employee's continued success. Therefore, the Company has established an Open Door Policy where each employee has an open door of communication with their manager or any member of management. The policy is meant to encourage employees to discuss their ideas, issues, or complaints without fear of retaliation. While the Company cannot and does not completely satisfy each request, it does ensure that each employee will receive a timely response to the issues and concerns they raise. If you see or hear something that doesn't align with our values or established policies – like harassment, fraud, or unethical behavior – please reach out to Human Resources at 312-546-5499 opt. 4.

Employment Eligibility

Following a conditional offer of employment, the Company will ask candidates or employees to consent to a criminal background and reference check, to the extent permitted by federal, state, and local laws. The Company will determine the nature and scope of the background check, which will be consistent with the needs of the candidates or employee's position.

A candidate or employee who refuses to consent to a criminal background and reference check will no longer be considered as a candidate for employment, or an employee may be subject to discipline, up to and including termination.

The Company participates in E-Verify and hires only individuals who are authorized to work in the United States. As a condition of employment, each new employee must complete the Employment Eligibility Verification Form I-9 and timely present documentation establishing their identity and eligibility to work in the United States. Employees whose employment eligibility expires during their employment must present new or updated documents to the Company

confirming their continued employment eligibility *before* such expiration occurs.

III. EMPLOYMENT STATUS, HOURS, AND PAY

Employee Classifications

Understanding the employment classifications at the Company is important because an employee's classification is one of the factors that determines employment status and benefit eligibility. Employees belong to one of the following classifications:

- *Exempt Employees:* Exempt employees are paid on a salaried basis and are exempt from receiving overtime pay pursuant to applicable federal and/or state laws.
- *Nonexempt Employees:* Nonexempt employees may be paid on either a salaried or an hourly basis and are eligible to receive overtime pay, pursuant to applicable federal and/or state laws, at the rate of one and one-half times the employee's regular hourly rate for all hours worked over forty (40) in a workweek, unless otherwise specified by applicable law.

In addition to the exempt and nonexempt classifications, employees belong to one of the following employment categories:

- *Full-time Regular Employees:* Full-time regular employees are regularly scheduled to work at least forty (40) hours per workweek.
- *Part-time Regular Employees:* Part-time regular employees are regularly scheduled to work less than forty (40) hours per workweek. Part-time regular employees are not eligible for the Company's benefits, unless they are actively working thirty (30) hours per week, or otherwise as required by law.
- *Temporary Employees:* Temporary employees work for a limited or specified duration as needed for special projects, emergencies, or other reasons. Temporary employees are not eligible for the Company's benefits, unless otherwise required by law.

If any employee has a question about their employment classification, they should contact Human Resources at 312-546-5499 opt. 4.

Work Hours

Employees' work hours are normally scheduled by their manager to optimize business functionality and meet the needs of F/X's clients. Occasionally it is necessary to change or alter the work hours to accommodate clients' needs and/or the Company's needs. Employees who have questions about their regularly scheduled work hours should contact their manager for more information. Employees are expected to arrive on time to work at their scheduled time, whether working remotely or on-site.

Overtime

When operating requirements or other needs cannot be met during regular working hours, employees may be required to work overtime hours. When possible, advance notification of mandatory overtime will be provided. However, in some instances, overtime may be required with little or no notice.

Overtime compensation is paid to all nonexempt employees in accordance with applicable wage and hour laws. The Company pays each nonexempt employee overtime pay for all hours worked above forty (40) in a workweek, at a rate of time-and-a-half of the employee's regular hourly rate of pay, unless otherwise specified by applicable law. Overtime pay is provided for hours actually worked; meal periods, paid time off, holidays, or any other absences will not be considered hours worked for purposes of calculating overtime pay, unless otherwise required by applicable law. For overtime purposes, the Company's work week begins Monday at 12:00 A.M. and ends at 11:59 P.M. on Sunday night.

All overtime work must receive prior authorization from an employee's manager. Nonexempt employees who work overtime without receiving prior authorization from their manager may be subject to disciplinary action, up to and including termination of employment.

Exempt employees are not paid overtime, even if their hours exceed the normal work schedule.

Time Records

All nonexempt employees must keep an accurate record of their time worked, which means all the time actually spent on the job performing assigned duties. Nonexempt employees must record their hours worked by logging in/out of the Company's timekeeping system. Mistakes on an employee's timesheet must immediately be brought to the attention of the employee's manager. Nonexempt employees are prohibited from performing any work "off-the-clock" (i.e., performing any work without recording and reporting the time worked).

Altering, falsifying, or tampering with any time records, including recording or altering time records of other employees, as well as excessive failure to log hours, may result in disciplinary action, up to and including termination of employment.

Pay Periods

The Company encourages, but does not require, employees to receive their payroll via Direct Deposit. Paychecks/Direct Deposit for employees are administered semi-monthly on the 15th and last day of the month. Paychecks for drivers will be issued weekly. Paychecks will be given only to the employee unless prior arrangements are made and approved in advance. When a regular payday falls on a weekend or holiday, the Company may administer Direct Deposit/Paychecks on an alternate day.

Payroll Deductions

The Company makes statutory, legally required, and voluntary deductions from employees' paychecks, in accordance with applicable law. These deductions are listed on each pay stub, and information regarding the current deduction and year-to-date totals are provided. Any employee

with questions concerning why deductions were made from their paycheck or how such deductions were calculated, should contact Human Resources at 312-546-5499 opt. 4.

Any employee who believes that an improper deduction has occurred must notify Human Resources as soon as possible. The matter will be promptly investigated and, if an error has occurred, it will be corrected. Employees may express concerns or complaints under this policy without any fear of retaliation.

Pay Deductions for Exempt Employees

Employees exempt from overtime pay requirements are entitled to receive a fixed, predetermined salary on a semi-monthly basis. This salary is not subject to reduction because of variations in the quality or quantity of the employee's work. There are, however, certain instances in which salary deductions may be taken, as expressly permitted by law. The Company limits deductions to an exempt employee's paycheck to the following instances:

- When an employee is absent from work for one or more full days for personal reasons, other than sickness or disability.
- When an employee is absent from work for one or more full days of work caused by sickness or disability (including work-related accidents), if the sickness or disability is covered by, and taken in accordance with, a paid policy maintained by the Company. The Company will not compensate an employee for full day absences for which the employee is already receiving compensation under the separate policy.
- Infractions of workplace conduct rules may result in unpaid disciplinary suspensions.
- In the initial or terminal week of employment, employees will receive a proportionate share of their salary for the time worked in the first and last week of their employment.

If an exempt employee believes that their salary has been subjected to an improper deduction, they should contact Human Resources and submit the question or concern in writing, along with any supporting documentation. If it is determined that an improper deduction has been made, the employee will be reimbursed, and the Company will take appropriate measures to ensure that such deductions are not made in the future.

Pay Corrections

The Company takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee must promptly bring the discrepancy to the attention of Human Resources so that corrections may be made as quickly as possible.

Employee Information

The Company maintains personnel records for every employee for several reasons, including

compliance with state and federal laws, proper accounting for taxes and social security, handling emergencies, and for insurance and other benefits. To ensure the Company's records are accurate, employees must enact the change in the Company's Paylocity and benefit enrollment site if any of the following information changes:

- Name
- Home Address
- Home or Cellular Telephone Number
- Emergency Contacts
- Number of Dependents
- Withholding Allowances
- Beneficiaries
- Personal Email Address

Failure to maintain accurate information may affect an employee's pay or benefits. Because this information is highly confidential and the Company respects employees' privacy, only individuals with a legitimate business reason will be allowed access to personnel files. However, with reasonable advance notice, an employee may review the material in their personnel file, up to two (2) times per calendar year, at a time and location convenient to both the employee and the Company. Please contact Human Resources at 312-546-5499 opt. 4 to make such a request.

Except when requested by government or law enforcement agencies, an employee must provide a written release before the Company releases information from a personnel file to outside parties.

IV. BENEFITS AND LEAVES OF ABSENCES

Overview

The Company provides a variety of benefits and leaves of absences to full-time regular employees ("eligible employees"). The following benefits and leaves of absence are available to eligible employees, subject to the terms and conditions of each policy and applicable law:

- Health Insurance
- Dental Insurance
- Workers' Compensation
- 401(k) Plan
- Paid Holidays
- Paid Time Off, Floating/Cultural Holidays, and Volunteer Day
- Paid Parental Leave
- Military Leave of Absence
- Time Off to Vote
- Jury Duty Leave
- Bereavement Leave
- Crime Victim Leave
- Emergency Responder Leave
- Personal Leave of Absence
- Family and Medical Leave

While this Employee Handbook identifies the Company’s benefits, the terms and conditions of certain benefits are set forth and defined in legal documents, such as insurance contracts and official plan documents. ***To the extent that a question, conflict, or discrepancy arises about the nature and extent of those benefits, the language of the legal document (i.e., the insurance contracts and the official plan documents) will govern.*** The Company’s benefits are subject to change, modification, or discontinuance by the Company, at its sole discretion, in accordance with applicable law. Employees who have questions and concerns about the Company’s benefits should contact Human Resources at 312-546-5499 opt. 4 for more information.

Workers’ Compensation

Workers’ compensation insurance is effective on an employee’s first day on the job and is paid for by the Company. Employees must *immediately* report all accidents and injuries on the job, no matter how slight, to their manager. The Company does not discriminate or retaliate against employees who have filed legitimate workers’ compensation claims. To report an accident or injury, please call 312-546-5499 opt. 1. For more information, please contact Sarah Martinez at 312-546-5499 opt 1.

401(k) Plan

Full-time regular employees are eligible to participate in the Company’s 401(k) Plan after the employee has completed thirty (30) days of service and is 21 years of age. Deferrals will begin on the first day of the month following thirty (30) days of continuous employment. For more information about how to enroll, please contact Human Resources at 312-546-5499 opt. 4.

Holidays

Full-time regular employees are eligible for paid holidays. The Company is normally closed on the following six (6) holidays:

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

In addition to the holidays above, regular full-time employees are allowed three (3) Floating/Cultural Holidays and one (1) Volunteer Day each year (subject to receiving their manager’s approval in advance). When requesting a Volunteer day, proof of participation may be required.

Please note that because of the nature of F/X’s business and the services it provides, it may be necessary to schedule employees to work on a holiday. When possible, advance notification of these mandatory assignments will be provided. Unless the employee actually performs work, paid time off for holidays and volunteer days will not be counted as hours worked for purposes of calculating overtime.

The Company recognizes that some employees may wish to observe, as periods of worship or

commemoration, certain religious days that are not included in the Company’s holiday schedule. Employees may use their Floating/Cultural holidays, and/or available PTO for this purpose. The Company will make a reasonable effort to accommodate employees’ religious beliefs, consistent with the Company’s operating requirements and provided such accommodation does not create an undue hardship for the Company. An employee who wishes to request time off for a religious holiday or observance should provide reasonable advance notice to their manager.

Paid Time Off (“PTO”)

The Company recognizes the importance of time off from work for rest, relaxation, and personal or family obligations. Therefore, all full-time regular employees earn and may use paid time off (PTO) for any purpose, including vacation, personal appointments, mental or physical wellbeing, and an employee’s or other’s illness, etc.

Full-time regular employees earn PTO according to the schedule below, based on the length of uninterrupted service with the Company. PTO begins to accrue on the first day of full-time employment and accrues during each pay period over the course of the calendar year. Regardless of an employee’s start date, January 1 of the year following the employee’s start date will count as the beginning of the second year of employment for purposes of this policy.

<u>Length of Service</u>	<u>Annual PTO</u>	<u>PTO Accrual Rate</u>
First Year	Up to 7 days / 56 hours	1.08 hours per pay period
Second Year	10 days / 80 hours	1.54 hours per pay period
Third & Fourth Year	15 days / 120 hours	2.31 hours per pay period
Fifth Year Plus	20 days / 160 hours	3.08 hours per pay period

PTO may be taken at a minimum increment of 2 hours per day, unless otherwise required by applicable law. Employees may carry over up to 20 hours of accrued, unused PTO from one calendar year to the next, unless otherwise required by applicable state or local law. All accrued and unused PTO will be paid out upon termination of employment.

For instances where need for PTO is foreseeable, employees must request PTO at least 14 days in advance, obtaining approval from their manager, unless otherwise required under applicable law. The Company will make every effort to accommodate PTO requests; however, in accordance with applicable law, the Company may deny an employee’s PTO request to maintain continuity of its business operations. To the extent permitted by applicable law, the Company reserves the right to

restrict PTO usage during peak periods or at other times when taking time off would negatively impact F/X’s ability to serve its customers.

In cases of emergency or illness, employees must provide as much notice as possible under the circumstances. To the extent possible, employees must call the Company before their scheduled start time to notify their manager of their absence. For illness-related absences lasting more than three consecutive workdays, employees may be required to provide a doctor’s note before returning to work.

1. City of Chicago Employees

For employees who have been identified as working in the City of Chicago, the PTO schedule appearing below will apply to them in lieu of the schedule appearing above.

In addition to PTO, all employees who have been identified as working in the City of Chicago will receive 40 hours of Sick Leave annually. Sick Leave may be used for purposes including but not limited to recovering from an illness or injury, taking care of an ill family member, medical appointments, and general wellbeing. Up to 80 hours of unused Sick Leave may be carried over from one year to the next, capping at a total Sick Leave balance of 120 hours annually unless otherwise required by applicable state or local law.

Full-time regular employees who have been identified as working in City of Chicago earn PTO according to the schedule below, based on the length of uninterrupted service with the Company. PTO begins to accrue on the first day of employment and accrues during each pay period over the course of the calendar year. Regardless of an employee’s start date, January 1 of the year following the employee’s start date will count as the beginning of the second year of employment for purposes of this policy.

<u>Length of Service</u>	<u>Annual Sick Leave (Front Loaded)</u>	<u>Annual PTO</u>	<u>PTO Accrual Rate</u>
First & Second Year	5 days / 40 hours	Up to 5 days / 40 hours	1.14 hours per pay period
Third & Fourth Year	5 days / 40 hours	10 days / 80 hours	1.54 hours per pay period
Fifth Year Plus	5 days / 40 hours	15 days / 120 hours	2.31 hours per pay period

Up to twenty (20) hours of accrued, unused PTO may be carried over from one year to the next. Both PTO and Sick Leave may be taken at a minimum increment of 2 hours per day. All accrued and unused PTO (but not Sick Leave) will be paid out upon termination of employment.

For instances where need for Leave is foreseeable, employees must request PTO and Sick Leave at least seven (7) days in advance, obtaining approval from their manager. The Company will make every effort to accommodate PTO and Sick Leave requests; however, in accordance with applicable law, the Company may deny an employee's PTO or Sick Leave request to maintain continuity of its business operations. To the extent permitted by applicable law, the Company reserves the right to restrict PTO or Sick Leave usage during peak periods or at other times when taking time off would negatively impact F/X's ability to serve its customers.

2. Illinois Part-Time Employees

Part-time regular employees in the state of Illinois will receive 40 hours of paid leave per year (12-month period). The Paid Leave may be used for any purpose, including vacation, personal appointments, mental or physical wellbeing, and an employee's or other's illness, etc.

