



Employee Handbook

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INTRODUCTORY STATEMENT

The most current version of this document is always available at www.whitebros.net/employee

These policies and guidelines are designed to acquaint you with White Brothers Auto Supply, Inc. ("White Brothers") and provide you with information about working conditions, employee benefits, and some of the internal procedures affecting your employment. You should read, understand, and comply with all provisions stated herein. This document describes many of your responsibilities as an employee and outlines the programs developed by White Brothers to benefit employees. One of our primary objectives is to provide a work environment that is conducive to personal and professional growth.

All employees are required to sign the Employee Acknowledgement page of this document, and provide a signed copy to their supervisor. Signed copies will be kept in each employee's personnel file in compliance with the policies stated herein.

No set of employee guidelines can anticipate every circumstance or question about a practice. As White Brothers continues to grow, the need may arise and White Brothers reserves the right to revise, supplement, or rescind any policy or guidelines, as it deems appropriate, in its sole and absolute discretion, and with or without prior notice to the employees. These guidelines are not intended to constitute a contract and nothing in these guidelines should be construed as creating a contract between White Brothers and any employee, or as a guarantee of employment for any specific duration. Either you or White Brothers may terminate the employment relationship at any time, with or without cause or notice.

No employee or representative of White Brothers except the President, and then, only by means of a signed writing, has the authority to make any contract that would vary the terms of this Handbook.

Ask Questions! Voice Concerns! If you feel that this employee handbook is unclear, lacks critical or necessary guidelines, is unethical, or violates any local, state, or federal laws or regulations, please contact Human Resources immediately at 478-745-7949 or hr@whitebros.net

The Employee Handbook is constantly being modified and expanded to meet the needs of our people and our organization. The most current version of the employee can always be found on our website at: www.whitebros.net/employee

ABOUT US

Our Business

White Brothers Auto Supply, Inc. is a warehouse distributor of aftermarket and OE automotive products in Georgia, Florida, Alabama, and South Carolina. We focus on serving commercial customers and professional automotive technicians. We seek to differentiate ourselves from our competitors by employing the best people in our industry and providing the highest level of customer service.

Family Owned & Operated Since 1946

Shortly after the conclusion of World War II, White Brothers was founded in 1946 by two brothers, Richard and J.B. White. The two started their business by selling automotive parts and supplies out of the back of a pick-up truck, and their early success helped them earn enough to invest \$5,000 and open a 3,000 square foot building in Macon, GA. Since 1946, White Brothers has expanded across the southeast, operating 12 warehouse locations in Georgia, Florida, South Carolina, and Alabama.

Great People

Talented people and strong relationships drive success in the automotive industry. White Brothers is proud to boast that our average salesperson has over 10 years of service, and our average employee has over 7 years of service. We are also proud of our deep automotive knowledge, as our average salesperson has over 25 years of automotive experience.

Our Customers – Why We Are Different

Unlike most of our competitors (Napa, Advance, O'Reilly, AutoZone, and others), we are 100% focused on commercial customers and professional technicians. White Brothers does not market directly to retail consumers, and we do not offer services that compete with our commercial customers (battery testing, parking lot diagnostics, Do-It-Yourself (DIY) advertising campaigns, retail storefronts, loan-a-tool programs, etc.).

Our Mission

Our mission is to be the dominant supplier of auto parts in our market by offering professional installers quality products at competitive prices with the highest level of customer service.

Our 'Auto Value' Membership

White Brothers is a proud member of Auto Value Parts Stores and a shareholder of the Aftermarket Auto Parts Alliance. Auto Value membership allows White Brothers to provide the service of a small business with the buying power and technical expertise of global company. Auto Value is one of the largest auto parts distribution networks in the world, with over 50 shareholders selling over \$2 billion of automotive products across 140 distribution centers, 2,300 parts stores, and 3,300 certified service centers across North America.

Our mission is to be the dominant supplier of auto parts in our market by offering professional installers quality products at competitive prices with the highest level of customer service.

