

EMPLOYEE HANDBOOK



Logistech
Solutions

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Dear Fellow Employee,

We'd like to take this opportunity to welcome you to aboard the LSI team. We hope your time with us is prosperous and rewarding.

This manual is designed to familiarize you with Logistech Solutions, Inc.'s employment policies, work rules, pay practices, and benefits. It is only a general guide to our current employment policies and to some of your benefits and responsibilities as an employee.

Please read it thoroughly and keep it for future reference. Further, please feel free to discuss questions you have regarding any corporate policy or procedure with your direct manager or supervisor. It is important to you and LSI that you fully understand what is required of you and what you in turn expect to receive from the Company.

LSI's management reviews its policies, procedures and benefits and makes revisions based on the need for or desirability of changes. When these changes do occur, you will be notified, and you are encouraged to discuss them with your manager.

Again, we wish you the best in your future here at Logistech Solutions.

Sincerely,

Logistech Solutions Management

EMPLOYEE MANUAL INTERPRETATION AND DISCLAIMER

The purpose of the employee manual is to provide employees of LSI with general information regarding the procedures and policies that govern employment at LSI. Because it is not possible to anticipate every situation or answer every question about employment, the guidelines set forth in the manual are not intended to provide fixed rules for dealing with all problems that arise in the workplace.

Personnel guidelines in the manual supersede and replace all previously published or unpublished policies, guidelines, handbooks, or other publications related to personnel matters. LSI must demonstrate flexibility in the administration of employment guidelines and reserves the right, with or without notice, to rescind, modify, or deviate from guidelines, policies, practices, or procedures relating to employment matters from time to time as it considers necessary or appropriate in its sole discretion.

The personnel guidelines in this manual may only be altered or contradicted in writing by the President or Board of Directors of LSI.

LSI retains the right to release you from employment at any time and for any reason, just as you retain the right to leave LSI at your discretion. The employment relationship is entirely at-will.

NEITHER THE EMPLOYEE MANUAL NOR ANY PROVISION OF THE MANUAL IS AN EMPLOYMENT CONTRACT OR ANY OTHER TYPE OF CONTRACT AND DOES NOT CREATE ENFORCEABLE RIGHTS ON THE PART OF EMPLOYEES.

EMPLOYMENT PRACTICES

EQUAL OPPORTUNITY PRINCIPLES; SEXUAL HARASSMENT;
COMPLAINT PROCEDURES

EQUAL OPPORTUNITY PRINCIPLES

It has been and will continue to be the policy of LSI to be fair and impartial in all its relations with its employees and applicants for employment. LSI will base all employment-related decisions upon valid job-related factors, without regard to race, religion, national origin, age, sex, physical or mental disability, veteran, or other protected status. This policy applies to recruitment, hiring, training, promotion, and all other personnel actions and conditions of employment such as compensation, benefits, layoffs and reinstatements, training, tuition assistance, and disciplinary measures. Harassment of employees or applicants based on any of these protected characteristics also is prohibited.

By this policy, LSI wishes to ensure that all employees can make their maximum contribution to LSI and to their own career goals. The intention behind this policy is to provide an equal employment opportunity program that will simultaneously serve the requirements of society, the law, sound business practices, and individual dignity.

SEXUAL HARASSMENT

Sexual harassment is illegal and contrary to the policy of LSI. LSI strives to foster a work environment free of sexual discrimination, intimidation, and insult. LSI prohibits any officer or employee from making unwelcome and unsolicited sexual advances or engaging in other verbal or physical conduct of a sexual nature, when an individual's submission to that conduct is made explicitly or implicitly a term or condition of that individual's employment, or when that conduct creates an intimidating, hostile or offensive working environment.

COMPLAINT PROCEDURE

Any person who believes that he or she is the victim of any type of discriminatory conduct, including sexual harassment, or that another employee has been the subject of discriminatory conduct, including sexual harassment, or that another employee has been the subject of discrimination, should promptly advise LSI's Human Resources Manager. LSI prohibits any kind of retaliatory act against an individual who has in good faith complained about discrimination. Supervisory employees who are aware of discriminatory conduct and fail to report it to the Human Resources Manager will be subject to disciplinary action. The Company will conduct a prompt and thorough investigation of all the circumstances surrounding the alleged incident. The Company will make reasonable efforts to keep the investigation confidential. If the investigation

discloses that an individual has committed an act of discrimination, that individual shall be subject to appropriate disciplinary action, up to and including termination. Any person who knowingly makes a false claim of discrimination shall also be subject to appropriate disciplinary action including termination.