This policy is intended to comply with applicable state and local laws. To the extent that anything in this policy fails to address or conflicts with any applicable law, the Company will comply fully with applicable law.

Parental Leave

All full-time regular employees who have completed at least one (1) year of continuous service with the Company are eligible for Parental Leave in accordance with this policy. The Company provides a total of three (3) weeks of paid Parental Leave in a rolling one (1) year period associated with the birth or adoption of a child. Parental Leave may be taken all at once or intermittently within such time period. For exempt employees, payment for Parental Leave will be calculated by prorating the daily rate based on the employee's annual salary. If the employee is taking more time off than the 3 weeks offered, they must use up to 40 hours of PTO to run concurrently with parental leave. Holiday pay may be applicable based on the start or end of the employee's leave.

An employee must provide notice of a planned Parental Leave at least three (3) months in advance of the due date or adoption date to their direct manager and Human Resources. If three (3) months is not possible due to a change in circumstances or a medical emergency, notice must be given as soon as practicable. FMLA (or any state equivalent) paperwork is required for parental leave requests.

While on a Parental Leave, the Company will maintain the employee's health insurance coverage under the same conditions that existed immediately prior to the beginning of the employee's Parental Leave. If the employee does not return from Parental Leave as scheduled without prior notice to the Company, the employee may be required to reimburse the Company for the premiums paid by the Company during the leave period. If a Parental Leave is also covered by the FMLA, FMLA leave and Parental Leave shall run concurrently. An employee residing in a state offering leave benefits must provide this leave information to Human Resources at 312-546-5499 opt. 4, so any impact on F/X Parental Leave can be considered.

Questions regarding Parental Leave should be directed to Human Resources at 312-546-5499 opt. 4.

Military Leave of Absence

The Company provides leave and reinstatement to eligible employees who leave work to perform service in the uniformed services, in accordance with the Uniformed Services Employment and Reemployment Rights Act (“USERRA”) and applicable state law. Military leave is unpaid. The Company also provides leave to eligible employees who have a family member (as defined by applicable law) that has been called to active military duty.

For purposes of this policy, “service in the uniformed services” means the performance of a duty on a voluntary or involuntary basis in a uniformed service, including active duty and active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, absence from work for an examination to determine a person’s fitness for duty, funeral honors duty performed by National Guard or Reserve members, or duty performed by intermittent employees of the National Disaster Medical System when activated for a public health emergency or training to prepare for such service.

To qualify for leave, advance notice is required, unless advance notice is prevented by military necessity or is otherwise impossible or unreasonable under the circumstances. Generally, employees should provide at least thirty (30) days in advance of the intended leave, or as soon as practicable under the circumstances. If military necessity prevents the giving of notice, or the giving of notice is otherwise impossible or unreasonable, no notice is required. Eligible employees will be reinstated from leave, in accordance with USERRA’s return-to-work requirements.

Employees who wish to request military leave under this policy should contact their manager or Human Resources as soon as possible to request and make arrangements. The Company does not discriminate or retaliate based on military status or taking leave under this policy. To the extent that anything in this policy conflicts with USERRA or any applicable state law, the terms of USERRA and/or the state law shall control.

Time Off to Vote

Normally the polls are open long enough on Election Day to enable employees to vote before or after work. However, if due to an employee’s work schedule, they are unable to vote during nonworking hours, the employee should contact their manager at least 48 hours in advance of Election Day. Upon notice from the employee, the manager may schedule an employee’s working time on Election Day so that the employee will have time to vote. In accordance with applicable law, time off to vote may be paid or unpaid. The Company reserves the right to designate which hours an employee may leave to vote in this circumstance.

Jury Duty Leave

The Company encourages employees to fulfill their civic responsibilities by serving jury duty when required and grants job-protected leave to employees to serve as jurors, in accordance with applicable law. In accordance with applicable law, jury duty leave may be paid, unpaid or partially paid. When an employee receives a notice to serve on a jury, they must immediately notify their manager and provide a copy of the jury summons so proper scheduling can be arranged. Employees selected for jury duty must provide proof of absence to receive salary continuance,

if/as applicable.

Bereavement Leave

In the event of death in an employee's immediate family, full-time regular employees are eligible for up to three (3) days off with pay. For purposes of this policy, "immediate family" is defined as the employee's spouse, partner, children, parents, parents-in-law, grandparents, siblings, stepparents, stepchildren, and stepsiblings. If an employee needs additional time off of work for purposes of bereavement leave, they may request such time from their manager.

Full-time regular employees are also eligible for one (1) day off with pay each year for purposes of bereavement leave in the event of the death of an individual outside of the employee's immediate family.

In all circumstances, the employee should notify their manager of the need for bereavement leave as soon as possible.

3. Illinois Employees

(a) Death of a Covered Family Member

Illinois employees may be eligible for up to ten (10) days of leave, seven (7) days of paid leave and three (3) days of unpaid leave, to attend the funeral (or alternative to a funeral) of a covered family member, make arrangements necessitated by the death of a covered family member, or grieve the death of a covered family member. For purposes of this policy, "covered family member" includes an employee's spouse, domestic partner, sibling, parent or parent-in-law, grandchild, grandparent, stepparent, or child. "Child" is defined as a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*.

In the event of a death of more than one covered family member in a 12-month period, an employee is entitled to up to six (6) weeks of unpaid bereavement leave. Bereavement leave must be completed within 60 days of the employee's notice of the death of their covered family member or other qualifying event.

(b) Death of a Non-Covered Family Member

Full-time regular employees are also eligible for one (1) day off with pay each year for purposes of bereavement leave in the event of the death of a non-covered family member.

(c) Loss of a Child by Suicide or Homicide

Eligible employees may take up to twelve (12) weeks of unpaid leave in the event of the death of the employee's child by suicide or homicide. The leave may be used to attend the funeral, make arrangements necessitated by the death of the employee's child, or grieve the death of the employee's child.

Bereavement leave for the death of a child by suicide or homicide must be completed within one (1) year after the date on which the employee receives notice of the death of the employee's child or the date on which the death occurs. Leave may be taken in a single continuous period or intermittently in increments of no less than 4 hours.

A child includes an employee's biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis. As a condition thereof, the Company, at its option, require the employee to submit satisfactory proof of death, documentation which includes the cause of death, and/or proof of the relationship of the deceased to the employee.

Employees who take leave under this Bereavement Leave for Loss of Child by Suicide or Homicide provision are not entitled to take additional leave under the Bereavement Leave for Covered Family Members policy for the death of the same child. Leave under this Bereavement Leave for Loss of Child by Suicide or Homicide provision does not extend the maximum period of leave to which employees may be entitled under the FMLA or any other paid or unpaid leave provided under federal, state, or local law, or other employer-provided benefits.

(d) Other Qualifying Events

Eligible employees may also take up to ten (10) days of unpaid leave due to a miscarriage, an unsuccessful round of intrauterine insemination or an assisted reproductive technology procedure, a failed adoption match or an adoption that is not finalized because it is contested by another party, a failed surrogacy agreement, a diagnosis that negatively impacts pregnancy or fertility, a stillbirth, fetal/embryo loss, or other reproductive loss events.

If an employee requests leave for one of the above qualifying events, the Company may request reasonable documentation supporting the reason for leave. The Company may request a form from the doctor or medical professional who gave the treatment, documentation from the adoption agency showing a failed match or contested adoption, or documentation from the surrogacy agency showing a failed surrogacy agreement. Employees are not required to inform the Company of the specific reason they are asking for bereavement.

(e) Interaction with Other Leaves

i. FMLA Leave

Bereavement leave does not run concurrently with FMLA leave, meaning that an employee who has previously used the full ten (10) days of bereavement leave is still entitled to the entirety of their FMLA leave.

ii. Paid Leave

Employees may choose to substitute any accrued, unused PTO for unpaid bereavement leave.

Personal Leave of Absence

In the Company's sole discretion and on a case-by-case basis, full-time regular employees with more than one (1) year of continuous service with the Company may be granted an unpaid Personal Leave of Absence of up to thirty (30) days per calendar year. All requests for a leave of absence under this policy must be submitted in writing to the employee's manager and Human Resources as far in advance as possible and, in all circumstances other than true emergencies, no later than four (4) weeks in advance. The written request should state the reason for the leave, the start date, and the expected return date. To the extent that an employee has accrued and unused PTO, such PTO will be applied first before the unpaid personal leave. Based on the circumstances and the needs of the organization, the Company may deny an employee's request.

Eligible employees will not receive holiday pay during a personal leave of absence. In addition, employees are responsible for paying the entire premium cost of insurance where applicable during a personal leave of absence. Arrangements to pay for insurance coverage should be made prior to the beginning of the leave in non-emergency situations.

State-Specific Leaves of Absence

The Company will comply fully with applicable state leave laws in the states in which the Company operates. To the extent that this Employee Handbook does not address or conflicts with any applicable state leave laws, the Company will comply with the applicable laws.

Family and Medical Leave Policy and Procedures

The Company grants family medical leaves of absence in accordance with the Family and Medical Leave Act of 1993, as amended ("FMLA"). FMLA leave may be paid, unpaid, or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy. To the extent that anything in this policy conflicts with the FMLA, or any applicable state law, or to the extent applicable state law provides greater benefits, the terms of FMLA and/or the state law shall control.

1. Eligibility for Leave

An employee is eligible for FMLA leave if they: (1) have been employed by the Company for at least 12 months; (2) have worked for the Company at least 1,250 hours in the preceding 12 months; and (3) are employed at a worksite where 50 or more employees are employed within 75 miles of that worksite.

2. Duration of Leave

The Company provides eligible employees with up to twelve (12) workweeks of unpaid job protected FMLA leave, for the qualified reasons set forth below, subject to the terms and conditions of this policy. For leave to care for a covered service member's serious injury or illness, the Company grants eligible employees a combined total of twenty-six (26) workweeks of unpaid job-protected leave. (See Paragraph 19)

The 12-workweek period represents the combined total amount of FMLA leave available to eligible employees in a single 12-month period. Leave entitlement is based on a "rolling" 12-

month period, looking back 12 months from the date the leave is requested to begin. Each time an employee takes leave, the Company will compute the amount of leave the employee has taken under this policy and subtract it from the 12-workweek period of available leave.

In the case where spouses are both employed by the Company, the spouses are jointly entitled to an aggregate of 12 weeks of FMLA leave for the birth and care of a child, for the placement of a child for adoption or foster care, or to care for a family member with a serious health condition.

3. *Qualified Reasons for FMLA Leave*

An eligible employee is entitled to FMLA leave for any of the following qualified reasons:

- (a) The birth of the employee's child and to care for the newborn child;
- (b) The placement of a child with the employee for adoption or foster care;
- (c) To care for the employee's spouse, child, or parent (but not parent-in-law) with a serious health condition;
- (d) Because of the employee's own serious health condition that makes the employee unable to perform the functions of their job;
- (e) Because of any qualifying exigency arising out of the fact that a covered servicemember is on active duty or who has been notified of an impending call or order to active duty; and
- (f) To care for the serious injury or illness of a covered servicemember who is undergoing medical treatment or recuperation therapy or is otherwise in outpatient status or on the temporary disability list for a serious injury or illness (up to a maximum of 26 workweeks). (See Paragraph 19)

Leave for the birth, adoption, or placement of a child must be completed within 12 months of that birth or placement.

4. *Definitions*

(a) *Active Duty*

"Active duty" means under a federal call to active duty in support of a contingency operation as a member of the reserve components (Army National Guard of the United States, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard of the United States, Air Force Reserve and Coast Guard Reserve) or as a retired member of the Regular Armed Forces or Reserve. "Active duty" does not include duty as a member of the Regular Armed Forces. A covered servicemember on active duty as a member of the Regular Armed Forces is not eligible to take leave because of a qualifying exigency under this policy.

(b) *Covered Servicemember*

A "covered servicemember" is a servicemember who is the employee's spouse, child, parent, or next-of-kin (*i.e.*, the nearest blood relative). For purposes of leave for a qualified exigency, the

servicemember must be on active duty or call to active duty as a member of the reserve components or as a retired member of the Regular Armed Forces or Reserve. For purposes of leave to care for a covered servicemember's serious injury or illness, the servicemember must be a current member of the Armed Forces (which includes the National Guard or Reserves) or on its temporary disability retired list. (See Paragraph 19)

(c) *Qualifying Exigency*

A "qualifying exigency" includes the following:

- (1) Addressing issues arising from short-notice deployment (up to 7 calendar days may be used for this purpose).
- (2) Attendance of military events and related activities, such as official ceremonies, or family support or assistance programs that are related to active-duty status of the servicemember.
- (3) Arranging for childcare or to attend certain school related activities, when necessary, as a result of active-duty status of the servicemember.
- (4) Making financial and legal arrangements to address the servicemember's absence while on active duty.
- (5) Attending counseling provided by someone other than a healthcare provider for oneself, for the servicemember on active duty, or for the child of a servicemember on active duty.
- (6) Spending time with a servicemember on active duty who is on a short-term, temporary leave during deployment;
- (7) Participating in certain post-deployment activities; and
- (8) Addressing certain other events arising out of the servicemember's active duty as agreed upon by the employee and the Company.

For further or more detailed information about what types of leave qualify as leaves for qualifying exigencies, please contact Human Resources at 312-546-5499 opt. 4.

(d) *Serious Health Condition*

A "serious health condition" means an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. "Inpatient care" means an overnight stay in a hospital, hospice, or residential medical care facility including any period of incapacity, or any subsequent treatment in connection with such inpatient care.

A serious health condition involving "continuing treatment by a health care provider" includes any one or more of the following:

- (1) A period of incapacity more than 3 consecutive, full calendar days *and*: (a) treatment (meaning an in-person visit) 2 or more times by a healthcare provider within 30 days of the first day of incapacity (the first treatment must take place within 7 days of the first day of incapacity); or (b) treatment by a healthcare provider on at least 1 occasion, within 7 days of the first day of incapacity, which results in a supervised regimen of continuing treatment.
- (2) Any period of incapacity due to pregnancy or prenatal care.
- (3) Any period of incapacity or treatment for such incapacity due to a chronic health condition, which requires periodic visits (no fewer than twice per year) for treatment, continues over

an extended period of time, and may cause episodic, rather than a continuing period of incapacity (such as asthma, diabetes, epilepsy).

- (4) Permanent or long-term conditions for which treatment may not be effective, such as Alzheimer's, a severe stroke, or the terminal stages of a disease.
- (5) A condition requiring multiple treatments by a healthcare provider for restorative surgery after an accident or other injury.
- (6) Absences attributable to incapacity under paragraph (2) or (3) even though the employee or the covered family member does not receive treatment from a healthcare provider during the absence, and even if the absence does not last more than three consecutive, full calendar days.

(e) *Serious Injury or Illness*

A "serious injury or illness" means an injury or illness incurred by the covered servicemember in the line of duty on active duty.

5. *Notice of Leave*

If an employee's need for FMLA leave is foreseeable, the employee must give sufficient notice to Human Resources at least 30 days before leave is to begin. If 30 days' notice is not practicable, notice must be given as soon as practicable.

Notice of need for FMLA leave must be sufficient to make the Company aware that the employee needs FMLA leave, and the anticipated timing and duration of the leave. The Company suggests the completion of a Request for Family and Medical Leave form, available from Human Resources.