OUR CORE VALUES



INTEGRITY

Act with the highest level of integrity, professionalism, and respect at all times. Always be transparent, honest, inclusive, and ethical.



CUSTOMER FOCUSED

Work towards the success of our customers. Always consider how our actions and decisions will create value for our customers. Build and maintain strong customer relationships. Understand the changing needs of our customers.



ACCOUNTABILITY

Take personal accountability for our actions and results. Keep commitments made to others. Ensure the highest level of accuracy with everything we do.



CONTAGIOUS

Set an example for others to follow. Challenge everyone to think BIG. Spread your laughs, knowledge, success, positive energy, and vision for growth with your team. Take pride when others follow in your footsteps to find success.



CONTINUOUS IMPROVEMENT

Strive to continuously improve everything we do. Challenge yourself and others to think bigger, do better, share ideas, and find opportunities for improvement.



COMMUNICATION

Always feel comfortable voicing ideas or concerns in a constructive manner. Equally, take time to listen to ideas, understand our policies and procedures, and understand the reasons behind our decisions.



SAFETY FIRST

Follow a safety-first approach with actions and activities. Take a “see something, say something” attitude towards safety concerns. Embrace the belief that all injuries are preventable and that achieving a healthy and safe environment starts with “me”.



HAVE FUN

Celebrate success with your team – especially the small wins. Work to create a positive atmosphere, but always make time to support your team on the bad days.



8/1/2020

HANDBOOK CHANGE LOG

Below is a summary of updates to this document. The list below is meant to summarize the major changes to this document, but is not intended to be a comprehensive list of all changes. Employees are expected to read, understand, and comply with all provisions of the guidelines stated herein.

<u>Date</u>	<u>Version</u>	<u>Comments</u>
October 1, 2009	1.0	All employees required to read and sign handbook.
December 1, 2015	2.0	Significant changes to all sections. All employees are required to read and sign updated document.
December 1, 2016	3.0	<p>All employees are required to read and sign updated document.</p> <p><u>Modified Policies</u></p> <p>302: Paid Vacation (clarification)</p> <p>303: Holidays (hours count towards overtime)</p> <p>304: Workers Compensation (new reporting requirements)</p> <p>502: Work Schedules (clarification)</p> <p>511: Use of Equipment, Tools, and Vehicles (forklift requirements)</p> <p>514: Use of Personal Phones and Mobile Devices (expanded policy)</p> <p>604: Attendance & Punctuality (expansion of policy)</p> <p>605: Personal Appearance (updated company shirt program)</p> <p><u>New Policies</u></p> <p>110: Workplace Relationships</p> <p>111: Advancement and Pay Increases</p> <p>309: Family and Medical Leave Act</p> <p>310: Inclement Weather & Disasters</p> <p>517: Personal Vehicle Use</p> <p>518: Social Media Use</p> <p>519: Travel Compensation and Expense Reimbursement</p> <p>520: Gun Free Workplace</p>
December 1, 2017	4.0	<p>All employees are required to read and sign updated document.</p> <p><u>New Policies</u></p> <p>About Us (updated mission statement, added core values)</p> <p>311: Bereavement Leave</p> <p>519: Travel Compensation & Expense Reimbursement</p> <p>520: Gun-Free Workplace</p> <p><u>Modified Policies</u></p>