ADA POLICY

LSI strongly supports the policies of the Americans with Disabilities Act and is completely committed to treating all applicants and employees with disabilities in accordance with the requirements of that statute. The company assesses individuals by their abilities, not their disabilities, and seeks to give full and equal employment opportunities to all persons capable of performing successfully in the company's positions. LSI will provide reasonable accommodations to any persons with disabilities who require them and urges employees and applicants who may be disabled and require accommodation to advise the company of their needs. Information concerning individuals' disabilities and their need for accommodation will of course be handled with the utmost discretion.

The company hopes that all employees will advise the President or other management personnel when they become aware that persons with disabilities have special needs in our workplace. All requests for accommodations must be supported by a physician's note.

EMPLOYEE RIGHTS & RESPONSIBILITIES

ADMINISTRATION

CLASSIFICATION

Employees are classified as either exempt (salaried) or nonexempt (hourly). Nonexempt employees are eligible to receive overtime in accordance with relevant state and federal laws for hours worked more than forty (40) hours in one week, whereas exempt employees are not eligible for overtime. An employee must obtain advance written authorization from a supervisor before working overtime. Failure to obtain advance authorization will subject an employee to discipline.

FULL-TIME, PART-TIME EMPLOYEES

Full-time employees of LSI are defined as those who are scheduled on a regular basis to work five eight-hour days during each workweek. Employees scheduled to work less than this amount shall be defined as part-time employees. Unless otherwise noted, only regular, full-time employees are eligible for all benefits set forth in this Employee Handbook Manual.

EVALUATION PERIOD

Every LSI employee must complete an evaluation period of 90 days before becoming a regular full-time employee. During the evaluation period, employees shall not be entitled to fringe benefits (excluding holiday pay and unpaid time off). An employee may be terminated during the evaluation period without any harm to the employee's work record. Employees who successfully complete their evaluation period will be considered as a regular employee. PTO will accrue retroactively from the first day of employment, however, are not permitted to be used until the end of the evaluation period.

Completion of the Evaluation I period does not entitle you to remain employed by the company for any definite period. Both you and the company are free, at any time, with or without notice and with or without cause, to end the employment relationship.

WORKING TIME

The normal workday for all hourly and nonexempt employees will be eight (8) hours of work. The normal workweek for all hourly and nonexempt employees consists of five (5) consecutive workdays, Monday through Friday, making a total of forty (40) hours of work.

The typical workday begins at 8:00 AM and ends at 5:00 PM with an unpaid lunch break (1 hour).

All exempt employees are expected to work the hours that are required to complete the tasks assigned to them as a function of their jobs. However, every effort should be made to work hours typical to hourly and non-exempt

employees. Management may approve special circumstances when deviations to this policy must be considered.

Every nonexempt and hourly employee is expected to start work promptly at 8:00 AM, unless your supervisor has implemented special arrangements or schedule changes.

LSI reserves the right to modify the above schedule to adapt to unusual circumstances.

OVERTIME

Overtime will be paid to nonexempt and hourly employees for all hours worked over forty (40) hours/week (Monday to Sunday). Although the Company does not normally require overtime on weekends (Saturdays/Sundays), holidays, early mornings and late evenings, there may be cases when work at such times are necessary for nonexempt employees. In such cases, the Company will generally permit no more than four (4) hours overtime in one day – or a total of twenty (20) hours overtime in one week – for any nonexempt or hourly employee – unless otherwise approved in advance in writing by an employee’s supervisor. Overtime pay for nonexempt and hourly employees will be calculated in accordance with applicable state and federal laws.

A nonexempt or hourly employee who expects to do overtime work must first obtain approval from his/her supervisor. Afterwards, the employee must promptly report the overtime to his/her supervisor.