Simply calling in sick is not sufficient to trigger FMLA. Furthermore, employees who previously have taken FMLA leave must request additional FMLA leave by name or specifically reference the qualifying reason for the leave. Failure to respond to the Company's reasonable inquiries regarding the leave may result in delay or denial of leave.

When scheduling for planned medical treatment, employees must consult with Human Resources at 312-546-5499 opt. 4 and make a reasonable effort to schedule the treatment so as not to unduly disrupt the Company's operations. The failure to provide notice in accordance with this policy may lead to a delay or denial of FMLA leave.

6. *Certification and Verification*

(a) *For a Serious Health Condition*

If an employee is requesting FMLA leave to care for their own serious health condition, or that of a spouse, child, or parent, the Company may request a medical certification issued by the employee's or the family member's healthcare provider supporting the reason for the leave, its expected duration, and other similar information.

It is the employee's responsibility to provide a complete and sufficient certification, and they must

do so (whether initial certification or recertification) within fifteen (15) calendar days of the Company's request. The failure to provide a complete and sufficient certification form within 15 calendar days may lead to a delay or denial of FMLA leave. This 15-day deadline may be extended if it cannot be met despite the employee's diligent, good faith efforts. If circumstances arise that prevent an employee from meeting the 15-day deadline, they must notify Human Resources immediately.

The Company will advise an employee whenever the certification or recertification is incomplete or insufficient and explain what additional information is necessary to make the certification complete and sufficient. The employee will be provided with seven (7) days to cure any deficiency in the certification. If not cured, FMLA leave may be delayed or denied.

The Company, at its discretion, may require a medical examination by a second healthcare provider of its choice. If the second provider's opinion conflicts with that of the original provider, the Company may require an examination by a third healthcare provider, mutually selected by the employee and the Company, whose opinion is final and binding. The Company will pay for the cost of such examinations by a second or third healthcare provider.

(b) For a Qualifying Exigency

Employees seeking FMLA leave because of a qualifying exigency arising out of the active duty or call to active-duty status of a covered servicemember are required to provide a copy of the servicemember's active-duty orders or other documentation issued by the military, indicating that the servicemember is on active duty or call to active-duty status in support of a contingency operation and the dates of the active-duty service. An employee will be required to furnish such orders or other documentation only once per active duty or call to active-duty status. However, the employee must provide a copy of any new active-duty orders or other documentation issued by the military if the need for a qualifying exigency arises out of a different active duty or call to active-duty status.

The Company may also request that employees seeking FMLA leave because of a qualifying exigency also provide a complete qualifying exigency certification that describes the facts of the qualifying exigency, the approximate dates, and other similar information. Human Resources will provide the employee with the appropriate certification form.

It is the employee's responsibility to provide a copy of the active-duty orders or other military documentation and a complete and sufficient certification form, within 15 calendar days of the Company's request. The failure to do so within 15 calendar days may lead to a delay or denial of FMLA leave. This 15-day deadline may be extended if it cannot be met despite the employee's diligent, good faith efforts. If circumstances arise that prevent an employee from meeting the 15-day deadline, they must notify Human Resources Department at 312-546-5499 opt. 4 immediately.

The Company will advise an employee whenever the certification is incomplete or insufficient and explain what additional information is necessary to make the certification complete and sufficient. The employee will be provided with seven (7) days to cure any deficiency in the certification. If not cured, FMLA leave may be delayed or denied.

(c) *For a Covered Servicemember's Serious Injury or Illness*

If an employee is requesting FMLA leave to care for a covered servicemember's serious injury or illness, the Company may request a serious injury or illness certification issued by the servicemember's healthcare provider supporting the reason for the leave, its expected duration, and other similar information. Such forms are available from Human Resources. The Company may also request the employee to provide confirmation of their relationship to the seriously injured or ill servicemember.

If requested, the employee must provide confirmation of their relationship to the covered servicemember and a complete and sufficient certification form within 15 calendar days of the Company's request. The failure to provide a complete and sufficient certification form within 15 calendar days may lead to a delay or denial of FMLA leave. This 15-day deadline may be extended if it cannot be met despite the employee's diligent, good faith efforts. If circumstances arise that prevent the employee from meeting the 15-day deadline, they must notify Human Resources immediately.

The Company will advise an employee whenever the certification is incomplete or insufficient and explain what additional information is necessary to make the certification complete and sufficient. The employee will be provided with seven (7) days to cure any deficiency in the certification. If not cured, FMLA leave may be delayed or denied.

7. *Reporting While on Leave*

If an employee takes a leave because of their own serious health condition, the serious health condition of the employee's spouse, child, or parent, or the serious illness or injury of a covered servicemember, the employee must contact Human Resources at 312-546-5499 opt. 4 on the 1st day of each month during the leave to update the Company about the status of the condition and the employee's intention to return to work.

8. *Moonlighting While on Leave*

Employees are prohibited from engaging in other employment while on FMLA leave, without the express prior approval of the Company. Employees who violate this provision are subject to disciplinary action, up to and including immediate termination of employment.

9. *Substitution of Paid Leave*

FMLA leave is generally unpaid. However, to the extent that the employee has accrued PTO, the employee must use up to 40 hours of PTO to run concurrently with the FMLA leave. In particular, when leave is requested for any qualified reason other than the employee's own serious health condition, the Company may require that all of the employee's accrued PTO be substituted for the equivalent portion of the unpaid FMLA leave. When leave is requested because of the employee's own serious health condition, the Company may require that all of the employee's accrued PTO be substituted for the equivalent portion of the unpaid FMLA leave.

10. *Holidays*

If an employee's FMLA leave is less than a full week in duration and falls on a holiday for which they would not be required to work, then leave on the holiday will not be charged against the employee's FMLA entitlement. If an employee's FMLA leave is more than a full week in duration and falls on a holiday for which they would not be required to work, then leave on the holiday will be charged against the employee's FMLA entitlement. Holiday pay may be applicable based on the start or end of the employee's leave.

11. *Benefits*

During FMLA leave, the Company will maintain the employee's health insurance benefits. If paid leave is substituted for unpaid FMLA leave, the Company will continue to deduct the employee's portion of the health insurance premium as a regular payroll deduction. If the employee's leave is unpaid, the employee is responsible for paying their portion of the premiums due during the employee's leave period. Please contact Human Resources at 312-546-5499 opt. 4 to discuss alternative arrangements for paying such premiums.

If the employee is more than 30 days late in making a health insurance premium payment, the Company's obligation to maintain health insurance coverage ceases, and coverage may be terminated upon due notice. In its sole discretion, the Company may pay the employee's share of the health insurance premium if the employee fails to make the premium payment. The Company may recoup any such payments that it has made on the employee's behalf.

Additionally, if the employee does not return to work after completion of FMLA leave, the Company will be entitled to reimbursement for its share of health insurance premium costs incurred during the employee's leave. The sole exceptions will be if the employee does not return to work because of a situation that would otherwise entitle the employee to FMLA leave or because of circumstances beyond the employee's control.

An employee is not entitled to seniority or benefit accrual (other than group health benefits) during periods of unpaid leave, including FMLA leave. An employee will not lose any benefits accrued before the period of leave, except to the extent that such benefits have been used during the FMLA leave.

12. *Intermittent and Reduced Schedule Leave*

Leave for qualified reasons may be taken intermittently or on a reduced leave schedule, if necessary, provided the total length of leave does not extend beyond the maximum amount of FMLA available. Intermittent leave is leave taken in separate blocks of time, rather than in one continuous period, and may include leave of periods from one hour to several weeks. Leave on a reduced schedule decreases the number of hours worked per workweek or workday. The salary of employees taking intermittent or reduced schedule leave may be adjusted accordingly.

Employees requesting intermittent leave or a reduced work schedule to care for a serious health condition or a covered servicemember's serious illness or injury must have their healthcare provider complete the appropriate certification form and indicate the medical necessity of an

intermittent or reduced work schedule.

For planned medical treatment, the employee may be required to transfer temporarily, during the period that the intermittent or reduced leave schedule is required, to an available alternative position for which the employee is qualified, which better accommodates recurring periods of leave. The alternative position will have equivalent pay and benefits. Human Resources must approve any such transfers before they take place.

Intermittent or reduced schedule leave for the birth of a child or placement of a child for adoption or foster care may be taken only with the Company's agreement.

Where an employee works a part-time schedule or variable hours, the amount of FMLA leave that an employee may use is determined on a pro rata or proportional basis.

13. Returning from Leave – Fitness for Duty

An employee returning from FMLA leave due to their own serious health condition will be required to submit an original fitness for duty certification from the employee's healthcare provider certifying that the employee is medically fit to resume work and can safely and effectively perform the essential functions of the job. The Company requires that the fitness for duty certification specifically address the employee's ability to perform the essential functions of the employee's job, and any related restrictions. If the employee does not provide a fitness for duty certification, reinstatement will be delayed until the certification is provided. Under appropriate circumstances, the Company may require further medical assessment. Fitness for duty certification may be required for intermittent leave as permitted by applicable law.

14. Reinstatement

The Company will restore an employee returning from FMLA leave to the same position and benefits upon return to work, or an equivalent position, unless the employee is a "key employee."

Individuals who extend their leave beyond the 12-workweek allowance (or 26-workweek allowance in the case of a covered servicemember's serious illness or injury) or who fail to return to work at the conclusion of an approved FMLA leave are no longer eligible for job guarantee or access to benefits.

15. Extended Leave for Serious Health Condition

An extension of an employee's leave beyond that available under the FMLA because of the employee's own serious health condition may be granted by the Company, at its sole discretion, upon request. If the employee does not return to work on the originally scheduled return date and fails to request in advance an extension of their leave, the employee will be deemed to have voluntarily terminated their employment. Furthermore, an employee who receives approval for an extended leave of absence will be on leave for that extended period without guaranteed job protection. In other words, the employee may be reinstated at the end of the approved extended leave period but may be reinstated to a different non-equivalent position than that in which they were previously employed.

16. *Key Employees*

The Company may deny job restoration to certain employees known as “key employees,” if such denial is necessary to prevent substantial economic injury to the Company’s operations. A “key employee” is a salaried FMLA-eligible employee who is among the highest paid 10% of all the employees employed by the Company within 75 miles of the employee’s worksite. Such key employees will be notified of their rights and responsibilities in accordance with applicable law.

17. *Rights under FMLA*

The Company will not interfere with, restrain, or deny the exercise of any right provided under the FMLA, or discharge or retaliate against any employee for exercising their rights under the FMLA, opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA. Unless otherwise expressly authorized in writing, employees are not entitled to earn incentive pay, including but not limited to commissions and bonus payments, during FMLA leave

18. *Modification*

The Company reserves the right to modify or amend this FMLA policy in the future as permitted or required by applicable law.

19. *Leave to Care for a Covered Servicemember’s Serious Illness or Injury*

Eligible employees are permitted up to twenty-six (26) workweeks of unpaid job-protected leave to care for a covered servicemember who is undergoing medical treatment or recuperation therapy or is otherwise in outpatient status or on the temporary disability list for a serious injury or illness.

Unless otherwise specified in this paragraph, all provisions and procedures of the FMLA policy above apply to leave to care for a covered servicemember with a serious illness or injury.

The 26-workweek period of leave represents the combined total amount of FMLA leave available to eligible employees in a single 12-month period under this FMLA policy. The 26 workweeks will be reduced by any other FMLA leave taken (including FMLA leave for other qualified reasons) during the rolling 12-month period during which leave is requested to care for a covered servicemember. In the case where spouses are both employed by the Company, the spouses are jointly entitled to an *aggregate* of twenty-six (26) weeks of FMLA leave to care for a covered servicemember’s serious illness or injury.

Leave to care for a covered servicemember is applied on a “per-covered-servicemember, per-injury basis.” This means leave for this reason is generally a one-time entitlement that does not renew each year like other types of FMLA-qualifying leave. Employees may be entitled to take more than 1 period of 26-workweeks of leave (but never more than once in a single 12-month period)

only if the leave is to care for a *different* covered servicemember or to care for the same servicemember with a *different* serious injury or illness. Employees are not entitled to multiple periods of 26-workweeks of leave (even in subsequent 12-month periods) to care for a covered servicemember for the same, aggravation of, or complication of the initial serious injury or illness.

20. *Forms/Questions/Complaints*

FMLA forms to be completed and submitted are available from Human Resources. Employees who have questions about the Company's FMLA policy or their rights and responsibilities under the FMLA, should contact Human Resources 312-546-5499 opt. 4.

Crime Victim Leave

The Company will provide unpaid time off work, in accordance with applicable law, to address domestic violence and/or sexual assault issues being experienced by an employee, or their family or household members. Such time off generally may be taken for court appearances, to seek medical attention for injuries caused by domestic violence or sexual assault, to obtain services from a domestic violence shelter, program or rape crisis center, to obtain psychological counseling or to participate in safety planning or other actions as a result of domestic violence or sexual assault.

The Company reserves the right to request reasonable certification of the need for an employee's leave pursuant to this policy such as: a police report indicating that the employee was a victim of stalking, domestic violence or sexual abuse; a court order; or a signed statement from a victim and witness advocate or a domestic violence counselor affirming that the employee or their family or household member is involved in a legal action related to stalking, domestic violence, or sexual abuse. Employees are also responsible for communicating with their manager during the leave, as necessary.

Crime Victim Leave is unpaid, but employees may use any available earned and unused PTO during this period. Employees who have questions about or would like to take a Crime Victim Leave should contact Human Resources at 312-546-5499 opt. 4.

Emergency Responder Leave

The Company provides a reasonable amount of unpaid, job-protected leave, up to fifteen (15) days per calendar year to eligible employees who need time off of work to serve as voluntary emergency workers (i.e., volunteer first responders, members of the Civic Air Patrol), unless otherwise required under applicable law. The Company does not discriminate, nor retaliate against employees who request or use such.

Employees who have questions about or would like to request a leave under this policy should contact Human Resources at 312-546-5499 opt. 4.

Rules Regarding All Leaves

The following rules apply to all leaves of absence taken pursuant to Company policies:

- An employee who requests or obtains a leave of absence by misrepresenting the facts or who uses a leave for a purpose other than the reason for which it was granted or intended may be subject to discipline, up to and including immediate termination of employment.
- An employee may not engage in other employment while on a leave of absence, unless approved, in writing, by Human Resources.
- Unless otherwise required by applicable law, employees on a leave of absence will not earn or accrue Company benefits or incentive pay, including but not limited to bonuses and commissions. Upon an employee's return to work, they will resume eligibility to earn or accrue Company benefits and/or incentive pay, if/as applicable.
- Employees on approved leave of absences exceeding 15 consecutive days, may experience a loss in network access until they return to work.
- If an employee does not report to work at the specified end of leave and does not provide the Company with a justification for their failure to return to work, the employee will be considered to have voluntarily abandoned their job with the Company.

As a result of the individual nature of many leaves of absence, the Company has discretion to amend the policies in appropriate circumstances.

V. EMPLOYEE RULES OF CONDUCT AND EXPECTATIONS

Rules of Conduct

To ensure orderly operations and provide the best possible work environment, the Company expects employees to follow rules of conduct that will protect the interests and safety of all employees and the Company. Employees are expected to meet reasonable standards of work performance and act in a professional manner. While the Company hopes the need for disciplinary action will be rare, it will take appropriate disciplinary action when an employee's job performance, attitude, or conduct falls short of required standards.

