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EMPLOYEE HANDBOOK

- Welcome to Logistech Solutions! We are thrilled to have you join our team and look forward to working with you.
- This handbook is designed to provide you with important information about our company, our policies and procedures, and your rights and responsibilities as an employee.
- We encourage you to read this handbook carefully and to refer to it whenever you have questions or need guidance. We believe that clear communication and mutual understanding are essential to the success of our company and our employees, and this handbook is intended to serve as a resource for both.

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Welcome to Logistech!

Welcome to Logistech Solutions! We are thrilled to have you join our team and look forward to working with you.

At Logistech Solutions, we are dedicated to providing reliable, cost-effective e-commerce fulfillment solutions that enable our customers to focus on their core business. We believe in building long-term relationships, delivering exceptional service, and continuously innovating to meet the changing needs of our clients.

We are proud of our strong culture and values, and we believe that our employees are the key to our success. We are committed to creating a positive, inclusive work environment where all employees are treated with respect and given the support they need to succeed.

We are excited to have you join us on this journey and look forward to working with you to achieve our shared goals.

Thank you for choosing to be a part of the Logistech Solutions team.

Introduction

This handbook is designed to provide you with important information about our company, our policies and procedures, and your rights and responsibilities as an employee.

We encourage you to read this handbook carefully and to refer to it whenever you have questions or need guidance. We believe that clear communication and mutual understanding are essential to the success of our company and our employees, and this handbook is intended to serve as a resource for both.

The handbook is divided into several sections, each of which covers a specific topic. We have included a table of contents at the beginning of the handbook to help you navigate and find the information you need. If you have any questions about the handbook or any of the policies or procedures outlined within it, please do not hesitate to contact our HR department for assistance.

Mission and Values

Our mission is to be the trusted partner of choice for companies seeking reliable, cost-effective logistics solutions. We are committed to building long-term relationships and providing personalized service that meets the unique needs of each of our clients. We believe in the power of innovation and continuous improvement and are we dedicated to leveraging the latest technologies and best practices to drive efficiency and value for our clients. Above all, we are committed to delivering exceptional service and exceeding the expectations of our customers every day.

History of Logistech

Logistech Solutions was founded in 2002 along with our own proprietary software for managing inventory and processing orders. We call it LOMACS. This has set us apart from competition who use standard software purchased from 3rd party software providers. We are able to manage and update our own software which allows us to offer more customized services to our clients to fit their needs while other 3PL's may not have as much flexibility in their services. Business has been booming in recent years and we are committed to shooting for the stars.

We are proud of our history and are committed to continuously improving and evolving to meet the changing needs of our clients and surpass our competitions. We are excited to see what the future holds and look forward to continuing to serve our customers and grow our business with your help.

Company Policies

Evaluation Period

Every Logistech employee hired with full time status must complete an evaluation period of 90 days. During the evaluation period, employees shall not be entitled to fringe benefits. 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 regular employees. Completion of the Evaluation period does not entitle you to remain employed by the company for any definite period. Both the employee and the company are free, at any time, with or without notice and with or without cause, to end the employment relationship.

Employment Status

Regular, full-time employees of Logistech are defined as those who are scheduled on a regular basis to work 32+ hours during each workweek. Regular, full-time employees are eligible for all fringe benefits in correspondence with the number of years served, if applicable, after the evaluation period. Employees scheduled to work less than this amount and/or are seasonal, shall be defined as part-time.

Part-time employees are eligible for unpaid time off. Part-time employees of age 18 years+ are also eligible for retirement benefits.

If you are part-time and interested in a full time position, please indicate so to your manager and/or HR. If a position is available we will consider your request.

Work Hours

The normal workday for all hourly and nonexempt full-time employees will be eight (8) hours of work.

The normal workweek for all hourly and nonexempt full-time employees consists of five (5) consecutive workdays equal to 40 hours.

First Shift: Monday-Friday, 8:00 AM-5:00 PM – 1 hour lunch

Second Shift: Sunday-Thursday, 4:30 PM-1:00 AM - 30-minute lunch

Logistech reserves the right to modify the above schedule to adapt to unusual circumstances. Other schedules and overtime may be available and/or assigned.