PAY SCHEDULE

All wages and salary will be paid weekly. Pay is processed on Monday, through QuickBooks Payroll Processing, the day after the end of the pay period. The company offers and strongly encourages employees to participate in our direct deposit program. This program is offered for the convenience of our employees, direct deposits will be submitted to employee’s bank 12:00am each Tuesday morning. If an employee does not use direct deposit, checks are available for pick up at the Human Resources office on or after payday during business hours. If check is not picked up by the following Friday, the check will be mailed to the Employees address on file.

PERFORMANCE, SALARY, AND WAGE REVIEW

Employees' work performance, job assignment, responsibility, professionalism, and salary level will be reviewed on an annual basis. Salary and wages will be adjusted entirely at the discretion of the Company. An increase in salary level is not automatic.

PROMOTIONS AND TRANSFERS

It is company policy to seek and select employees who are qualified, dedicated, and who seek the challenge of achieving flexible assignments and broadening their careers.

Promotions are made at LSI's discretion, and are based exclusively upon individual merit, past performance, professionalism and demonstrated desire to grow with the Company. How far an employee advances with LSI is based on opportunity and his/her ability, dedication, and enthusiasm.

LSI reserves the right to transfer employees to different positions, jobs, or locations, as may be required by business conditions or other factors.

PERSONNEL RECORDS

LSI must maintain accurate and complete information concerning each employee and his/her work history. Employees will benefit by informing the Company promptly of a change of address, telephone number, or insurance beneficiary. It is mandatory to report changes immediately. Lack of compliance with this requirement may subject the employee to discipline.

LEAVES

NON-PAID LEAVES OF ABSENCE

A non-paid leave of absence is an approved absence without pay. Leaves of absence must be requested in writing and will be granted only for special reasons. Only regular full-time employees are eligible for leaves of absence. Time off without pay and leaves of absence for personal reasons will be

considered based on the Company requirements and hardships caused thereby, the employee's performance record, the reason for the request, and the employee's length of service with the Company.

The determination of whether the request shall be granted rests solely within the discretion of the Company. If the request is granted, the Company's benefits will cease and contributions for the employee's health insurance plan will become the sole responsibility of the employee during the time of the non-paid leave. Failure of payment for medical insurance coverage will result in termination of coverage. However, the employee will be given the opportunity to convert the policy to individual coverage.

A leave may be granted for personal reasons without pay for a period not to exceed ninety (90) days if the employee has worked at least 1200 hours within the last 12 months.

A leave of absence shall not be considered as time worked for purposes of calculating an employee's entitlement to fringe benefits, if any.

MILITARY LEAVE

An employee may leave to fulfill military duties in accordance with all applicable state and federal laws. In the event an employee is called for military service, the re-employment rights shall be governed by the Universal Military Training and Services Act. A leave of absence without pay shall be granted. Vacation time and sick leave hours shall not accrue during such a leave. When ordered to report for military service, the employee shall provide prompt notice to the Company.

SPECIAL LEAVES WITH PAY

SICK LEAVE / PERSONAL DAYS

LSI understands that employees require time off for unforeseen sickness/reasons. Sick leave is limited to the employee's Sick/Personal day accumulation. Effective at the employees start date, sick/personal days shall begin to accumulate at the rate of .027 hours per hour worked. This is equal to 7 days per calendar year based on a 40-hour work week. This number will vary

based on the number of hours the employee works. These hours do carry over to the following year with a maximum accumulation of 160 hours. The employee must notify LSI 30 minutes before your shift begins for morning absences and you must receive approval before leaving early. Requests may be approved or denied by senior management. Personal days must be taken in 1 hour increments.

In severe cases, It is the direct responsibility of the employee to notify the Company shortly after the commencement of the first workday of his/her absence. In the case of protracted illness, the employee should report to their supervisor on a periodic basis so that the Company is aware of all circumstances involved in the absence. Failure on the part of the employee to do so may result in discipline including discharge.

If an employee is terminated without cause, any remaining sick leave/personal days will be paid on the final payroll check. If an employee is terminated with cause or resigns without at least a 2-week notice, any remaining sick leave/personal days will be lost. Temporary or part-time employees including those in the introductory period are not entitled to paid sick leave or paid personal days.