The following list of unacceptable workplace conduct is not intended to be exhaustive. Rather, the following list is intended to provide employees with examples of conduct which may result in disciplinary action, up to and including immediate termination of employment:

- Not performing assignments to the standards of the Company
- Wasting time or purposely delaying the completion of assigned work or slowing the production of others
- Displays of disorderly conduct (such as using abusive language) or immoral conduct on the Company's property or while otherwise representing the Company
- Solicitation or distribution of information or materials not directed by the Company during work hours or on Company property
- Leaving work without managerial approval
- Failure to immediately report an injury or failure to follow first aid requirements
- Smoking or vaping within Company premises
- Failure to follow safety rules

- Failure to complete assigned trainings in the required time frame
- Repeated absenteeism or tardiness
- Failure to cooperate in the investigation of a theft or accident or the concealment of evidence which would be useful to the Company
- Falsifying the Company's records or making fraudulent statements in sales, production, time records or personal documentation
- Stealing or attempting to take Company, customer, visitor, or another employee's property (this includes the unauthorized use of visual or audio imaging devices)
- Removal of Company software and data, including but not limited to documents, spreadsheets, data exports, reports, printouts, pictures, and screenshots from the office (if remote access is available, this same rule applies)
- Fighting with, attacking, or threatening another employee
- Gross insubordination or not responding to a manager's reasonable directions
- Carrying of firearms, weapons, or explosives on Company or its vendor or customer's property
- Defacing, damaging, or destroying Company, customer, or other employees' property
- Involvement in illegal activities on Company or its vendor or customer's property or in connection with Company business
- Disclosing trade secrets or other Confidential Information of the Company
- Reporting to work or working under the influence of alcohol or controlled drugs
- Willfully endangering the health or safety of a fellow employee
- Health or safety violations which could, or do, cause serious loss or injury
- Participating in an activity which is considered a conflict of interest
- Other activities or violations deemed serious by the Company
- Violation of the Company's sexual harassment or discrimination policy
- Concealing defective work
- Recording in or out for another employee, or asking someone do so for you
- Failure to report to work for two (2) consecutive days without notifying your manager
- Failure to report accident or cargo claims immediately to safety
- Possession of Alcohol or illicit drugs
- Preventable accidents or intentional loss to company property
- Failure to comply with FMCSA regulations
- Positive Control substance or alcohol test in accordance with FMCSA part 40 regulations including failure to test.
- Disabling tracking devices or satellite communications
- Committing a Felony or other crime while on duty or while operating a CMV.
- Abandonment of Company equipment
- Possession of a radar detector
- Any other serious violation as defined by the FMCSA
- Hit and Run
- Unprofessional behavior while on duty, or on a customer, shipper, or consignee property.
- Transporting or damaging other company's equipment

- Damaging of company equipment as a result of employee negligence.
- Insubordination with supervisors, dispatchers or customers.
- Falsification of any driver log, application, or other legal document under FMCSA Part 390.35
- Unsatisfactory safety record or performance.

Employees who violate these rules of conduct or engage in any other unacceptable conduct will be subject to disciplinary action. The Company recognizes that there are certain types of employee problems that are serious enough to result in immediate termination of employment and will take appropriate disciplinary action, in the Company's sole discretion. Nothing in this Policy alters the at-will nature of employment with the Company or requires that employment may be terminated only for cause.

This Rules of Conduct policy, like all other policies in this Handbook, is not intended to, and does not prohibit, employees in the exercise of their right to engage in protected concerted activities, where two or more employees take action for their mutual aid or protection regarding terms and conditions of employment, or where an employee is acting on the authority of other employees, bringing group employee complaints to the Company's attention, trying to induce group employee action, or seeking to prepare for group employee action.

Health and Safety

The Company is committed to providing employees with a safe and healthy workplace. All employees are expected to act with the utmost regard for the safety and health of their co-workers and themselves at all times. Safety is everyone's job. Preventing accidents requires teamwork, and all employees play a role in maintaining a safe environment.

Employees must comply with the following safety rules:

1. Immediately report all accidents or injuries, *no matter how minor*, to a manager
2. Immediately report any equipment or vehicle that needs repair or potentially represents a safety hazard to a manager
3. Immediately report any unsafe equipment or unsafe work conditions to a manager
4. Maintain all work areas and common areas in a clean and orderly condition
5. Materials lifted, carried, or moved must be handled in a manner that will not endanger an employee's or other's safety (If something is too heavy to lift, ask for assistance)
6. Know how and where to exit the facility and how to use fire extinguishers safely in case of emergency, and do not obstruct firefighting equipment, aisles or exits
7. Know the location of safety and power switches

8. Turn off equipment and consult with a manager before attempting to repair equipment
9. Keep all walkways clear of excess debris to avoid tripping hazards
10. Do not use extension cords without the approval of the IT department, and when approved, make sure extension cords do not cause a tripping hazard
11. Do not use the area under a desk to store excess items
12. Stay home and use PTO when sick, and do not return to the workplace until symptom-free or cleared to return by a physician
13. Exercise good judgment with proper handwashing and hygiene

Employees with questions or concerns about health or safety must immediately contact their manager. The Company will not retaliate against an employee who makes a report in accordance with the Company's safety rules. Failure to comply with the Company's safety rules will result in disciplinary action, up to and including immediate termination of employment.

Driver Safety

While operating a personal or Company-owned vehicle on Company business, employees must always observe applicable speed limits and obey all traffic rules and regulations. All use of Hand-Held Mobile Cell Phones while operating a Commercial Motor Vehicle ("CMV") is strictly prohibited and will result in review for corrective action and/or immediate disqualification. Employees must adhere to the Hand-Held Mobile Cell Phone Policy outlined in the F/X Driver Manual.

Employees who are charged with traffic violations resulting from the use of a cell phone or other wireless communications device while driving are responsible for all liabilities that result from such actions. Employees who drive negligently or fail to comply with this policy's safety requirements are subject to disciplinary action, up to and including termination of employment.

Workplace Security

To safeguard the workplace and the property of F/X's employees, customers, and others on Company premises, all unidentified individuals (i.e., who are not accompanied by a Company employee and do not present valid visitor credentials immediately upon request) must be denied entry to the Company's premises. Employees are prohibited from allowing any unaccompanied visitors from entering or being in any part of the Company's premises and must immediately notify a manager or Human Resources if any such visitor is observed.

All employees are required to notify management ahead of visitor arrival. All visitors must be accompanied at all times by an authorized employee. The Company may question employees and all other persons entering and/or leaving our premises, and inspect all areas, equipment, and possessions on the Company's premises, with or without notice, and irrespective of any locks or other security measures in place.

The Company may provide assigned parking to employees or guest parking to visitors at its discretion and in accordance with availability at the Company office location.

While on the Company's premises, employees have no expectation of privacy, which includes, but is not limited to, offices, cubicles, workspaces, and Company-provided property, equipment or vehicles. At the Company's sole discretion, the Company may search individuals, their packages, or any other personal belongings on the Company's premises. Such searches may be initiated by the Company without prior announcement and at such times and locations as the Company deems appropriate. Please note that any employee may be subject to a requested inspection and being selected does not in itself suggest suspicion of a violation of any Company rule/policy. All employees are expected to cooperate fully with such inspections, and failure to cooperate may result in disciplinary action, up to and including immediate termination of employment. Individuals entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy will not be permitted to enter the premises.

Employees may be issued a key, key card, or key fob for entry to their local company office location, and are prohibited from sharing their key, key card or key fob with any other employees or visitors. All employees must always have with them and use only their own key, key card or key fob when accessing any part of the Company's facility. Lost keys, key cards or key fobs must be reported immediately to Human Resources. Employees may incur fees associated with replacement keys, key cards, or key fobs.

Employees must exercise good judgement when using small appliances, such as cooling fans or space heaters, ensuring that all appliances are powered off each day. Some facilities may prohibit the use of such appliances for safety reasons.

Employees must participate and cooperate in safety drills as required, i.e., shelter in place, evacuation.

Employees must immediately report any theft of personal or company property to Human Resources at 312-546-5499 opt. 4 or a member of Company management.

Headphones Policy

The use of headphones with personal electronic devices is sometimes dangerous and inappropriate, including because it can reduce an individual's ability to properly and professionally communicate with customers and colleagues. An employee's manager will advise when the use of headphones is not appropriate.

Drug and Alcohol Policy

The Company is committed to the health, productivity and stability of the Company, its employees, and the safety of the general public, and thus maintains a drug and alcohol-free workplace. The presence of drugs and/or alcohol in the workplace (including Company vehicles) and/or being under the influence of these substances during working time poses a serious health and safety risk to the employee and to those who work with the employee. An employee cannot perform the job to their full ability while working under the influence of drugs or alcohol. The Company is firmly

committed to the fair and equal treatment of all individuals governed by this policy and expects that everyone will participate fully, willingly, and with the knowledge that a drug-free working environment is for the benefit of all. Employees must adhere to the Controlled Substance and Alcohol policy outlined in the Driver Manual.

Smoke Free Policy

To provide a safe and healthy work environment, the Company prohibits smoking and vaping in the workplace. Smoking is defined as the act of lighting, smoking, or carrying a lit or smoldering cigar, cigarette, or pipe of any kind. Vaping refers to the use of electronic nicotine delivery systems or smoking devices such as Juuls, e-cigarettes, e-pipes, e-hookahs, and e-cigars. Employees who smoke or vape must do so at least fifteen feet away from Company premises. This policy applies to all employees, contractors, visitors, and others on Company premises.

Workplace Violence and Weapons

The Company prohibits any conduct that could be construed as threatening, aggressive, confrontational, or violent, including but not limited to, conduct that is harassing or intimidating, presents a challenge to fight, constitutes veiled or direct threats, sabotage, assaults or attempts to assault, or the use of any obscene, abusive, or threatening language or gestures on its premises.

Accordingly, the Company strictly prohibits the possession or use of dangerous weapons, such as firearms, explosives, knives, and other weapons that could cause bodily harm, on Company property and while performing Company-related services off Company property. All Company employees, as well as visitors, contractors, customers and other third parties on Company property, which includes all Company-owned or leased space, and surrounding areas. A license to carry a weapon does not supersede Company policy. The Company will comply, however, with applicable state laws regarding concealed weapons.

Any employee found to be in violation of this policy will be subject to disciplinary action, up to and including immediate termination of employment. Individuals who violate this policy may also be reported to law enforcement personnel and may be prosecuted to the maximum extent of the law.

Non-Disclosure of Confidential Information

During the course of employment with the Company, employees may be given access to Confidential Information belonging or relating to the Company. The protection of such information is vital to the interests and the success of the Company.

For purposes of this policy, “Confidential Information” means and includes information of the Company that is of a special and unique nature and value, and is not generally known to the public or within the Company’s industries, including but not limited to certain records, secrets, trade secrets, intellectual property, documentation, software programs, price lists, ledgers and general information, employee records, employee lists and contact information, mailing lists, customer and client lists, customer and client profiles, prospective customer or client lists and contact information, information and specialized requirements of the customers and clients, methods of

conducting business, sales, sales information and patterns, prices, costs of the Company, marketing information and techniques, the Company's customer strategies, accounts receivable and payable ledgers, financial and other records of the Company, information regarding the Company's principals, and all other such information and documents, of any type or nature whatsoever, in whatever form or medium (whether electronic, hard copy or otherwise). "Confidential Information" does not include information that is in the public domain (other than information that became public as a result of a breach of a duty of confidentiality); information known to an employee prior to the first receipt of or access to such information in the course of the employee's employment at F/X; or information rightfully received by an employee outside the course of the employee's employment with F/X from a third party who does not owe F/X a duty of confidentiality with respect to such information.

Employees are prohibited from using the Company's Confidential Information other than in connection with their employment with and for the benefit of the Company and must not cause or knowingly allow any of the Confidential Information to be disclosed, delivered, transferred or otherwise made known to any person or entity not expressly authorized by the Company.

Employees who knowingly violate this policy may be subject to disciplinary action, up to and including termination of employment. However, nothing in this policy should be interpreted to prohibit an employee from reporting possible violations of law or regulation to any governmental agency or entity, or the police or other law enforcement authorities. Employees will not be retaliated against and will not be considered to have violated this policy, for doing so.

This Non-Disclosure of Confidential Information policy, like all other policies in this Handbook, is not intended to, and does not prohibit, employees in the exercise of their right to engage in protected concerted activities, where two or more employees take action for their mutual aid or protection regarding terms and conditions of employment, or where an employee is acting on the authority of other employees, bringing group employee complaints to the Company's attention, trying to induce group employee action, or seeking to prepare for group employee action.

Conflict of Interest

All employees are expected to devote their primary work efforts to the Company's business and not to engage in any activity that would be inconsistent with or have a detrimental effect on the interests of the Company. As part of this expectation, employees have an obligation to avoid actual or potential conflicts of interest when conducting Company business.

An actual or potential conflict of interest exists when an employee is in a position to influence or direct the Company's business transactions with outside individuals or entities that may result in a personal gain for that employee or their family member or relative. Additionally, an actual or potential conflict of interest exists when an employee engages in outside activities, investments, or other interests which may compete with the Company's business objectives. Romantic or emotional relationships between supervisors and subordinates can compromise fairness in workplace decisions and create bias or favoritism, affecting team morale and the work environment. Leaders must inform Human Resources of such situations to prevent conflicts of interest and maintain professionalism

All actual, perceived and potential conflicts of interest must be reported immediately to an employee's manager or Human Resources. The Company will conduct any necessary inquiry or investigation of the matter and will determine the extent to which a conflict exists and what remedial action, if any, should be taken. The failure to notify management or Human Resources of an actual or potential conflict of interest in violation of this policy may result in disciplinary action, up to and including immediate termination of employment.

Appearance and Dress

Appearance and proper attire are important to the Company's ability to maintain a business-like atmosphere and a positive environment. We trust that our employees will exercise good judgment, common sense, and maturity in dressing tastefully, in clean, neat and appropriate clothing.

Attendance/Absence Policy

All employees are expected to maintain satisfactory attendance, report to work on time and continue working through the end of the scheduled shift, every day, whether working remotely from a home office or on-site. The Company depends upon each employee to be at work on time to consistently provide clients with the highest quality service. Employee absenteeism and tardiness adversely affect the Company's productivity, employee morale and customer satisfaction levels.

To maintain a productive work environment, the Company requires employees to abide by the following procedures:

1. Inform the Company in Advance of Planned Absences. When an employee knows in advance that they will be absent from work, the employee must inform their manager of the date(s) they will be absent, the reason for the absence, and the date of return.
2. Inform the Company as Soon as Possible of an Unplanned Absence or Tardiness. If it is not feasible for an employee to make arrangements in advance for an absence, the employee is required to contact their manager on each day of an absence within one hour of the scheduled starting time, explain the reason for the absence, and provide an expected date of return to work. The employee should follow the same procedure if they will be arriving late. If an employee cannot reach their manager, they must contact Human Resources at 312-546-5499 opt. 4 or another member of management instead.
3. Medical Documentation and Other Documentation. For an absence due to an employee's health, subject to applicable law, the Company may require the employee to obtain a doctor's report explaining the condition and the doctor's restriction that the employee cannot work. Ordinarily, any absence due to illness or injury over three consecutive days requires a report from the attending doctor. Where deemed appropriate, the Company may delay its decision as to the employee's physical fitness to return to work until a doctor's report is submitted to the Company. For absence other than health reasons, subject to applicable law, the Company may require the employee to provide additional documentation supporting the reason for the absence.