Paid Breaks

We offer two paid 15-minute breaks in addition to your unpaid lunch. These breaks are given to you as a courtesy to take a moment to recharge. You should make every effort to use the restroom during this time only. Unless due to a medical condition with a supporting doctor's note, disciplinary action will be taken if bathroom breaks become excessive and lengthy. Break time are as follows:

First Shift: 10:00 AM-10:15 AM; 2:30 PM – 2:45 PM

Second Shift: 6:30 PM – 6:45 PM; 11:30 PM – 11:45 PM

If you must extend your break beyond 15 minutes for any reason, you will be required to clock out. Disciplinary action will be taken if you fail to follow this policy.

You may only take a paid break if you work the full shift for that break. For example, in order to take a break at 10:00 AM you must work the full shift of 8:00 AM- 11:30 AM (before lunch). If you are late or leave early, you will not be entitled to the break.

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

Dress Code

At Logistech Solutions, we believe that the way our employees present themselves reflects the company as a whole. In general, employees' 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. We expect all employees to maintain a professional appearance and to adhere to the following dress code guidelines:

- Any apparel worn must be of a reasonable fitted size.
- Shoes must be closed toe and closed heel to step foot in the warehouse. Crocs in sports mode or 4-wheel drive (with heel strap) or shoes alike are acceptable. Steel toe shoes are recommended for machinery and pallet jack operators.
- Shorts inseam must be longer than 4 inches.
- Any attire that allows undergarments to be visible to others is not permitted.
- Transparent garments are not allowed in private areas such as the busts, midriff, buttocks, genital areas, or thighs.
- Tanks tops, Cami tanks, strapless tops, and crop tops (unless midriff is completely covered) are not allowed.
- Nails should not be at such a length that they inhibit the ability to work safely, effectively, and efficiently.
- Necklaces or chains longer than 18 inches are not allowed.
- Employees are expected to always maintain good and proper hygiene.

An employee who fails to meet applicable dress and grooming standards may be required to go home with a loss of pay to correct any deficiencies.

We believe that maintaining a professional appearance is important for both individual and company success. If you have any questions about this policy or if you are unsure

about the appropriateness of a specific attire, please do not hesitate to speak with your supervisor or contact the HR department for guidance.

Performance Evaluations

At Logistech Solutions, we believe that ongoing feedback and performance evaluations are essential to the success and development of our employees. We are committed to providing regular and constructive feedback to help employees achieve their full potential and meet the expectations of their job roles.

To support this goal, we have established the following performance evaluation process:

- Performance evaluations will be conducted annually on the employee's anniversary date by an employee's supervisor or manager.
- The performance evaluation process will include a review of an employee's job duties, responsibilities, attendance, initiative, and performance goals, as well as a discussion of their strengths and areas for improvement.
- Employees will have the opportunity to provide input and feedback during the evaluation process.
- Based on the results of the evaluation, employees may be eligible for salary increases, promotions, or additional training and development opportunities.
- Performance evaluations may also be used as a basis for disciplinary action if an employee's performance is not meeting the expectations of their job role.
- Employees are encouraged to discuss any concerns or questions about their performance evaluation with their supervisor or the HR department.

We believe that regular performance evaluations are an important part of our commitment to supporting and developing our employees. If you have any questions about this policy or the performance evaluation process, please do not hesitate to speak with your supervisor or contact the HR department for assistance.

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 Logistech'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 Logistech is based on opportunity and his/her ability, dedication, and enthusiasm. Logistech reserves the right to transfer employees to different positions, jobs, or departments.

Pay Schedule

All wages and salary will be paid weekly on Wednesday for the previous 7 day pay period of Sunday-Saturday. 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 the employee's bank at 12:00am each Wednesday morning. The time of deposit to your account may vary depending on your bank. 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 the check is not picked up by the following Friday, it will be mailed to the Employees address on file.

Please note federal holidays may affect your deposit times.

Overtime

Overtime will be paid to non exempt 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 is 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.