VACATION

The importance of a vacation as a period of relaxation and change from normal work routine is well recognized. LSI has established vacation benefits to meet those needs. LSI reserves the right to ask all employees to work out a mutually agreed upon vacation schedule so that there will be sufficient attendance during peak vacation periods.

LSI's vacation rules are as follows:

Length of Vacation: LSI's vacation plan provides increasing vacation time in relation to years of service.

Period of Employment:	Vacation Entitlement:
Less than 1 year	2 days (16 hours)
More than 1 year and less than 2 years	5 days (40 hours)
>2 years < 7 years	10 days (80 hours)
>7 years	15 days (120 hours)

On your anniversary date, any portion of your entitlement not used will be forfeited and your vacation balance will be replenished with the maximum entitlement.

Vacation must be scheduled a week in advance per day. For example, if you plan to be on vacation May 1st, 2nd, 3rd, 4th, and 5th, you must request vacation time at least 5 weeks in advance. To avoid being denied time off, we encourage time off requests to be submitted as early as possible. Your request for vacation days will likely be denied if others in your department are already scheduled off on the days requested. Please submit requests as early as possible to guarantee your spot.

In the event all personal/sick hours have been used, managers may allow employees to use vacation hours. For this to be approved you must provide a doctor's note or proof of an emergency. We encourage you to schedule your leisure days and save PTO for unprecedented events, such as sickness, flat tire, etc. We thank you in advance for using your time wisely.

If an employee is terminated without cause, any remaining vacation hours will be paid on the final payroll check. If an employee is terminated with cause or resigns without at least a 2-week notice, any remaining sick leave/personal days will be lost. Temporary or part-time employees including those in the introductory period are not entitled to vacation.

HOLIDAYS

The following holidays will be given with pay to all regular full-time employees:

New Year's Day

Good Friday - Easter

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Friday after Thanksgiving Day

Christmas Eve

Christmas Day

Holidays observation schedules are determined by senior management at the beginning of each year and will be published on the company website under Employee Resources: <https://www.webcommercefulfillment.com/> If a holiday occurs during an employee's vacation, it will not be included in counting days of his/her entitlement. To receive holiday pay, employee must be at work or on a scheduled vacation day the last scheduled workday before and next scheduled workday after the holiday. The company reserves the right to substitute certain holidays for other holidays at its discretion.

BEREAVEMENT

In the event of one of the specified hereunder, LSI will grant its full-time regular employees a special paid leave for a maximum specified period.

Leave Required For	Available Time Off
Bereavement of spouse, parent, or child	4 days
Bereavement of grandparent, brother, sister	3 days

Bereavement of grandparent in law, parent in law, brother in law, sister in law	2 days
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JURY DUTY

An employee may serve on jury duty or appear in court pursuant to a summons in compliance with State law.

In the event an employee is called for jury duty, the difference between what the employee received for such duties and the amount he/she would have earned at the regular straight time rate of pay will be paid, not to exceed a maximum of ten (10) working days in anyone (1) year. Employee must report to work during hours not served as juror during normal scheduled working hours.

ABSENCE/TARDINESS

If a nonexempt employee is going to be absent or late for work, he/she must notify the immediate supervisor within 30 minutes of the start of your shift. He/she must continue to notify the supervisor each day that he/she is absent. Notification of personnel other than your supervisor or other management is not considered notification of the company. Unexcused, habitual, or repeated tardiness or absence for any reason is cause for discipline up to and including termination. If an employee is absent due to illness for three (3) consecutive days or more, he/she is required to present a physician's release to the supervisor before reporting to the workstation. Any day of absence without notification is cause for discipline including discharge. A Company supervisor may at any time request a physician's release or medical report regardless of length of absence. If an employee is absent for more than three (3) consecutive days without notification to a supervisor he is considered to have severed the employment relationship and will no longer be employed by the Company.

In the event an employee becomes ill during working hours, he/she will be required to report to the supervisor prior to leaving Company premises.

ATTENDANCE POINT SYSTEM

Logistech enforces an Attendance Points Policy. The purpose of this system is to allow a maximum number of absences for the year after all PTO has been exhausted. If the employee exceeds 24 points before year end, the employee will be evaluated for terminated. All employees' points will reset to 0 December 1st each year. The point system accumulates as follows:

Absenteeism	Points
6-15 min late	1
16 min – 2 hours late	3
More than 2 hours late or absent	5

This applies to leaving early without using approved PTO, vacation or if a manager has not approved you to TOWOP (Time off without pay) TOWOP will only be approved if workload is light. If you must be leave early and you have not been approved for TOWOP. You must use personal time if you have it or elect to take points.