<u>Date</u>	<u>Version</u>	<u>Comments</u>
		105: Hiring of Relatives (expanded and clarified policy)
		109: Non-Disclosure (personal email use for company business)
		302: Paid Vacation (new calculation method, enhanced)
		303: Holidays (clarification)
		501: Safety (post offer medical questionnaire)
		605: Personal Appearance (new steel toe shoe requirements)
		609: Drug testing (expanded policies, removed repetitive text)
February 12, 2018	4.1	<u>Modified Policies:</u> 302: Paid Vacation (new calculation method, enhanced) <u>New Policies:</u> 312: Paid Maternity Leave 313: Paid Parental Leave
January 15, 2019	5.0	<u>Modified Policies:</u> 302: Paid Vacation (new calculation method, enhanced)
February 25, 2019	5.1	<u>Modified Policies:</u> 604: Paid Vacation (clarified tardy vs. absent definition)
March 14, 2019	5.2	<u>Modified Policies:</u> Corrected typos and cleaned up the “Part Time” and “Full Time” references throughout the handbook to ensure consistency
December 1, 2019	6.0	<u>New Policies:</u> 314: Jury Duty 315: Voting Leave <u>Modified Policies:</u> 402: Paydays 504: Smoking & Smokeless Tobacco (no smoking in vehicles)
March 25, 2020	6.1	<u>New Policies</u> 316: FFCRA Paid Sick Leave
June 19, 2020	6.2	<u>New Policies</u> 317: Juneteenth Floating Community Service Holiday
August 7, 2020	6.3	Added two new company Core Values: Have Fun, Contagious <u>Modified Policies:</u> 301: Employee Benefits

<u>Date</u>	<u>Version</u>	<u>Comments</u>
		306: Health Insurance
		307: Life Insurance
		309: Family Medical Leave Act
January 1, 2021	7.0	<u>Modified Policies:</u> 302: Paid Vacation (new calculation method, enhanced) <u>New Policies:</u> 612: MVR Checks
January 18, 2021	7.1	<u>Modified Policies:</u> 302: Paid Vacation (added missing vacation rate for 10-15 years)

EMPLOYMENT

101 Nature of Employment

Effective Date: December 1, 2015

The Employee Handbook is intended to provide employees with a general understanding of our personnel practices and workplace policies. Employees are required to familiarize themselves with the contents of the Employee Handbook and adhere to the policies defined herein.

Please be advised, The Employee Handbook cannot anticipate every situation or answer every question about employment. The Employee Handbook is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor White Brothers is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

In order to retain necessary flexibility in the administration of guidelines and procedures, White Brothers reserves the right to change, revise, or eliminate any of the practices, procedures, and/or benefits described in these guidelines. The only recognized deviations from the stated guidelines are those authorized and signed by the President of White Brothers Auto Supply, Inc.

102 Employee Relations

Effective Date: December 1, 2015

White Brothers believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in the auto parts industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly with their supervisors, and escalate to Human Resources (hr@whitebros.net) if necessary.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe

that White Brothers amply demonstrates its commitment to employees by responding effectively to employee concerns.

103 Equal Employment Opportunity

Effective Date: December 1, 2015

White Brothers prohibits discrimination against employees, applicants, or any other persons on the basis of race, color, religion, creed, marital status, sex, pregnancy, gender (including gender identity), national origin or ancestry, ethnicity, age, citizenship, past current and/or prospective service in the uniformed services, genetic information, disability, or any other characteristic protected under applicable state, federal, or local law, in any manner affecting employment, including but not limited to, recruitment, hiring, training, promotion, retention, discipline, and termination.

White Brothers complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, and all applicable state or local law. Consistent with those requirements, White Brothers will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship. If you believe you need an accommodation, refer any such request to the Human Resource Director. White Brothers will also, where appropriate, provide reasonable accommodations for an employee's religious beliefs or practices.

No one will be subject to, and White Brothers prohibits, any form of discipline, reprisal, intimidation or retaliation for good faith reports or complaints of incidents of discrimination of any kind, pursuing any discrimination claim, or cooperating in related investigations. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination. Employees who believe they have been subject to a practice prohibited by this policy should report it to their supervisor, the Manager or Regional Manager, or any other member of management.

104 Business Ethics and Conduct

Effective Date: December 1, 2015

The successful business operation and reputation of White Brothers is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence is built upon careful observance of the spirit and letter of all applicable laws and regulations, as well as scrupulous regard for the highest standards of ethical conduct and personal integrity.

The continued success of White Brothers is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees should act in a way that will merit the continued trust and confidence of the public.