4. Job Abandonment. Barring emergency situations, three consecutive days of absence without notice to the Company constitutes job abandonment and will result in termination of an employee as a voluntary resignation.
5. Leaving Work During Shift. If an employee needs to leave work during their scheduled working time, they must notify their manager and obtain approval before leaving.
6. Habitual Tardiness or Absenteeism. Habitual tardiness or absenteeism may subject an employee to disciplinary action, up to and including immediate termination of employment.
7. Failure to Return from Leave of Absence. Failure to return to work on the scheduled date from a leave of absence, without advance notice to the Company, will be considered a voluntary resignation of employment, effective as of the last date of the approved leave.

Violations of this policy may result in disciplinary action, up to and including immediate termination of employment.

AI (Artificial Intelligence) Policy

F/X recognizes that the use of AI tools can pose risks to operations and customers. Therefore, we are committed to protecting the confidentiality, integrity, and availability of all company and customer data. This policy requires all employees to use AI tools in a manner consistent with F/X security and best practices defined in this policy.

1. Evaluation of AI Tools

Users must understand what data will be shared, confirm terms of service through the standard legal review process, and privacy policies of any AI tool before using it. Reputation of the tool developer and third-party services used by the tool should also be considered.

2. Compliance with security policies

Employees must apply the same security best practices used for all F/X and customer data. This includes using strong passwords, keeping software up-to-date, and following our data protection controls.

3. Data privacy

Employees must not upload or share sensitive, confidential, proprietary, or regulated data, including customer, employee, or partner information, without prior approval. Data privacy must be maintained by anonymizing personal or sensitive data used in AI systems and ensuring secure storage. Before sharing data in AI tools, employees should ask the following questions and, if any answer is "no," reconsider or consult a manager.

- *Would I be comfortable sharing this information outside of the company?*
- *Would the company be okay with this information being leaked publicly?*

- *Am I violating terms of any non-disclosure or confidentiality agreements that I have signed at F/X?*

4. Compliance with Laws and Regulations

AI systems must be used in compliance with all applicable laws and regulations, including data protection, privacy, and intellectual property laws. If you are unsure, please contact management and/or Human Resources.

5. Transparency and Accountability

Employees must be transparent about AI's use in their work, ensuring stakeholders are informed of its role in decision-making. They should recognize AI's limitations, including the possibility to produce false or outdated information, and verify outputs carefully. Employees are responsible for AI-generated outcomes and must be ready to explain and justify them, using AI to augment, not replace, human judgment.

6. Ethical AI Use, Bias, and Fairness

Employees must actively work to identify and mitigate biases in AI systems. AI systems must be implemented in ways that promote positive societal outcomes and do not cause harm. Employees must ensure that these systems are fair, inclusive, and do not discriminate against any individuals or groups.

7. Training and Education

Employees who use AI systems must ensure appropriate training on how to use them responsibly and effectively. This includes understanding the data that AI tools can access, how to restrict this access, and how to identify and respond to potential data breaches.

Employees must also stay informed about advances in AI technology and potential ethical concerns.

8. Third-Party Services

When utilizing third-party AI services or platforms, employees must ensure that the providers adhere to the same ethical standards and legal requirements as outlined in this policy.

9. Documentation

F/X will maintain documentation of all AI use either for internal system development or through external third-party services. The documentation must include the data elements being processed. By tracking this activity, we can ensure transparency and to allow our governance committee to ensure our risk profile is acceptable. All AI use should be sent to management and Human Resources.

10. Incident Reporting

Employees must report any suspected violations of this policy or any potential ethical, legal, or

regulatory concerns related to AI use to their manager and/or Human Resources.

11. Compliance

This standard shall take effect upon publication. Security governance will verify compliance to this policy through various methods, including but not limited to, business tools reports, internal and external audits, and feedback to the policy owner. Policies and standards may be amended at any time; compliance with amended policies and standards is expected.

If compliance with this standard is not feasible or technically possible, or if deviation from this policy is necessary to support a business function, entities shall request an exception through upper management and/or Human Resources.

Social Media Policy

Social media includes online platforms that enable people to communicate and facilitate activities such as professional or social networking, posting opinions or commentary, and sharing pictures, audio, video, or other content. Social media includes personal websites and all types of online communications, including but not limited to Facebook, Instagram, TikTok, Snapchat, Google+, LinkedIn, Twitter, YouTube, and blogs.

Participating in social media sites and blogging can be excellent ways to develop one's network and to engage in business development. However, such activity can lead to negative ramifications for the individual and the Company. Accordingly, the Company has developed this policy for all employees who participate in online social and professional forums to follow. Please note that this policy is in addition to (*i.e.*, it does not replace) the Company's other existing policies, including the Company's policies prohibiting discrimination and harassment and the Communication Systems policy.

When using social media, employees are expected to comply with the following guidelines:

- **Be Professional.** The Company expects all employees to conduct themselves in a professional and ethical manner. Employees are expected to use the utmost care and common sense when using social media in connection with Company matters.
- **Business Use.** The Company's workplace technologies are designed for business use. *Social networking should not affect productivity or interfere with working time.* If an employee's job at the Company includes the use of social media, please remember that the Company's social media sites and blogs remain property of the Company, even if authorized employees are providing additional content. All content provided by employees on the Company's social media sites and blogs is subject to Company approval and all passwords must be given to Company-designated administrators.
- **Protect Confidential Information.** The Company makes information regarding its business and operations available to employees with the understanding and expectation that it will be kept confidential. Employees are strictly prohibited from disclosing confidential, proprietary, copyrighted, or otherwise legally protected information or

materials. Sharing Confidential Information, even unintentionally, can result in legal action against the employee and/or the Company.

- **Protect the Privacy of the Company, its Customers, and its Business Partners.** Protecting the Company’s business relationships is of utmost importance to the Company’s success. Accordingly, the greatest care should be exercised when using social media in conjunction with work-related matters. Organizations, customers, and partners should not be cited or referenced without their approval.
- **Abide by the Law.** The Company expects employees not to engage in activities that violate applicable federal and state law when using social media. Employees must also abide by the laws governing copyright and fair use of copyrighted material.
- **Respect your Audience.** Employees are prohibited from using social media to harass, threaten, or discriminate against colleagues, customers, vendors, competitors, or anyone else.
- **Expressing Opinions.** Employees may not represent themselves as a spokesperson for the Company and may not post anything on the Internet in the name of the Company or in a manner that could reasonably be attributed to the Company without prior written authorization from the President of the Company. If employees choose to post comments online related to their work or the Company, they must make it clear that they are not speaking on behalf of the Company. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of F/X.”

Any questions regarding this policy or any online activities should be directed to Human Resources at 312-546-5499 opt. 4. Any violations of this policy are grounds for disciplinary action, up to and including immediate termination of employment and/or potential legal action.

This policy is not intended to interfere with any applicable federal or state laws, including, but not limited to, employees’ protected rights under the National Labor Relations Act. To the extent that anything in this policy conflicts with any law, the terms of that law will control.

Gifts and Anti-Bribery

F/X adheres to all laws around the world that are designed to prevent corruption and bribery, such as the U.S. Foreign Corrupt Practices Act. As part of this commitment, the Company strictly prohibits the use of improper gifts, favors, entertainment and bribes, kickbacks, facilitation payments, or payoffs of any kind by or to employees or any third party working on the Company’s behalf.

Employees or any third party working on F/X’s behalf may not offer or pay, directly or indirectly, any “bribe” or “kickback” or other payment of anything of value to any person for the purpose of influencing, obtaining, or rewarding any favorable action in a commercial transaction or governmental matter involving the Company. In addition, employees are strictly prohibited from soliciting or accepting any payment or receipt of anything of value from any person that might influence or appear to influence the employee’s judgment or conduct in the performance of their

job. Practices or procedures that might conceal or facilitate bribery, illegal or improper payments or any activity which might support an inference of wrongdoing are also not permitted.

Employees who are offered a gift, money, or other item of value from a customer, vendor, or other business relation must notify their manager, who will then determine whether or not it should be accepted. If acceptance of the gift is inappropriate, it must be returned immediately. Violation of this policy may result in disciplinary action, up to and including immediate termination of employment.

U.S. Foreign Corrupt Practices Act Compliance

F/X (the “Company”) conducts its business in compliance with applicable laws. Company employees involved in the Company’s international business affairs must be familiar with and must comply with the U.S. Foreign Corrupt Practices Act (the “FCPA”). If you have been identified as an employee who is involved with international business affairs, you will be required to complete annual training and acknowledge the policy.

Moonlighting

The Company recognizes that employees sometimes seek additional employment during their off hours. Outside employment must not diminish an employee’s energy, work effort, or commitment to the Company. The Company does not consider outside employment to be an excuse for poor job performance, tardiness, absenteeism, or refusal to work overtime.

All employees holding outside employment must inform their manager of the nature of the work and the hours when they work. If the Company determines that the outside employment interferes or has the potential to interfere with the employee’s performance or creates an actual or apparent conflict of interest, the Company may require the employee to terminate the outside employment. Employees are prohibited from taking employment at a competitor or a business that conflicts with the Company’s business. In addition, employees cannot use the Company’s Confidential Information (as that term is defined in the Non-Disclosure of Confidential Information Policy) in outside employment.

Violation of this policy, including an employee’s failure to report outside employment, may result in disciplinary action, up to and including immediate termination of employment.

Company Property

Company property (such as equipment, supplies, work material, computers, laptops, hardware, software, telephones, scanners, printers, Company-provided cell phones or other devices, handbooks, policies, business records and files, client and/or potential client records and files, etc.) are strictly the property of the Company. Employees permitted access to such Company property are required to use the utmost care and respect in handling the property and/or maintaining the privacy of any such property (where applicable) and must promptly return such property (and any copies thereof, where applicable) immediately upon termination of employment and/or at the Company’s request. The failure to timely return Company property may require the Company to take legal action to recover the item(s) and/or their cost(s).

Personal Property

Employees must take care to protect their personal property when in the office, at a customer site, or when traveling on Company business. The Company is not responsible for any damage to or loss of personal property.

Internal Communication Platforms

The Company has internal communication platforms including bulletin boards, and/or notices regarding the Company and other matters which may be of interest to employees. Employees should regularly review the internal communication platforms for important announcements. Changes in the Company's policies, government notices, and other information are posted on internal communication platforms. Employees must obtain management's approval in advance before posting items on the Company's internal communication platforms.

Solicitation and Distribution

Employees must comply with the following rules concerning personal solicitation and distribution of literature:

- Employees may not solicit other employees during the working time of either the employee engaging in or to whom the solicitation is directed. For purposes of this policy, "working time" does not include scheduled rest breaks or meal breaks.
- Employees may not post or distribute literature of any kind in the work area/office without the approval of Human Resources.
- Visitors and other non-employees are prohibited from distributing literature or soliciting employees at any time on Company property.

Violation of any of these rules may result in disciplinary action, up to and including immediate termination of employment.

This policy is not intended to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment or to otherwise interfere with employees' rights under the National Labor Relations Act.

VI. TERMINATION OF EMPLOYMENT

Return of Property

Upon termination of employment, all Company property (in any form, whether paper, electronic or otherwise) in the employee's possession, custody or control must be promptly returned no later than the employee's last day of work or immediately upon the Company's request. Employees are required to return all company owned and company issued equipment in accordance with all HR instructions. This includes, but is not limited to, any and all equipment, supplies, work material, computers, laptops, hardware, software, telephones, scanners, printers, Company-provided cell

phones or other devices, keys, security cards, Employee Handbook, policies, personnel records and files, business records and files, client and records and files, and any and all other property owned by the Company. The failure to return Company property may result in the Company taking legal action to recover the item or its cost.

Voluntary Separation

An employee who voluntarily terminates their employment is requested, but not required, to provide a written notice to their manager at least two weeks in advance of their departure.

Payment Upon Termination

Departing employees will receive payment at their regular rates of pay through their last day worked at the Company, on or before the next regular payday, unless otherwise required by applicable law. Payment upon termination includes payment for any earned but unused PTO. Employees must be active on the date an incentive payout occurs in order to be eligible for incentive, unless otherwise required by local or state law.

Benefits

Any outstanding premiums owed by terminated employees for benefits may be withheld from final wages, unless otherwise prohibited by applicable law. Terminated employees may be eligible to participate in extended healthcare coverage, in accordance with applicable law. Please contact Human Resources at 312-546-5499 opt. 4 for more information about the availability and terms of extended healthcare coverage.

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

F/X's (the "Company") Employee Handbook (the "Handbook") describes important information about the Company's policies, procedures, and benefits. I understand that I should consult my manager or Human Resources at 312-546-5499 opt. 4 regarding any questions or concerns that I have about the policies detailed therein.

I acknowledge that the Handbook has been given to me in hard copy and is always available from Human Resources in hard copy. I further acknowledge that I have read the entire Handbook including, without limitation, the following policies: at-will employment, equal employment opportunity, anti-harassment, rules of conduct, safety and health, workplace security, and communication systems. I understand and agree that I am responsible for complying with *all* of the policies contained in the Handbook and any revisions made thereto, and that my failure to do so may result in disciplinary action, up to and including immediate termination of employment.

I acknowledge that I have entered into my employment relationship with the Company voluntarily and that there is no specified length of employment. ***My employment is at-will.*** Accordingly, either the Company or I may terminate the at-will relationship at any time, with or without notice, for any reason or no reason at all, in accordance with applicable law. I further acknowledge that this Handbook is neither a contract of employment nor a legal document, and that nothing contained in the Handbook may be construed to imply a contract or a guarantee of continuing employment with the Company.

Because the information, policies, procedures, and benefits described in the Handbook are subject to change at any time in the Company's sole discretion, I understand that revisions to the Handbook may occur, other than to the Company's at-will employment policy. I acknowledge that any revisions made by the Company may supersede, modify, or eliminate existing policies.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

F/X Driver Manual

Purpose of Our Driver Manual

F/X's Driver Manual is designed for administrative convenience and to acquaint you with the policies, benefits, rules, and operations of our company. Portions of the manual may, at times, seem formal and out of sync with our informal atmosphere and style. This is because of our desire to be concise and comply with legal tenants and guidelines. This manual is not a contract, nor is it designed to be an all-encompassing rulebook. Our manual is not intended to be a substitute for sound business judgment and Human Resource management as it relates to employee relations. Rather, it is intended for informational purposes and may be revised without notice as business conditions, legal requirements, and employee situations dictate. No officer or employee of the Company may alter or amend this policy, except the Executive Committee, who may do so only in writing.

This manual supersedes all pre-existing rules, benefits, policies, procedures, whether written or otherwise. The Employment Agreement signed when you were hired or any subsequent Employee Agreements, if applicable, remain in effect for the duration of your employment.

We encourage you to read this manual carefully, as you will be held accountable for working within the policies herein. If you have questions, please contact a member of management or CONTACT NAME AND CONTACT INFO.