Employees will be warned/notified of your increasing points based on the following schedule:

8 Points - Verbal documented warning

8 Points - Written Warning

4 points - 2nd Written Warning

4 Points – Termination

Please note that this policy excludes any absences that are protected by applicable federal, state and local laws and employees shall not be penalized for absences in those categories.

MISCELLANEOUS POLICIES

DRESSING FOR THE JOB

In general, employee's choice of work clothing should be governed by good taste, modesty, safety and job requirements. It should also be appropriate for the time, place and activity. Any apparel worn must be of reasonable fitted size. An employee who fails to meet applicable dress and grooming standards may be required to go home with loss of pay to correct any deficiencies. The following attire and grooming examples are **unacceptable**, including but not limited to:

- Shorts with inseam shorter than 4 inches
- Any garments that are transparent in private areas such as busts, midriff, buttocks, genital areas, or thighs.
- Any attire that allows undergarments to be visible to others
- Tops that allow the midriff to be visible
- Tanks tops, cami tanks, and strapless tops
- Nails that are at such length that they inhibit ability to work safely, effectively, and efficiently
- Necklaces or chains longer than 18 inches
- Poor and/or improper hygiene
- Open toe/open heel shoes (when working in warehouse)

SAFETY

Safety is everybody's business. Employees should report any unsafe working conditions to their supervisor. All hazardous conditions are to be corrected as soon as possible.

No one gains from an accident, and no one likes to work under conditions that

present hazards to life and property. Everybody loses when accidents occur. LSI will maintain a consistent safety program in accordance with state and federal law, but its ultimate success will depend on employee's safety consciousness. According to the Occupational Safety and Health Administration (OSHA), all employees must comply with OSHA standards and all rules, regulations, and orders, which are applicable to their own actions and conduct.

Do not operate machinery without explicit instruction and permission by the appropriate manager or supervisor.

To ensure maximum safety of each individual employee, all company operations should be conducted in conformity with these specific safety practices:

- Exercise maximum care and good judgment always to prevent accidents and injuries.
- Report to supervisors immediately and seek first aid for all injuries, regardless of how minor.
- Report unsafe conditions, equipment, or practices to supervisory personnel.
- Use safety equipment provided by the company.
- Always observe conscientiously all safety rules and regulations.
- Learn to lift the proper way. Bend knees, keep back erect, and get help for heavy loads.
- Stack and un-stack materials carefully and keep storage areas in neat order so you know what materials you have.
- Never engage in horseplay -- it can end in disaster.

INJURIES

If you are injured while at work, let a supervisor know, regardless of the severity. The supervisor will take care of the first aid, call the appropriate emergency personnel, or transport you to the hospital. It is important to complete forms for Workmen's Compensation expediently for any related bills to be covered. Your supervisor will fill out the necessary forms with you.

HOUSEKEEPING

Maintaining a clean and pleasant working environment is a never-ending job that is everyone's responsibility. The Company asks that you help uphold our high standards by keeping your work area organized and efficient.

PERSONAL PROPERTY

To maintain the security of the facilities, we must ask that each employee bring minimum personal items other than purses and lunch containers into the office unless specifically approved in advance by his/her supervisor. The Company provides a locker for each labor worker to store his/her personal belongings. The Company will not be responsible for the loss or theft of any personal property on its premises.

TRAVEL

LSI will reimburse all reasonable and necessary expenditures incurred by employees on an authorized business trip. Receipts are required for all items and expenditures.

Travel expense reports are due immediately upon conclusion of each trip and a settlement of the traveler's account with LSI is concurrently due.

Advance written supervisory approval is required for all cash advances.

For the use of privately owned cars on Company authorized travel and business, employees will be reimbursed for their mileage at the standard prevailing IRS rate per mile provided that they maintain a record and details of use.

ACCIDENT REPORT

If an employee is involved with an accident on the job, resulting in either personal injury or damage to equipment, the Company must be notified immediately. This applies to every personal injury or damage to equipment, no matter how slight.