Workplace Safety

The safety of our employees is a top priority. We are committed to maintaining a safe and healthy work environment and to preventing accidents and injuries on the job.

To support this goal, we have established the following workplace safety policies and procedures:

- Employees are expected to follow all safety rules and guidelines, including wearing personal protective equipment (PPE) as required.
- Employees are encouraged to report any hazards or safety concerns to their supervisor or the HR department.
- The company will provide training and resources to help employees understand and comply with safety protocols.
- The company will conduct regular safety inspections and assessments to identify and address potential hazards.
- The company will take appropriate disciplinary action if an employee fails to follow safety rules or procedures.
- Employees who are injured on the job should report the injury to their supervisor and seek medical attention as necessary.
- Employees will not provide their building access key to anyone and will not open the door for anyone who is not employed/contracted with Logistech Solutions unless you have confirmed they work for an authorized company whom we conduct business with if your job entails such action.

We believe that everyone has a role to play in maintaining a safe and healthy work environment. If you have any questions about this policy or the safety procedures in place at our company, please do not hesitate to speak with your supervisor or contact the HR department for assistance.

Equal Employment Opportunity

It has been and will continue to be the policy of Logistech to be fair and impartial in all its relations with its employees and applicants for employment. Logistech 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 is also prohibited. Through this policy, Logistech wishes to ensure that all employees can make their maximum contribution to Logistech 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.

ADA Policy

Logistech 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. Logistech 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 accommodation must be supported by a physician's note.

Anti-Harassment and Discrimination

At Logistech Solutions, we strive to foster a workplace that is free of sexual harassment, intimidation, insult, and discrimination. Logistech 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. We believe that every employee has the right to work in an environment that is respectful, inclusive, and free from any form of harassment or discrimination.

To support this goal, we have established the following statement related to harassment and discrimination:

“Logistech 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. This includes, but is not limited to, harassment and discrimination based on an individual's race, color, religion, national origin, age, gender, sexual orientation, gender identity, disability, or any other characteristic protected by law.”

- Employees who witness or experience harassment or discrimination should report the incident to their supervisor or the HR department. Reports can be made anonymously if desired.

- The company will investigate all reports of harassment and discrimination in a timely and confidential manner. Appropriate disciplinary action will be taken if any incidents are found to have occurred.
- Employees who are found to have engaged in harassment or discrimination will be subject to disciplinary action, up to and including termination of employment.
- The company will provide training and resources to help employees understand and prevent harassment and discrimination in the workplace.

We believe that creating a safe and inclusive work environment is essential to the success and well-being of our employees. If you have any questions about this policy or if you have experienced or witnessed harassment or discrimination in the workplace, please do not hesitate to speak with your supervisor or contact the HR department for assistance.

Confidentiality

Employees are expected to maintain the confidentiality of company, co-workers, and client information, including any information accessed or stored on company technologies.

- **Company:** Do not share your passwords for access to any company software with anyone. Do not provide your building access key to anyone. Do not open the door for anyone who does not work at Logistech Solutions unless you have confirmed they work for an authorized company whom we conduct business with and your job entails such action.
- **Co-workers:** Do not share your co-worker's personal information with anyone such as their DOB, SSN, home address, contact information, medical information, etc.
- **Clients:** Do not share customer information with anyone who does not work at Logistech Solutions such as contact information, address, names of client representatives, etc. This applies to our clients and our clients' customers.

Attendance and Punctuality

At Logistech Solutions, we place a high value on attendance and punctuality. We understand that regular attendance is essential to meeting the needs of our clients and maintaining the efficiency and productivity of our operations. We also recognize that unforeseen circumstances may arise that may require an employee to be absent or late.