The employment relationship between you and the company is at-will. This means that both you and the company have the right to terminate the employment relationship at any time with or without cause or notice. This manual and the policies contained herein in no way alter the at-will employment relationship between you and the company.

Disclaimer

This manual is intended to be an informational guide outlining company expectations for our employees. However, drivers are expected to follow the FMCSA regulations at all times.

RECRUITING

Thank you for choosing F/X! We appreciate you and your commitment to being on time and safe. We're excited to start working with you and have you represent our company. Here at F/X, we understand that drivers the core of our business, and we will work hard to show our appreciation every chance we get.

We want to continue to hear from you. What are we doing right? What can we improve on? Our department will be reaching out every 30 or 60 days to see how things are coming along. F/X is proud to have one of the lowest turnover rates in the industry today. To continue this, we want to ensure that we do everything in our power to keep you happy.

WANT TO MAKE EXTRA MONEY??
REFER A DRIVER AND MAKE MONEY!

REFER AN OWNER OPERATOR (driver plus truck) AND MAKE EVEN MORE MONEY!!

Our Drivers make the best recruiters we could ever possibly have!

Our Drivers make the best recruiters we could ever possibly have!

Recruiting wants to hear from you:

FXrecruit@FXfreight.com

Or give us a call:

866-737-2185

HUMAN RESOURCES

Contact HR

For any questions regarding employment, benegits, company policies, etc. please refer to the Employee Handbook available on Paylocity or contact Human Resources at 312-546-5499 opt. 4.

As a reminder, for Paylocity access your company code is 42078.

OPERATIONS PHONE SYSTEM

Dispatch operations is 24/7

Day Ops: Monday – Friday 07:00cst -17:00cst

Night Ops: Monday - Thursday 17:00cst - 07:00cst / Friday 17:00cst -
Monday 07:00cst

Contacting Operations

24 Hour Driver Line: 312-546-5499

- Press 1 for Safety Department
 - Press 1 – Claims
 - Press 2 – Safety
- **Press 2 for Dispatch**
 - **Press 1 – El Paso Fleet A**
 - **Press 2 – El Paso Fleet B**
 - **Press 3 – El Paso Fleet C**
 - **Press 4 – El Paso Fleet D**
 - **Press 5 – McAllen Fleet**
 - **Press 6 – Company OTR & National**
 - **Press 7 – Fleet G**
- Press 3 for Recruiting
- Press 4 for Driver HR
- Press 5 for Maintenance
- Press 6 for Customer Service
- Press 7 for Planning
- **Press 8 for Night Operations**

F/X Terminals and Yards

El Paso (Terminal)	12300 B Pine Springs Drive	El Paso TX	79928
Pharr (Terminal)	901 E. Military Hwy	Pharr TX	78577
Hutchins (Drop Yard)	1021 Fulghum Road	Hutchins TX	75141
Saginaw (Drop Yard)	1325 Triad Blvd	Fort Worth TX	76131

Fueling

Relay Fuel App

All fueling will be authorized via an invitation link and code to the Relay application which is downloaded onto your mobile device. Link will also include instructional video.

Fueling permitted only at Pilot and Flying J truck stops. This does *not* include affiliated truck stops such as Express Travel Center, etc.

(Call Dispatch if you need to fuel elsewhere as a fuel code will be required)

Scales – Download the “WeighMyTruck” CAT scale app to pay for and receive weights on mobile device. Other scales may be used but must be paid for out of pocket and reimbursed.

Hotels – Contact dispatch for assistance.

Scanning paperwork

Loads must be scanned after delivery.

Company code for Transflo scanning only: F/XLL

- Scanning (Transflo) can be done at a truck stop
- Using the Transflo Mobile App

Paperwork you need to send via Transflo

- Bill of Lading (signed copy or delivery stamp)
- Logs (if using paper log)
- Maintenance Report
- Fuel receipts
- Lumper receipts

Updates via GPS unit macros

- Drivers must send arrival/departure macros at the shipper/receiver
- Send a macro message when drop/hook trailers

Home Time

It is required to give at least 1 week notice for home time

Detention/Layover

The first 2 hours are not billed to the shipper/receiver

To be eligible for detention (\$25 per hour), driver must do the following:

- Call in/message at the 1 and 2-hour mark
- Send in copy of BOL with time in and time out of shipper or receiver

Layover is 24 hours without a load offer. This is paid at \$150.00.

MAINTENANCE

Maintenance Contact Information

For equipment issues during office hours Monday –Friday from 7 a.m. to 5 p.m. CST, please contact your Fleet Manager.

24 Hour Driver Line: 312-546-5499

- Press 2 for Dispatch
 - Press 1 – El Paso Fleet A
 - Press 2 – El Paso Fleet B
 - Press 3 – El Paso Fleet C
 - Press 4 – El Paso Fleet D
 - Press 5 – McAllen Fleet
 - Press 6 – Company OTR & National
 - Press 7 – Fleet G
- Press 8 for Night Operations

Equipment Inspections

Before operating your equipment, you must conduct a proper pre-trip inspection. These inspections should be completed at the beginning of each shift and walk-around inspections should be completed after any stops during your shifts.

Pursuant to sections 392.7 and 392.8 of the Federal Motor Carrier Safety Regulations, you are required to ensure that the following are in working order:

Service Brakes	Mirrors
Horn	Lighting Devices and Reflectors
Parking Brakes	Coupling Devices
Windshield Wipers	Tires
Steering Mechanism	Emergency Equipment

Defects found during a roadside inspection which place the vehicle Out of Service must be repaired immediately.

Defects which are not deemed out of service violations must be repaired prior to your next shift.

Driver Vehicle Inspection Reports (DVIR)

F/X requires drivers to complete a DVIR at the end of each shift. Defects found during your vehicle inspections must be recorded on your DVIR, and they must remain on each day's DVIR until they are repaired.

Any defects found during a roadside inspection must also be noted immediately following the inspection.

You must certify that the vehicle is in satisfactory condition before beginning your work shift.

Instructions on how to enter your DVIR will be given in the ELD section of this manual.

Maintenance Reports and Inspections

In accordance with Part 396 of the Federal Motor Carrier Safety Regulations, all drivers who operate or otherwise control a Commercial Motor Vehicle ("CMV") must follow the Commercial Motor Vehicle Maintenance Policy outlined in the Company Policies Section of this manual.

SAMPLE MAINTENANCE REPORT

All maintenance reports along with receipts for the prior month need to be submitted to Safety before the 15th each month.



PREVENTATIVE MAINTENANCE AND SERVICE REPORT
Report is due the 15th of each month for the previous month

Name: First and last name For month of January 2026
 Date 2/27/2026 Tractor # 11111 VIN# 123456
 Tractor Year 2024 Make Freightliner Model Cascadia Odometer 111,123

ALL DEFECTS & REPAIRS ON DVIRS AND/OR ROADSIDE INSPECTION EQPT DEFICIENCIES FOR THE MONTH MUST BE INDICATED ON THIS REPORT
COPY OF RECEIPTS ARE REQUIRED FOR ALL PARTS, REPAIRS, SERVICE, TIRES, PREVENTIVE MAINTENANCE

REPAIR/PREVENTATIVE MAINTENANCE SECTION – List all Repairs Made, Parts or Equipment Installed.

Date	Description	Location (City, State)	Quantity
1/25/26	Drive Tires	El Paso, TX	2
1/29/26	Change Radiator Belt	El Paso, TX	1

LUBRICATION RECORD –

Please enter a check mark under each item serviced (Provide copy of receipts for service or parts)

Date	Mileage	Lube	Oil	Filter	Trans	Diff	Wheel Bearings

Tire Size 22.5 TIRE DEPTH RECORD– (in 32nds)

18 /32nds

12 /32nds

11 /32nds

14 /32nds

11 /32nds

9 /32nds

10 /32nds

19 /32nds

13 /32nds

13 /32nds

Please check all items listed below and initial if okay and does not require repair at this time.

sm	Frame & Welds	sm	Air lines and hoses	sm	Reflective tape
sm	Under Carriage	sm	Glad Hand and seals	sm	Hub Oil Level
sm	Bumper	sm	Low Air Warning System	sm	Wheel Seals
sm	Upper Coupler	sm	Headlight	sm	Brake Shoes
sm	Spring & U Bolts	sm	Turn Lights	sm	Safety Equipment
sm	Windows	sm	Turn Signals	sm	Belts and Hoses
sm	Electrical Connections	sm	Back up lights	sm	All Fluid levels
sm	Battery, Battery box and cover	sm	Mud Flaps	sm	All filters
sm	Fifth Wheel & Mounting	sm	U joints and Drive Shaft	sm	Front suspension and steering

I certify the above entries are true and correct. The parts indicated have been inspected and repaired to the best of my knowledge and I have provided the receipts for parts and repair services as supporting documents.

Signature: Signature

Date 2/15/2026

Approved by Loretta Mroczkowski, Director of Safety & Compliance
 F/X Revised 2/27/2026

SAFETY AND COMPLIANCE

Safety Contact Information

Safety Department office hours are Monday through Friday from 8 a.m. to 6 p.m. CST

Safety Issues –

1. To report a roadside inspection, citation, or for general safety questions:
 - Please call the driver line at 312-546-5499, Option 1 for Safety, then Option 2
2. For electronic log questions:
 - During office hours, please call the driver line at 312-546-5499, Option 1 for Safety, then Option 2
 - After office hours –
 - Please call the driver line at 312-546-5499, Option 1 for Safety, then Option 2
 - Safety On Call phone number is 312-546-5499, Option 1 for Safety, then Option 2
3. To report an incident, accident, cargo claim or injury, please call the driver line 312-546-5499, Option 1 for Safety, then Option 1.

Accident Protocol

You must report **any** accidents, incidents, and/or injuries

Stay safe! Assess the situation for your immediate safety and the safety of others.

1. If possible, move to a safe location. Do NOT leave the accident scene!
2. Place your emergency triangles
3. Determine if there are any injuries.
4. Call 9 1 1
5. Call the accident line at **312-546-5499, Option 1 for Safety, then Option 1.**
6. Be courteous, but do not sign anything or discuss the accident with anyone except the police officer or an adjuster assigned by F/X.

Obtain:

1. Name, address and phone number of any parties involved, including passengers
2. Insurance company names and policy numbers for vehicles involved
3. Year, make, model and color of vehicles involved—if commercial vehicle, get the USDOT number from the truck
4. Take photographs. See instructions below.
5. Obtain a police report number and the name and phone number of the authorities investigating the scene

Accident pictures

- Place an object in each photograph to give the picture a sense of scale.

- **Take a picture of the entire scene.** Step far enough from the scene that you can fit the entire area in the camera frame. Keep photographing the entire scene from different angles until you've covered the entire perimeter of the accident.
- **Take pictures of any vehicles that were involved in the accident.** Take pictures of the entire vehicle from several different angles. Then take close-up shots of the damages resulting from the accident.
- **Take pictures of any damage to the vehicles' interior.** If any personal property was damaged, photograph that as well. Remember to use your flash when necessary.
- **Take pictures of any property damage or evidence at the accident scene.** Be sure to photograph any skid marks, if any.
- **Look for anything that might have been a contributing factor to the accident,** including: damaged curbs, potholes, lights that don't work, or road construction scenes.

DOT Controlled Substances and Alcohol

Freight Exchange of North America, LLC is dedicated to the health and safety of our drivers. Drug and/or alcohol use may pose a serious threat to driver's health and safety. Therefore, it is the policy of Freight Exchange of North America, LLC to prevent the use of drugs and abuse of alcohol from having an adverse effect on our drivers.

The serious impact of drug use and alcohol abuse has been recognized by the federal government. The Federal Motor Carrier Safety Administration (FMCSA) has issued regulations which require the company to implement an alcohol and controlled substances testing program.

The purpose of the FMCSA-issued regulations is to establish programs designed to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles.

The company will comply with these regulations and is committed to maintaining a drug-free workplace.

It is the policy of Freight Exchange of North America, LLC that the use, sale, purchase, transfer, possession, or presence in one's system of any controlled substance (except medically prescribed drugs) by any driver while on the company premises, engaged in company business, operating company equipment, or while under the authority of Freight Exchange of North America, LLC is strictly prohibited. Disciplinary action will be taken as necessary.

In accordance with 49 CFR §382.601(a), each employer shall provide educational materials that explain the requirements in Part 382 and the employer's policies and procedures with respect to meeting these requirements. The employer shall ensure that a copy of these materials is distributed to each driver prior to the start of alcohol and controlled substances testing under this part and to each driver subsequently hired or transferred into a safety-sensitive function position (i.e., operating a commercial motor vehicle as defined in §382.107 requiring a CDL).

Each driver hired or transferring into a safety-sensitive function is responsible for reviewing the content of the information presented to drivers. Each driver is responsible for asking questions about the procedures if the content is unclear to him/her. Drivers may pose follow-up questions about the content of this policy and procedures to the Director of Safety.

All drivers who operate commercial motor vehicles that require a commercial driver's license under 49 CFR Part 383 are subject to the FMCSA's drug and alcohol regulations, 49 CFR Part 382.

It is the company's responsibility to provide testing for the driver that is in compliance with all federal and state laws and regulations, and within the provisions of this policy. The company will retain all records related to testing and the testing process in a secure and confidential matter.

Freight Exchange of North America, LLC Designated Controlled Substance and Alcohol Administrator

Freight Exchange of North America, LLC's alcohol and drug program administrator who is designated to monitor, facilitate, and answer questions pertaining to these procedures is:

Loretta Mroczkowski

Director of Safety and Compliance

3231 Mannheim Road, Franklin Park, IL 60131

Phone 312-612-2200 ext. 1019

Email Lmroczkowski@FXfreight.com

The driver is responsible for complying with the requirements set forth in this policy. The driver will not use, have possession of, abuse, or have the presence of alcohol or any controlled substance while on duty.

All supervisors must make every effort to be aware of a driver's condition at all times the driver is in service of the company. The supervisor must be able to make a reasonable assessment based on observations to determine if the driver is impaired in some way and be prepared to implement the requirements of this policy if necessary.

Alcohol Prohibitions

Part 382, Subpart B, prohibits any alcohol misuse that could affect performance of safety-sensitive functions.

This alcohol prohibition includes:

- use while performing safety-sensitive functions;
- use during the 4 hours before performing safety-sensitive functions;
- reporting for duty or remaining on duty to perform safety-sensitive functions with an alcohol concentration of 0.04 or greater;

- use of alcohol for up to 8 hours following an accident or until the driver undergoes a post-accident test; or
- refusal to take the required test.

NOTE: Per FMCSA regulation (Sec. 382.505), a driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall not perform, nor be permitted to perform, safety-sensitive functions until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test.

Freight Exchange of North America, LLC, will remove from safety-sensitive functions any driver found to have any alcohol concentration in their system. This will lead to a corrective action review, up to, and including, disqualification and/or termination of contract.

Possession of alcohol in a commercial motor vehicle, on company property or on any customer property will lead to immediate disqualification and/or termination of contract.