White Brothers will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, knowingly dishonest, or malicious unethical conduct.

In general, the use of your judgment can guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter can be discussed

openly with your immediate supervisor and, if necessary, with the Manager or Regional Manager for advice and consultation.

Compliance with this standard of business ethics and conduct is the responsibility of every White Brothers employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

105 Hiring of Relatives

Effective Date: December 1, 2015

Updated: December 1, 2017

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

It is the practice of White Brothers to avoid hiring relatives of current employees. For the purposes of this guideline, a “relative” is defined as the spouse, domestic partner, anyone in a romantic relationship and, whether by blood, adoption, marriage or domestic partnership, the child, parent, grandparent, sibling, grandchild, aunt or uncle, niece or nephew, or any person residing in the immediate household (or the household of the spouse or domestic partner of any of these relatives) of the White Brothers employee, or his or her spouse or domestic partner, or person in a romantic relationship.

The hiring of a relative of a person currently employed by White Brothers must be approve in writing by the President, and the person may only be hired if the person will not be working directly for, or supervising a relative. White Brothers employees cannot be transferred into such a reporting relationship. Employees assigned to such a reporting relationship prior to July 1, 2009 may remain in their current positions, unless it is determined that the reporting relationship is disruptive to the operations of the business.

If the relative relationship is established after employment has begun, then individuals concerned will decide who is to be transferred. If that decision is not made within 30 calendar days, management will decide. In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

106 Employee Medical Examinations

Effective Date: December 1, 2015

To ensure that employees are able to perform their duties safely, medical examinations may be required. Any requests for medical examinations will be made in accordance with the Americans with Disabilities Act and Sections 602 and 609 of these guidelines.

After an offer has been made to an applicant entering a designated job category, a health professional of White Brothers’ choice will perform a medical examination at White Brothers’ expense. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam.

Current employees may be required to take medical examinations that are job related and consistent with business necessity. Such examinations will be scheduled at reasonable times and intervals and performed

at White Brothers' expense. Information on an employee's medical condition or history will be kept separate from all other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

107 Immigration Law Compliance

Effective Date: December 1, 2015

White Brothers is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with White Brothers within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact their supervisor or Manager or Regional Manager. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

108 Outside Employment

Effective Date: December 1, 2015

Employees may hold outside jobs as long as they meet the performance standards of their job with White Brothers and the employment does not pose an ethical business conflict. All employees will be judged by the same performance standards and will be subject to White Brothers scheduling demands, regardless of any existing outside work requirements.

If White Brothers determines that an employee's outside work interferes with the performance or the ability to meet the requirements of White Brothers as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with White Brothers

Outside employment with a commercial entity or governmental agency that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside White Brothers for materials produced or services rendered while performing their jobs at White Brothers. Also, employees are not permitted to engage in any other employment activities while on White Brothers premises or to use White Brothers' materials or resources for such employment activities.

109 Non-Disclosure

Effective Date: December 1, 2015

The protection of trade secrets and confidential proprietary business information is vital to the interests and the success of White Brothers. Such confidential proprietary business information includes the following:

- Computer programs and codes
- Customer lists
- Customer preferences
- Customer and product specifications
- Confidential proprietary financial information
- Confidential marketing strategies
- New materials research
- Pending projects and proposals
- Technological data

All employees will be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential proprietary business information will be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information. Additionally, White Brothers will use every available remedy under the law to prevent and/or stop the distribution of trade secrets and confidential proprietary business information, and will seek all available compensatory and punitive damages the courts will allow.

Employees should not use personal email to conduct company business if a company email address has been provided. To protect against cyber-attacks and the theft of electronic data, auto-forwarding company emails to a personal account is strictly prohibited. Utilizing personal email to conduct company business without written approval from the President may result in disciplinary action up to and including termination.