To ensure fair and consistent treatment of all employees, we have implemented an attendance points system as follows:

- Employees are assigned 25 attendance points at the beginning of each year.
- Employees will lose [X] points for each occurrence of tardiness or unexcused absence beyond the approved time off entitlement (See “Leave” section). This applies to ending your shift early without prior approval.
 - Lose 1 point: 6 minutes to 15 minutes late
 - Lose 3 points: 16 minutes to 2 hours late
 - Lose 5 points: more than 2 hours late or if you miss your shift
- If an employee's attendance points fall negative, they may be subject to disciplinary action, up to and including termination of employment.
- Employees are expected to arrive at work on time and to remain on the job for their scheduled hours unless all your work tasks are complete for the day, and you have the manager’s approval (see TOWOP).

We are committed to supporting our employees and helping them succeed. If you have any questions about this policy or if you are struggling with attendance issues, please do not hesitate to speak with your supervisor or contact the HR department for assistance.

QuickBooks Time Kiosk, QuickBooks Time Mobile App and Web Based Access

After onboarding you will receive an email invitation to Inuit to view and track time and view your paystubs. After you have accepted the invitation, you should now download the QB Time Mobile App, this is the easiest and most convenient way to view your timesheets, total hours, your time off balances and to request time off. You can also access your account with the same information on a web browser at www.tsheets.intuit.com.

You will record time by punching in and out on the Kiosk time clock located in the break area.

You will receive an email with a link to your paystub every week after payroll is completed. You may log in at any time to review previous pay stubs. You will use the same credentials for both systems.

Leave policies

At Logistech Solutions, we understand that our employees may need time off for various unforeseen reasons and leisure. **Please note only regular full-time status employees are entitled to any paid leave.** To support our employees in balancing their work and personal lives, we have established the following leave policies:

Paid time off (PTO)

Our PTO policy allows employees to use a combination of sick leave and other personal time off as needed.

- PTO is calculated to be the equivalent entitlement of 7 days per calendar year based on a 40-hour work week.
 - PTO hours accrue at the rate of .027 hours per hour worked and the balance is updated once per week after payroll is complete.
- PTO begins accumulation after the 90-day evaluation period.
- Employees may request their PTO in one-hour increments for any purpose.
- PTO must be requested and approved before payroll for that pay period is processed.
- PTO may only be approved for unforeseen reasons with supporting documentation when workload requires a full staff.
- Unused PTO shall carry over to the following year with a maximum accumulation of 160 hours.
- Request PTO by using the QB Time App

It is your responsibility to ensure you are not requesting more than your current PTO balance at any given time. If your PTO balance becomes negative, disciplinary action will be taken for breaking company policy.

Vacation

The importance of a vacation as a period of relaxation and change from normal work routine is well recognized. Our vacation policy provides for increasing vacation time based on an employee's length of service:

- Less than 1 year: 2 days (16 hours)
- More than 1 year; less than 2 years: 5 days (40 hours)
- More than 2 years; less than 7 years: 10 days (80 hours)
- More than 7 years; 15 days (120 hours)
- Vacation must be scheduled in advance and is subject to approval based on staffing needs.
- Vacation must be requested at least 1 week in advance per day.

- o If you would like to request 5 consecutive vacation days, you are required to submit your request at least 5 weeks in advance.
- Any unused vacation time will be forfeited each year on your employment anniversary date, and the employee's vacation balance will be replenished with the maximum entitlement.
- Request Vacation by using the QB Time App

It is your responsibility to ensure you are not requesting more than your current Vacation balance at any given time. If your vacation balance becomes negative, disciplinary action will be taken for breaking company policy.

If an employee is terminated without cause, any remaining PTO/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 written notice, any remaining PTO/vacation hours will be lost.

Paid Holidays

We recognize that holidays are a special time we deserve to spend with family or even just take a break so, we are happy to provide time off work to regular full time employees for these occasions.

- Holiday observation schedules are determined by senior management at the beginning of each year and published on the company website under Employee Resources: <https://www.logistech.com/>. Logistech reserves the right to change this schedule at any given time.
- To receive holiday pay, the employee must work the last scheduled workday before and the next scheduled workday after the scheduled holiday observation.
- Employees who have received approval for PTO/vacation for those days will also be eligible for holiday pay.