DISCIPLINARY ACTIONS

Our work rules are based on common sense and have been established for everyone's safety and welfare. The Company may terminate an employee at any time for any reason, including serious misconduct. While it is impossible to list rules covering every imaginable incident, the following are samples of some of the situations that may subject the offender to discipline, including discharge, with or without notice:

- A. STEALING OR UNAUTHORIZED REMOVAL OF COMPANY'S PROPERTY, VENDOR'S PROPERTY, CUSTOMER'S PROPERTY OR THE PROPERTY OF ANY EMPLOYEE; SABOTAGING OR WILLFULLY DAMAGING COMPANY PROPERTY OR THE PROPERTY OF OTHERS.
- B. INSUBORDINATION, UNPROFESSIONALISM, INEFFICIENCY, OR INCOMPETENCE. THIS INCLUDES LASHING OUT AT MANAGERS, COMMENTS/COMPLAINTS WHEN MANAGEMENT HAS ASKED SOMETHING BEYOND YOUR NORMAL JOB DUTIES.
- C. GOSSIP, ESPECIALLY IN A DIRECTOR, MANAGER, SUPERVIROR OR TEAM LEAD ROLE. NEGATIVE COMMENTS ABOUT OTHER MANAGERS SHOULD NOT BE MADE TO/INFRONT OF YOUR PEERS OR SUBORDINATES. IF YOU HAVE AN ISSUE WITH YOUR MANAGER OR CO-WORKER THAT CANNOT BE RESOLVED BETWEEN YOU AND YOUR MANAGER, SEE HUMAN RESOURCES.
- D. FAILURE TO CONFIRM TO COMPANY RULES, PUBLIC LAWS, OR HEALTH OR SAFETY REGULATIONS, OR ENGAGING IN ACTIVITY THAT CREATES A SAFETY HAZARD.
- E. POSSESSION OF INTOXICATING LIQUOR OR ANY DRUGS OR NARCOTICS OR USING SUCH ITEMS ON COMPANY PREMISES, OR WORKING WHILE UNDER THE INFLUENCE OF LIQUOR, NARCOTICS, OR DRUGS.

- F. DEFACING OR DESTRUCTION OF COMPANY PROPERTY OR ANY EMPLOYEE'S PROPERTY ON COMPANY PREMISES.
- G. FIGHTING, USING ABUSIVE LANGUAGE, OR GAMBLING ON COMPANY PREMISES.
- H. SMOKING/VAPING IN PROHIBITED AREAS.
- I. LEAVING THE WORKSTATION BEFORE BEING RELIEVED OR EXCUSED BY A SUPERVISOR.
- J. EXCESSIVE ABSENTEEISM OR TARDINESS.
- K. NO CALL NO SHOW. THIS IS WHEN AN EMPLOYEE DOES NOT NOTIFY HIS/HER SUPERVISOR OF AN ABSENCE OR TARDINESS.
- L. DIVULGING ANY CONFIDENTIAL OR PROPRIETARY INFORMATION OF THE COMPANY.
- M. PERFORMING ANY WORK OUTSIDE THE COMPANY, WHICH HAS AN ADVERSE EFFECT ON LSI, OR ON THE EMPLOYEE'S ABILITY TO WORK AT THE COMPANY.
- N. FALSIFICATION OF PERSONNEL OR COMPANY RECORDS, INCLUDING BUT NOT LIMITED TO, APPLICATIONS, REPORTS, TIMECARDS AND SALES RECORDS.
- O. MAKING THREATS AGAINST THE COMPANY OR ANY OF ITS EMPLOYEES.
- P. POSSESSION OF FIREARMS OR OTHER WEAPONS ON COMPANY PREMISES.
- Q. DISORDERLY OR DISRUPTIVE CONDUCT ON COMPANY PREMISES.
- R. HARASSMENT OR DISCRIMINATION AGAINST OTHER EMPLOYEES.
- S. WILLFUL AND DELIBERATE REFUSAL TO FOLLOW VALID AND REASONABLE WORK INSTRUCTIONS.