Controlled Substance Prohibitions

Part 382, Subpart B, prohibits any drug use that could affect the performance of safety-sensitive functions. This drug prohibition includes:

- use of any drug, except when administered to a driver by, or under the instructions of, a licensed medical practitioner, who has advised the driver that the substance will not affect the driver's ability to safely operate a commercial motor vehicle. (The use of marijuana under California Proposition 215 or the use of any Schedule I drug under Arizona Proposition 200 is not a legitimate medical explanation. Under federal law, the use of marijuana or any Schedule I drug does not have a legitimate medical use in the United States.);
- testing positive for drugs; or
- refusing to take the required test.

Possession of drugs in a commercial motor vehicle, on company property or on any customer property will lead to immediate disqualification and/or termination of contract.

All drivers will inform the Director of Safety of any therapeutic drug use prior to performing a safety-sensitive function. He/she may be required to present written evidence from a health care professional which describes the effects such medications may have on the driver's ability to perform his/her tasks.

Conditions for Employment

A driver applicant who in the last 3 years has refused a drug or alcohol test, failed a random, reasonable suspicion, post-accident, return-to-duty, follow-up alcohol test, or tested positive for controlled substances will not be considered for employment with Freight Exchange of North America, LLC.

A driver applicant who tests positive for drugs during a DOT pre-employment test will not be considered for employment with Freight Exchange of North America, LLC.

Drug and Alcohol Training

Freight Exchange of North America requires all drivers to complete online training online at the time of orientation.

Preventing Injuries

Injuries can take you off the road and affect your well-being. Remember it is better to be safe than sorry!

Footwear - Drivers should wear anti-slip shoes. Tennis shoes and cowboy boots are not recommended.

Fifth Wheel Release Lever - Drivers should purchase a fifth wheel release puller; this will avoid pulling and twisting your body (back). Drivers should be careful not to have his/her body in a twisted position while pulling.

Releasing Trailer Slider Lock Pin - If you cannot easily pull the release pin, get help. Do not strain or have your body (back) twisted while pulling. There are release bars available in most truck stops.

Cranking Dollies - Stand up straight, keep your body away from the crank. Do not strain with your body (back) twisted. Never let your head or any other part of your body become close to the crank. If the dollies are in a bind (not on level ground/pavement) you must be extra careful as the crank may go forward or backward due to the bind. If you cannot within reason crank the dollies, call maintenance, get help.

Trailer Doors - When opening trailer doors be very careful, you should keep both hands on the door at all times, if there is any wind you must be extra careful as they can cause severe damage to your body. Never swing/push the door open or closed, you must have both hands on the door at all times.

Remember to verify that the latch to hold open the trailer door is secure and that the door will not come free. If the door comes free, it can swing around at a high rate of speed and cause severe injury.

Lifting - Do not attempt to lift anything if you are unaware of the actual weight. If you are unsure that the weight is acceptable use the following procedure:

- Stand close to the load and center yourself over it with your feet shoulder width apart
- Tighten your abdominal muscles
- Keeping your back straight, bend your knees and squat down to the floor
- Get a good grasp on the load with both hands
- Keeping the load close to your body use your leg muscles to stand up lifting the load off the floor

- Your back should remain straight throughout lifting, using only the muscles in the legs to lift the load
- Do not twist your body when moving the load. Instead take small steps with your feet turning until you are in the correct position
- Again, bend at the knees using only your leg muscles and place the load in the appropriate spot

Three Point Contact - The three points of contact rule is that you must maintain three points of contact when entering or exiting the vehicle, dock, or trailer. If both feet are not planted on the ground, then both hands must be holding on to something.

Driving - Keeping your hands on the steering wheel at 10 and 2 is not only good for safe driving, but it can also prevent injury. In the case of a steer tire blow out allowing your hands to be resting inside of the steering wheel can result in broken bones. **Steering Wheel Spinner Knobs known as Suicide Knobs are prohibited on any truck.**

Keeping proper posture and interrupting long periods of driving exiting the vehicle and stretching can avoid muscle fatigue and help prevent muscle injury.

Cargo Claims

Preventing Cargo Claims

1. Your pre-trip inspection should include inspecting trailers for leaks, broken floorboards and protruding objects that could damage a load during the loading/unloading process.
2. Supervise loading/unloading – unless you are prohibited from doing so. If you find discrepancies, report them to your fleet manager before leaving the facility. Also, document any discrepancies you notice on the bill of lading.
3. Use “shipper load and count” – Write this on the bill of lading if you were not directly responsible for the loading of the freight, especially if you were not allowed to supervise the loading.
4. Protect your load from shifting. Before closing the trailer doors, use load straps or locks to ensure the product will not shift.
5. Trailer seals – make sure the trailer seal is documented on the bill of lading. If the shipper does not provide a seal, use one of the seals that will be provided to you by F/X, and make sure to document it on the bill of lading.
6. “Seal Intact” – Upon delivery of your load, make sure the receiver checks the seal before you open the doors, that the seal number matches what is on the bill of lading, and that they document that the seal was intact.
7. Use your own lock, if possible, to deter thieves from breaking into your trailer.
8. Inspect your equipment after every stop and ensure that the seal and lock have not been tampered with.

9. Drive carefully. Serious cargo claims, and other accidents can result from cargo shifting because of panic stops, sharp turns or traveling around curves too fast. Drive carefully to avoid excessive force that could cause cargo to shift or fall.
10. Do not leave the load unattended for extended periods of time and notify your fleet manager if you must drop the load for any reason (i.e. truck repair).

Roadside Inspections, Violations, and Citations

Roadside Inspections

Section 395.24(d) requires that, on request by an authorized safety official, a driver must produce and transfer from an ELD the driver 's hours of service records in accordance with the instruction sheet provided by the motor carrier.

Each driver manual will include an instruction sheet that you should provide for any law enforcement officer who conducts an inspection of your truck.

1. Report all inspections to the Safety Department immediately.
2. Any equipment violations which place a vehicle Out-of-Service must be repaired immediately.
3. Equipment violations listed that are not considered out-of-service violations must be repaired prior to your next shift.
4. You and/or the mechanic correcting any defects must sign off on the roadside inspection.
5. Send in a copy of the inspection to the Safety Department within 24 hours of the repair completion, including repair receipts.
6. Drivers who are placed out-of-service during a roadside inspection must not drive until –
 - a. The equipment is repaired
 - b. The out-of-service time set by the inspecting officer is met

Inspections that state No Violations Were Discovered qualify to receive a Safety Bonus. Must notify Safety by end of next business day to qualify.

Citations

Driver must report any citation received, whether in a commercial vehicle or a personal vehicle, to the Safety Department immediately.

- If you are contesting a citation, you must provide the Safety Department with your attorney's contact information
- You must report citations even if you have not been convicted
- If you are paying the fine for the citation, you must provide proof of payment
- F/X can process payment for your citations. Additional government agency fees may apply.

Citations will also be reviewed annually per section 391.25 of the FMCSA.

Passengers

In accordance with federal regulations, you are required to have a Passenger Authorization for each passenger who may ride with you. The Passenger Authorization is required to have an effective date and signed off by a member of the Safety Department and must be carried by the driver and passenger at all times the passenger is present in the vehicle.

ONLY ONE PASSENGER MAY BE IN YOUR TRUCK AT A TIME!

Team drivers may not take passengers

Children over 10 years of age but under the age of 18 must have both parents or legal guardians sign the release form and have it notarized. Children are not permitted as passengers between October and May. Passengers are not permitted to exceed 30 days unless the passenger is over the age of 18.

Passenger Insurance must be secured before any passenger may be permitted in the truck. Passenger Insurance can be purchased from the insurance provider of F/X for \$156 per year.

The policy permits you to have one passenger in the truck at any one time and you may change the passenger on your policy as needed during the effective policy year. You are required to contact the Safety Department to update your Passenger Authorization form.

Passengers are not permitted to operate any equipment or perform any work while in the truck. Any passenger who possesses a CDL may not operate any equipment for any reason. Passengers are required to remain inside the tractor anytime the tractor is in motion and shall use all safety restraints including but not limited to the safety belt or bunk net restraint.

Please contact the Safety Department for the Passenger Authorization form. Once the form is filled out and notarized, please submit back to the Safety Department with a copy of the passenger's Driver's License, State ID Card or Birth Certificate for minors. Once the required documents are received, Safety will sign off and you will be given a copy to be kept in the tractor at all times.

SAFETY POLICIES

Company Policy: Hand-Held Mobile Cell Phones

The Federal Motor Carrier Safety Administration issued its final rule RESTRICTING the use of Hand-Held Mobile Cell Phones in interstate operation, effective January 3, 2012, 76 FR 75470. This company policy applies to all operations of Freight Exchange of North America, LLC, and is a result of the changes to federal regulations.

All use of Hand-Held Mobile Cell Phones while operating a Commercial Motor Vehicle ("CMV") is strictly prohibited and will result in review for corrective action and/or

immediate disqualification.

CLARIFICATIONS:

1. A mobile cell phone is allowed using either a wired or wireless earpiece, or the speakerphone function of the mobile cell phone. Wireless connection of the mobile cell phone to the vehicle for hands-free operation of the cell phone, which would allow the use of single button controls on the steering wheel or dashboard, would also be allowed.
2. The push-to-talk function on a mobile cell phone is not allowed. This includes the continuous holding of a button that is necessary to use a push-to-talk feature through a mobile cell phone, even when the driver is using a connected microphone or wireless earphone.
3. Dialing a mobile cell phone while operating a CMV is strictly prohibited. However, a driver may initiate, answer, or terminate a call by touching a single button on a mobile cell phone, earpiece, steering wheel, or instrument panel – comparable to using vehicle controls or instrument panel functions, such as the radio or climate control system.

Company Policy: Driver Safety & Vehicle Cleanliness Standards

The purpose of this policy is to ensure the health and safety of those individuals who drive company vehicles.

Driver Safety Rules

- No driver shall operate a vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
- No unauthorized personnel are allowed to ride in company vehicles.
- Drivers are responsible for the security of Company vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.
- Driver is responsible for keys being left in locked truck and might be subject to pay locksmith charge (no more than \$250)
- All state laws, local laws, or D.O.T. Motor Carrier Safety Regulations must be obeyed.

Vehicle Cleanliness Policy

Company vehicles often provide customers with their first direct encounter with our business. A clean vehicle not only makes a positive impression on customers but also provides a safe working environment. Debris and other loose items in the vehicle are particularly dangerous because they can shift during operation of the vehicle and interfere with functional use of the brake and accelerator. Furthermore, a well-maintained working environment has a proven impact on morale and productivity.

It is expected that every driver treat company vehicles with respect. The condition of a vehicle is an indication of how a driver operates over the road, values safety, respects the public and dedicates service to our customers. In order to ensure all company vehicles are

kept clean, well-maintained, and operated in a safe manner, Freight Exchange has established the following Vehicle Cleanliness Policy:

- Drivers must keep the interior of the company vehicle clean and all trash must be discarded in the proper trash container.
- Drivers must dispose of any and all trash containers at least twice per week or soon as necessary if trash containers exceed capacity.
- Drivers must use restroom facilities; there will be no urination in the vehicle for any reason.

Company vehicles are subject to random inspections at any time without advanced warning. Violations of the Vehicle Cleanliness Policy may lead to corrective action, up to and including termination of employment. Furthermore, drivers will be responsible for all expenses associated with any violations of this Policy, which may include professional cleaning or otherwise, subject to a maximum of five hundred dollars (\$500.00) per vehicle (per inspection/instance).

Company Policy: Deductions for Fines and Citations, Violations of Vehicle Cleanliness Policy and/or Equipment Damage, Loss or Misuse

The purpose of this policy is to establish and confirm responsibility for fines and citations, violations of Vehicle Cleanliness Policy and/or equipment damage, loss or misuse incurred as a result of Driver's acts or omissions.

Fines and Citations

Except in the event a violation arises from circumstances beyond the control of Driver and is not attributable to the acts or omissions of Driver, Driver is responsible for the payment of any fine, expense, fee or other costs incurred by reason of violations or failure to adhere to any law, statute, regulation, rule or ordinance (e.g. speeding, failure to obey signal, lane violations, overweight violations, etc.).

Vehicle Cleanliness Policy

Drivers will be responsible for all expenses associated with any violations of the Vehicle Cleanliness Policy on any vehicle you operate, which may include professional cleaning or otherwise.

Equipment Damage, Loss or Misuse

Except in the event of an unpreventable accident or incident, Driver is responsible for all damage, loss or misuse of equipment, including without limitation, any and all satellite communication equipment and its components. Furthermore, Driver is responsible for all charges related to the unauthorized or personal use of a Company-provided EZ Pass or Pre-Pass unit.

Deductions

F/X will deduct from Driver’s compensation any liability, cost or expense F/X has incurred or paid that Driver is obligated to bear and will make any such deductions under applicable federal and state law. This will include any additional cost due to having a pet in the vehicle. Unless provided in the Itemized Deductions Table below, the amount of each item to be deducted will be based on the actual cost or expense incurred by F/X. Prior to making any deductions, F/X will provide Driver written itemization of all deductions as well as any documentation where such documentation is necessary to verify the validity of the deduction. Driver also agrees to sign additional documentation pertaining to said deductions.

ITEM	COST TO DRIVER
Damage to equipment or property 1 st occurrence	10% of the 1 st claim up to \$1,250
2 nd occurrence	Deduction will vary based on actual cost up to \$2,500
EZ Pass / Pre-Pass Loss or Damage	\$100
Satellite Communication Equipment Loss or Damage	Up to \$100*
Dash Camera Equipment Loss or Damage	\$260
Violation of Vehicle Cleanliness Policy	Actual cost not to exceed \$500

*Unless loss or damage is attributable to the reckless, grossly negligent, willful or wanton conduct of Driver, then full replacement cost and/or the full amount of the claim.

Corrective Action Plan for Compliance, Safety, Accountability (CSA) Violations Associated with Roadside Inspections, Interventions and Crash Reports

**** Please Note: Freight Exchange follows all laws (state and federal) and regulation of the FMCSA****

The purpose of this policy is to establish and confirm F/X’s corrective action plan regarding CSA violations associated with roadside inspections, interventions and crash reports. As set forth in this policy, Drivers will be held accountable for unsafe performance and behavior.

OVERVIEW

- The Corrective Action Plan (the “Plan”) applies to all violations associated with roadside inspections, interventions and crash reports.
- The Plan is based on the numerical weight assigned to each violation provided by the SMS methodology, which ranges on a scale of 1-10. *[A copy of the violation table is available upon request from F/X’s Safety Department.]*
- All corrective action plans will be enforced over a 12-month rolling time period commencing on the first occurrence of any corrective action.