The following holidays will be observed and paid to all regular full-time employees:

- o New Year's Day
- o Good Friday
- o Memorial Day
- o Independence Day
- o Labor Day
- o Thanksgiving Day
- o Friday after Thanksgiving Day
- o Christmas Eve
- o Christmas Day

Bereavement

We understand that the loss of a loved one is a difficult and emotional time. To support our employees during this difficult period, we offer paid bereavement leave.

- The amount of bereavement leave available is as follows:
 - 4 days for the loss of an immediate family member. (Spouse, parent, or child)
 - 3 days for the loss of a grandparent, grandchild, or sibling
 - 2 days for the loss of a grandparent in law, parent in law, brother in law, or sister in law

To request bereavement leave, please inform your supervisor as soon as possible and provide any relevant documentation. We ask that you also inform your supervisor of your anticipated return to work date.

We recognize that every person grieves differently, and we encourage our employees to take the time they need to process their loss and care for themselves and their loved ones. If you feel that you need additional support during this time, you may request additional unpaid time off.

Jury Duty

We don't want this to interfere with your normal paid leave entitlement, so we decided to offer paid time for jury duty. An employee may serve on jury duty 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 any one (1) year. Employees must report to work during hours not served as a juror during normal scheduled working hours. You must present supporting documentation for each day/block of time needed off work for jury duty.

Unpaid time off

All employees of any status are entitled to 24 hours of unpaid time off each year.

- You may not use more than 8 hours within 30 days in your 1st 90 days of employment
- Your unpaid time off balance shall not become negative at any given time, otherwise, disciplinary action may be taken for breaking company policy. It is your responsibility to ensure you follow this rule.
- Unpaid time off is reset at the beginning of each year to 24 hours.

- Request Unpaid Time Off, using the QB Time app.

We encourage our employees to use their leave wisely and to request time off as far in advance as possible. If you have any questions about our leave policies or the process for requesting leave, please do not hesitate to speak with your supervisor or contact the HR department for assistance.

TOWOP

TOWOP stands for “Time Off Without Pay”. We use the word TOWOP as verb pronounced “toe-wop”

To TOWOP is different from unpaid time off in that TOWOP is requested when all of your work duties and tasks have been completed and you would like to leave work without using any of your other time off entitlement. Of course, you may choose to select PTO if you prefer to be paid. If you do prefer to stay and make your work hours, there is always something to do such as cleaning. In some cases, extra cleaning may be required before you are approved to TOWOP.

To request TOWOP “Simply ask your manager, “Can I TOWOP?” If your manager verbally approves, please formally request your TOWOP in the QB Time App.

Technology Use

At Logistech Solutions, we provide our employees with access to various technologies, including computers, laptops, mobile devices, and internet access, to help them effectively perform their job duties. With this access comes the responsibility to use these technologies in a professional, ethical, and lawful manner.

- Personal use: While we recognize that employees may occasionally need to use company technologies for personal purposes, we ask that personal use be kept to a minimum and be in accordance with our Code of Conduct. Inappropriate or excessive personal use of company technologies is not tolerated.
- Internet access: We provide internet access to facilitate the performance of job duties. However, we ask that employees use good judgment when accessing the internet, and refrain from visiting inappropriate or unprofessional websites.

Employees should also be mindful of the company's data usage policies and avoid engaging in activities that could compromise the security of the company's network.

- **Email:** We provide email accounts to facilitate communication with clients and colleagues. Employees are expected to use professional language and judgment when sending emails, and to refrain from sending spam, unsolicited emails, or inappropriate content.
- **Mobile devices:** If you are provided with a company-owned mobile device, you are expected to use it for business purposes only, and to adhere to all company policies and guidelines. If you are using your personal device for work, you are expected to follow the same guidelines and ensure that your device is secure and compliant with company policies.

Any violations of this Technology Use Policy may result in disciplinary action, up to and including termination of employment.

Our Benefits Package

We are committed to supporting the well-being and financial security of our employees and their families. That's why we offer a comprehensive benefits package that includes the following:

Health Insurance

We offer Single and Family medical insurance plans. The employee's monthly premium is 100% paid by Logistech Solutions for single plan only. Any additional premium costs for dependents will be paid by the employee. Our plans cover preventive care at 100% and provide access to a wide network of providers. Available to regular full-time employees only.