T. NOT FOLLOWING A WORK ORDER OR FAILURE TO PERFORM WORK ASSIGNED OR TO COMPLY WITH WORK, SAFETY OR SECURITY RULES.

U. VIOLATION OF SAFETY RULES.

V. LEAVING WORK DURING WORKING HOURS WITHOUT PERMISSION.

W. EMPLOYEE'S MAY NOT COME IN EARLY OR STAY LATE FOR OVERTIME UNLESS REQUESTED/APPROVED BY MANAGEMENT.

X. FAILURE TO RECORD CORRECT WORKING HOURS ON TIMECARD BY PUNCHING TIME CLOCK.

Y. HABITUAL USE OF COMPANY PHONES OR PERSONAL PHONES FOR PERSONAL PHONE CALLS.

Z. EXCESSIVE, UNNECESSARY, OR UNAUTHORIZED USE OF COMPANY SUPPLIES, COMPUTERS, OR EQUIPMENT, PARTICULARLY FOR PERSONAL PURPOSES.

AA. FAILURE TO REPORT A WORK-RELATED INJURY OR ILLNESS.

RESIGNATION

If an employee wishes to resign his/her employment, it is required that a letter of resignation be submitted to the supervisor at least two weeks in advance of the resignation date.

The Company may elect to waive the notice period and request that the employee's resignation become effective upon receipt of the employee's written notice of resignation. The employee will be paid any unused vacation. The employee will be responsible for any unpaid medical insurance premiums, which will be withheld from final check.

CONFIDENTIALITY

Employees shall not during the term of employment or at any time after termination, without the prior written consent of LSI, disclose to any person, corporation, business, or other legal entity, for any purpose whatsoever, any business, financial, technical or other information of LSI of a confidential nature or not generally or publicly known, or endeavor to entice away from LSI any customer or any person, firm or corporation in the habit of dealing with LSI.

The term “LSI” as used herein includes LSI, its parent and affiliates, their successors in interest and/or assigns.

EMPLOYEE BENEFITS

MEDICAL INSURANCE

LSI may provide a substantial percentage of the premium for full-time employees with major medical insurance coverage 30 days post hire. For additional information about this benefit, please consult the medical insurance booklet, which will be provided to you.

An employee's portion of the premium and 100% of any spouse or dependent the employee adds for coverage will be deducted from the first payroll check/direct deposit of each month and will cover medical insurance premiums for that month.

Any request of changes or cancellations to your medical insurance will not commence until the 1st of any given month.

LIFE INSURANCE

LSI provides a life insurance plan that covers the employee for as long as employment with LSI continues. All full-time employees are automatically added to this Life Insurance Policy after the 90 days Evaluation Period, and it will become affective after you have turned in your beneficiary form to HR.

GRIEVANCE POLICY

It is very important that an employee voice any problem or difficulty that they are experiencing on the job. Open communication and discussion are valuable

tools in maintaining a healthy working environment. Working as a team is vital to the successful operation of the business.

If an employee has a problem or conflict that they cannot resolve, it is important to address it immediately.

If an employee has a particular grievance with a fellow employee, it is necessary to submit this grievance in writing to your supervisor within fifteen days of an incident or of a problem arising. If not satisfactorily resolved, the employee may appeal the supervisor's decision in writing within fifteen days to the HR manager. If the grievance is against the employee's supervisor, it should be submitted in writing directly to the HR Manager. If the grievance is still not resolved, a committee consisting of two peers and two managers will be convened to hear and resolve the grievance in front of the President.

If the situation warrants it, a professional in conflict resolution or mediation will be utilized.

DRUG POLICY

Non-prescription drugs are strictly prohibited on the property of Logistech. Employees are expected to remain drug free on and off the property as a safety precaution for all employees.

To that end, Logistech serves the right to drug test any employee at any time for any reason. Probable cause and/or in the event of an accident will result in drug testing for all involved.

REVISIONS

This is not a legally binding contract. Attributes in this handbook can change or be revised at anytime during your employment. In the event a change is made, you will receive an updated version of this handbook or an addendum to the

current handbook. Any updated written guidelines will void any previous related or conflicting guidelines, rules, standards, etc.

If you have any questions concerning company policies, please feel free to speak with Human Resource and/or senior management.

CONTACTS

Human Resources

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