VIOLATION(S) SCHEDULE AND CORRECTIVE ACTION PLAN

Numerical Weight	Violation Frequency	Corrective Action
1 - 2	All	No Corrective Action required.
3 - 4	First	Review of violation; on-line training assigned. If more than one (1) violation on same roadside inspection, intervention or crash report, corrective action will be escalated to <i>First Occurrence</i> of the Corrective Action Table
	Subsequent	Review of violation; corrective action subject to the Corrective Action Table
5 - 8	All	Review of violation; corrective action subject to the Corrective Action Table If more than one (1) serious violation on same roadside inspection, intervention or crash report, corrective action will be escalated to <i>Third Occurrence</i> of the Corrective Action Table
	Subsequent	Review of violation; corrective action will be escalated to <i>Fourth Occurrence</i> of the Corrective Action Table
10	All	Automatic removal from dispatch and possible disqualification

Violation	Violation Frequency	Corrective Action
Mechanical	All	If more than one (3) mechanical violation on same roadside inspection, intervention or crash report, Driver required to complete a routine tractor inspection and/or annual inspection prior to next dispatch
Out-of-Service	All	Corrective action subject to Corrective Action Table; Driver must comply with all out-of-service orders associated with the roadside inspection, intervention or crash report; failure to comply with order will result in disqualification

CORRECTIVE ACTION TABLE

Occurrence	Corrective Action
First	Remedial training to include online training or in person training at terminal.
Second	Verbal warning; Intervention with Safety Department to include additional training if applicable.
Third	Written warning; Intervention with Safety Department to include additional training if applicable.
Fourth	Corrective action determined upon review by Safety Department, up to and including disqualification

ADDITIONAL POLICY NOTES

Driver must score 100 on online CSA training to consider it a passing grade.

Failure to respond or cooperate with the Plan will result in disqualification.

A pattern of non-compliance with Part 395 of the Federal Motor Carrier Safety Regulations and/or the Hours-of-Service and Record of Duty Status (Log) Audit Policy will result in an escalation of corrective action set forth in this Policy.

F/X reserves the right to disqualify any Driver at any time due to unsafe operations or non-compliance with F/X's policies and/or Federal, State, and Local Laws and Regulations.

Any exceptions to this Policy must be in writing. A Safety Corrective Action Form will be maintained by the Safety Department.

Hours-of-Service and Electronic Record of Duty Status Audit Policy & Corrective Action Plans

The purpose of this Policy is to ensure that all drivers are adhering to the hours-of-service, record of duty status (RODS) regulations, and ELD regulations, set forth in Part 395 of the Federal Motor Carrier Safety Regulations (FMCSRs). All corrective action plans will be enforced over a 6-month rolling period commencing on the first occurrence of any Corrective Action.

The management of Freight Exchange of North America does not permit any of its employees, contractors or associates to be a party to any attempts to violate any section of Part 395 of the FMCSRs or to falsify, alter or conceal RODS and/or pertinent supporting documents.

DRIVER TRAINING AND COMPLIANCE

Per FMCSR 395 ELD Regulations a driver is responsible for ensuring compliance with the following requirements, the driver is responsible for contacting Safety for additional training over the following when needed:

- Inputting the driver's duty status, as well as the trailer and shipping document number.
- Completing DVIR Pre and Post Trip inspections daily.
- Verifying logs daily for the previous days.
- Producing and transferring the driver's hours-of-service records from the ELD when requested by an authorized safety official.
- Review any unassigned driving time and assume any driving that belongs to the driver or indicate that the records do not belong to the driver.
- Follow recommendations provided in resolving any data inconsistencies and malfunction events.

- Understand how to edit ELD records, including making necessary entries and annotations.
- Review and accept/deny motor carrier-proposed edits.

ELECTRONIC LOGS NOTIFICATIONS

Drivers who continue to operate after they have reached the 8-hour (mandatory rest break), 11-, 14-, or 70-hour limits as set forth Part 395 of the FMCSRs will be subject to the Hours-of-Service Violation Corrective Action Plan:

HOURS-OF-SERVICE VIOLATION CORRECTIVE ACTION PLAN

- 1st Occurrence: Remedial training in person or over the phone.
- 2nd Occurrence: Extended Remedial training in person or over the phone.
- 3rd Occurrence: Verbal warning in person or over the phone.
- 4th Occurrence: Final written warning.
- 5th Occurrence: Safety Corrective Action Review will be conducted by Safety and Operations to determine further corrective action up to and including intervention with operations and safety, possible mandatory removal from dispatch, and disqualification.
- 6th Occurrence: Disqualification.

EGREGIOUS VIOLATIONS

Egregious violations are any hours-of-service violations exceeding 3 hours. Companies and drivers that commit egregious violations could face the maximum penalties for each offense. Trucking companies and passenger carriers that allow drivers to exceed driving limits by more than three hours could be fined \$11,000 per offense, and drivers themselves could face civil penalties of up to \$2,750 for each offense.

Drivers found committing egregious violations will be subject to corrective action up to and including disqualification.

FORM AND MANNER AUDITING

Driver RODS (Records of Duty Statuses) will be audited on an ongoing basis in accordance with Part 395 of the FMCSRs for hours-of-service violations, ELD violations, general form and manner violations, and falsifications. Drivers are subject to remedial training and corrective action upon review.

UNVERIFIED LOGS

- The driver is required to verify all previous logs daily. Failure to verify logs over 14 days will require the driver to physically sign in person or electronically the printout of the logs in order to comply with the FMSCR.
- Unverified logs are audited on a weekly basis, and drivers will be contacted when they have failed to comply with properly verifying their logs.

PERSONAL CONVEYANCE EXCEPTION

Under certain circumstances, the FMCSRs allow commercial motor vehicle (CMV) drivers to drive their CMV for personal use (“personal conveyance”) without risking violation of the hours-of-service limits. To claim that a movement is for personal conveyance, the driver must adhere to the following guidance provided by the FMCSR part 395.8:

A driver may record time operating a CMV for personal conveyance (i.e., for personal use or reasons) as off-duty only when the driver is relieved from work and all responsibility for performing work by the motor carrier. The CMV may be used for personal conveyance even if it is laden since the load is not being transported for the commercial benefit of the carrier at that time. Personal conveyance does not reduce a driver’s or motor carrier’s responsibility to operate a CMV safely.

Motor carriers can establish personal conveyance limitations either within the scope of, or more restrictive than, this guidance, such as banning use of a CMV for personal conveyance purposes, imposing a distance limitation on personal conveyance, or prohibiting personal conveyance while the CMV is laden.

To reference examples of uses of a CMV while off-duty for personal conveyance that would qualify and not qualify visit www.fmcsa.dot.gov/regulations/hours-service/personal-conveyance, or request a print out of these examples from the Safety Department.

Per the guidance above, F/X has established certain limitations to further define appropriate use of personal conveyance. These limitations are listed as, but not limited to, the following:

All claims for personal conveyance usage will be audited. Use of personal conveyance when the above circumstances do not apply is strictly prohibited and drivers found in violation will be subject to the Prohibited Use of Personal Conveyance Corrective Action Plan and/or disqualification. Egregious use of personal conveyance will result in escalation of Prohibited use of Personal Conveyance Corrective Action Plan.

PROHIBITED USE OF PERSONAL CONVEYANCE CORRECTIVE ACTION PLAN

- 1st Occurrence: Remedial training in person or over the phone.
- 2nd Occurrence: Extended Remedial training in person or over the phone.

- 3rd Occurrence: Verbal warning in person or over the phone
- 4th Occurrence: Final written warning with possible settings reduction in personal conveyance mileage allowance if found applicable.
- 5th Occurrence: Settings for personal conveyance will be reduced or removed depending on the history of misuse for a period of six (6) months.

ADVERSE DRIVING EXCEPTION

Adverse driving conditions is defined by the FMCSA as: “snow, sleet, fog, other adverse weather conditions, a highway covered with snow or ice, or unusual road and traffic conditions. If a qualifying event has occurred, selecting the adverse driving exception in the HOS menu of the ELD will extend the 11 hour and/or 14-hour clock by 2 hours.

It’s important to note that the use of the adverse condition exception when not needed is a DOT violation and falsification. Use of the exception is not permitted in normal traffic or heavy traffic areas, when running out of hours, or to be used to complete dispatch. It is also not permitted to be used when hours are lost at the beginning of the shift to regain lost hours. This F/X ELD Policy only permits the use in the conditions mentioned above defined by the FMCSA and to find a nearby safe haven in dangerous conditions.

Use of adverse conditions will be audited regularly by Safety. Misuse of the exception will result in retraining, extended retraining, verbal warning, and further corrective action if needed including written warnings and in-person interventions depending on the severity of misuse.

USE OF THE ELD SYSTEM

The ELD device must be kept on at all times during transit. Tampering with and/or disconnecting the unit will result in corrective action up to and including disqualification\.

Driver must always carry a minimum of 8 blank log sheets (preferably a blank logbook). The driver must immediately notify the Safety Department in the event the ELD system fails while on the road:

The driver will be instructed to mark the time and notate the malfunction on the paper log. Additionally, the driver must fill out and date an ELD declaration form explaining the malfunction.

The Safety Department will coordinate faxing or emailing copies of the previous 7-days’ logs to the driver.

The driver will be routed to the nearest terminal to replace or service the unit within 8 days per FMCSR 395.34.

Driver must prepare paper logs during this 8-day period and submit the paper logs to Safety Department at the time the unit is replaced or serviced.

ADDITIONAL POLICY NOTES

Failure to comply with any Corrective Action Plan will result in immediate disqualification.

A pattern of non-compliance with Part 395 of the FMCSRs and/or any F/X Safety Policies will result in an escalation of Corrective Action in this Policy.

Any exceptions to this policy will require written exception. A Safety Corrective Action Form will be maintained by the Safety Department.

Accident and Incident Corrective Action Policy

The purpose of this policy is to establish F/X's corrective action plan in response to incidents and accidents.

OVERVIEW

All accidents and incidents will be investigated, and preventability determined based on evidence collected including but not limited to statements, photos, police reports, citations, telematics data, and dashcam footage.

In addition to preventability, corrective action will be assigned for the following policy violations:

- Failure to cooperate in the investigation of an accident, incident, and/or theft, or the concealment of evidence which would be useful to the Company.
- Failure to report an accident, incident, or injury
- Failure to follow company accident protocol

CORRECTIVE ACTION

Assigned corrective action is based on the review of the accident/incident severity and facts, in combination with the driver's Safety Record.

Corrective action includes but is not limited to, and may be in combination with, the following:

- Remedial online training
- Verbal warning
- Written warning
- In person conference

- Deduction for equipment damages and claims
- Removal from dispatch
- Disqualification

The following will result in immediate removal from dispatch and reviewed for possible disqualification:

- Exceeding 3 preventable accidents or incidents in the past 3 years, per F/X's qualification standards
- Providing false information or making a false statement
- Leaving the scene of an accident
- Accidents in conjunction with the following citations: reckless or careless driving, improper or erratic lane changes, failure to control, hit and run, following too close

Use of Company Vehicle and Equipment Policy

The purpose of this policy is to outline the restrictions as it pertains to the use of company equipment while the driver considered to be on "Home Time" or "Personal Time".

Drivers on home time are not permitted to use company trucks, or trailers, for personal use under any circumstances. Company trucks are to be used only while on dispatch or waiting for dispatch.

Company trucks may be used to travel to a nearby personal location of choice while on their mandatory regulated breaks when they're not on home time or at their home terminals if it applies.

Drivers must adhere to this policy as insurance coverage may not apply to incidents or accidents involving the vehicle(s) while the driver is relieved of all duty and on home time, making the driver responsible for any and all claimed damages.

Corrective action will be assigned to drivers not in compliance with this policy.

Please consult with your fleet manager or safety department for further assistance or clarification.

Driver Safety and Telematics Auditing

The purpose of this policy is to promote safe driving habits and recognize areas for improvement. This policy will utilize the current ELD provider's telematics ensuring the data is reviewed in a manner which addresses possible unsafe driving behavior.

OVERVIEW

Available telematic data and reporting, including harsh events data and BETA reporting, reported by the current ELD provider can and will be used to monitor driving behavior.

Telematics data is available in harsh events categories, including, but not limited to:

- Hard acceleration
- Harsh braking
- Harsh cornering
- Speeding over 10 mph above the posted limit
- Speeding over 20 mph above the posted limit

CORRECTIVE ACTION

The goal of telematics auditing is to bring awareness to possible areas of improvement, encourage safe driving, reduce risk, and support drivers with feedback and coaching.

Assigned corrective action is based on the review of the data, reporting, and/or event(s) taking place.

Dash Cameras Policy

The purpose of this policy is to establish F/X's utilization of dash cameras on company equipment. Dash camera technology has been proven effective with risk reduction, improving safe driving habits, and providing overall protection for our drivers.

OVERVIEW

F/X owned and leased tractors are equipped with dash cameras. The dash camera footage is made accessible through the current ELD provider and monitored by F/X.

The cameras are used strictly for safety and operational purposes.

Footage may be reviewed in response to an event such as, but not limited to, the following:

- Triggered telematic alerts and harsh driving events (e.g. hard braking, accelerations, harsh cornering, possible collision, etc.)
- Load shifts and cargo claims
- Accidents and incidents, including near misses
- Customer or public complaints
- Safe driving coaching and training opportunities
- In response to accident allegations and investigations

DRIVER RESPONSIBILITIES

Drivers must ensure the dash camera is in visible working condition to the best of their access and ability. This includes confirming the camera is pointing outward to the road, power source is connected, and reporting any camera damage to F/X

It is also recommended that the driver reports any event to Safety where they are subject to an unsafe incident or situation.

CORRECTIVE ACTION

Corrective action will be assigned in conjunction with other F/X Safety Policies based on a combined review of the footage and other possible contributing factors.

Corrective action will be dependent on severity of a specific event and may include, but is not limited to, the following:

- One-on-one coaching
- In person conference
- Verbal warning
- Written warning
- Removal from dispatch
- Disqualification

Drug and Alcohol Information

All Drug and Alcohol training is completed online during the orientation process.

Pursuant to section 40.287 of the Federal Motor Carrier Safety Regulations, an employer must provide a listing of Substance Abuse Professionals (SAPs) to any employee, including applicants or new employees, who violates a DOT drug and alcohol regulation.

National Hot-Line Numbers and Help Lines:

1-800-COCAINE

The American Council on Alcoholism Help Line

1-800-527-5344

The National Institute on Drug Abuse Hot Line

1-800-662 HELP

Alcoholics Anonymous

212-686-1100

SAP Referral Services (SRS),

F. Heath Smith IV, LPC, NCC, LCDC, ADC III, MAC, CPS

The Sendero Group, PLLC

<https://www.heathsmithcounseling.com/>

956.994.1428 Office

956.994.1487 Fax

American Substance Abuse Professionals, Inc.

<https://go2asap.com/nationwide-provider-network>

(888)792-2727

SRS, LLC Sap Referral Services

<https://sapreferralservices.com/employees/dot-non-dot-sap-program/>
(410)668-8110

A list is provided applicants and employees to comply with the Federal Motor Carrier Safety Regulations. Freight Exchange of North America does not endorse any of the SAP providers listed or enclosed.

SAP Services are the sole financial responsibility of the drivers.

Freight Exchange of North America LLC. Designated Drug & Alcohol Policy Representatives:
Loretta Mroczkowski, Director of Safety and Compliance, 312-612-2200 ext. 1019

Note: Should there be conflicts between federal regulations and this policy, attributed in part to revisions to the law or changes in interpretations, and when those changes have not been updated or accurately reflected in this policy, the federal law shall prevail.

RECEIPT

RECEIPT OF THIS DRIVER MANUAL ACKNOWLEDGES THE RECEIVING DRIVER HAS BEEN PROVIDED WITH, READ AND FULLY UNDERSTANDS THE POLICIES CONTAINED HEREIN. I AGREE TO THE TERMS HEREIN AND WILL FOLLOW THE REGULATIONS AS OUTLINED.

Driver Name

Date

Signature