Vision Insurance

Our Health Insurance plan covers a free annual eye exam.

Medical Reimbursement Plan

In addition to health insurance, we offer a medical reimbursement plan that covers a percentage of medical expenses that is not covered by the primary insurance plan. Available to regular full-time employees only.

Paid Time Off

We believe in the importance of work-life balance, and we offer PTO, paid vacation, and 9 paid holidays to help you recharge and spend time with your loved ones. We also offer paid time off for bereavement and jury duty. (See the “Leave” section of this handbook.) Available to regular full-time employees only.

Retirement Savings

We offer 401(k) and 401(k) Roth retirement plans with a generous employer match to help you save for your future. Available to all employees, full-time and part-time.

Life Insurance

We offer basic life insurance coverage to all full-time employees at no cost to you for the life of the employment. This plan can be used in addition to any other life insurance plan you may currently have or are seeking. Certainly, we hope nothing happens to you! We just like to offer it. You can have the satisfaction of knowing your family would have the extra financial support if the devastating event should occur. Available to regular full-time employees only.

We are constantly evaluating and updating our benefits package to ensure that it meets the needs of our diverse workforce. We believe that our benefits package helps make our company a great place to work, and we are proud to offer it.

Employee Responsibilities

Communication and teamwork: Effective communication and teamwork are critical to the success of our company. We expect all employees to be respectful and collaborative with their colleagues, and to communicate clearly and professionally with clients and customers.

Time and attendance tracking: We expect all employees to accurately track their time and attendance, and to be punctual and present for their scheduled shifts. If you are unable to come to work, we ask that you inform your supervisor as soon as possible. You will be provided access to the mobile time tracking app to review timesheets, create notes and request time off.

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 a minimum of personal items other than purses and lunch containers into the building unless specifically approved in advance by his/her supervisor. The Company will not be responsible for the loss or theft of any personal property on its premises.

Personnel Records: Logistech 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.

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. Everyone loses when accidents occur. Logistech will maintain a consistent safety program in accordance with state and federal law, but its ultimate success will depend on the 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 PPE Personal Protective 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

Accident/injury Reporting: If you or someone else is injured while at work, you are required to inform a supervisor and HR must be notified, 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

Code of conduct: Our Code of Conduct outlines the behaviors that will not be tolerated under any circumstances from any employees and serves as a guide for ethical decision-making. We expect all employees to adhere to this code and to always act with integrity and professionalism.

While it is impossible to list rules covering every imaginable incident, the following are a few of many situations that may subject the offender to discipline including but not limited to termination, with or without notice:

- a. POSSESSION OF A FIREARM IN THE FACILITY
- b. 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
- c. GOSSIP, ESPECIALLY IN A DIRECTOR, MANAGER, SUPERVISOR 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. WILLFUL AND DELIBERATE REFUSAL TO FOLLOW VALID AND REASONABLE WORK INSTRUCTIONS
- j. EMPLOYEE'S MAY NOT COME IN EARLY OR STAY LATE FOR OVERTIME UNLESS REQUESTED/APPROVED BY MANAGEMENT

- k. HABITUAL USE OF COMPANY PHONES OR PERSONAL PHONES FOR PERSONAL PHONE CALLS
- l. EXCESSIVE, UNNECESSARY, OR UNAUTHORIZED USE OF COMPANY SUPPLIES, COMPUTERS, OR EQUIPMENT, PARTICULARLY FOR PERSONAL PURPOSES

Resources and Support

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Disclaimer

This employee handbook is not a contract of employment and does not create any contractual rights or obligations. The company reserves the right to change the policies and procedures outlined in this handbook at any time, at its sole discretion, and without prior notice.

Acknowledgement

By receiving this employee handbook, you acknowledge that you have read and understand the policies and procedures contained within. You also agree to comply with these policies and procedures, as well as with all other company policies and rules.

If you have any questions about the contents of this handbook or any company policies, please don't hesitate to ask your supervisor or HR representative.