110 Workplace Relationships

Effective Date: December 1, 2016

White Brothers strives to be a family-friendly workplace and is committed to maintaining a healthy work environment. Employees are encouraged to socialize and develop professional relationships in the workplace provided that these relationships do not interfere with the work performance of either individual or with the effective functioning of the workplace. Employees who engage in personal relationships (including romantic and sexual relationships) should be aware of their professional responsibilities and will be responsible for assuring that the relationship does not raise concerns about favoritism, bias, ethics and conflict of interest.

Romantic or sexual relationships between employees where one individual has influence or control over the other's conditions of employment are inappropriate. These relationships, even if consensual, may ultimately result in conflict or difficulties in the workplace. If such a relationship currently exists or develops, it must be disclosed:

- The supervisor or employee who has influence or control over the other's conditions of employment has an obligation to disclose his/her relationship to the next level of supervisor or Humans Resources at the corporate office (478-745-7949 or hr@whitebros.net).
- The other employee involved in the relationship is encouraged to disclose the relationship to either the next level of supervisor or Humans Resources at the corporate office (478-745-7949 or hr@whitebros.net).

If a relationship is deemed to be inappropriate under these guidelines, the appropriate manager or company executive, in compliance with all policies stated herein, will take appropriate action. Actions taken may include, but are not limited to, an agreed upon transfer, a change in shift, a change in reporting structure, temporary suspension of duties, or termination.

If an employee, whether or not involved in the relationship, believe they have been, or are being, adversely affected by a workplace relationship, they are encouraged to contact a supervisor or Human Resources at the corporate office (478-745-7949 or hr@whitebros.net).

When relationships develop into situations that may be viewed as harassment or discrimination, employees should contact Humans Resources at the corporate office immediately (478-745-7949 or hr@whitebros.net).

111 Advancement and Pay Increases

Effective Date: December 1, 2016

Advancement and pay increases are primarily based on performance, skills, punctuality, and adherence to company policy. A positive attitude and the ability to work well with others are also critical success factors. Pay increases may also be driven by changes in industry or market conditions. Although often an indicator of good performance, years of service at White Brothers, by itself, is not a sufficient reason for advancement or a pay increase.

Any discrimination against employees regarding advancement or pay increases that violates Policy 103: Equal Employment Opportunity should be reported to Humans Resources at the corporate office immediately (478-745-7949 or hr@whitebros.net).

EMPLOYMENT STATUS & RECORDS

201 Employment Categories

Effective Date: December 1, 2015

It is the intent of White Brothers to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and White Brothers

Each employee will be assigned to one of the following employment categories:

FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work White Brothers' full-time schedule. Generally, they are eligible for White Brothers benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than forty hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are not eligible for all of White Brothers' other benefit programs.

INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with White Brothers is appropriate. Introductory employees are not eligible for full benefits. Employee eligibility for benefits is explained in these guidelines and in the plan descriptions of the various benefit plans. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are not eligible for all of White Brothers' other benefit programs.

202 Access to Personnel Files

Effective Date: December 1, 2015

White Brothers maintains a personnel file on each employee. The personnel file includes such information as employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment information.

Personnel files are the property of White Brothers, and access to the records they contain is restricted. Generally, only supervisors and management personnel of White Brothers who have a legitimate reason to review records in a file are allowed to do so. An employee may review his or her personnel file on request.

203 Personal Data Changes

Effective Date: December 1, 2015

It is the responsibility of each employee to promptly notify White Brothers of any changes in personal data, personal mailing addresses, home telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. If any personal data has changed, notify the Payroll Department.

204 Introductory Period

Effective Date: December 1, 2015

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. White Brothers uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or White Brothers may end the employment relationship at will at any time during or alter the introductory period, with or without cause or advance notice. Introductory employees are not eligible for all of the benefits available to full-time regular employees.

All new and rehired employees work on an introductory basis for the first ninety (90) calendar days after their date of hire. Any significant absence may result in an extension of the introductory period for amount of time no less than the length of the absence. If White Brothers determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

Upon satisfactory completion of the introductory period, employees enter their appropriate employment classification.

205 Employment Applications

Effective Date: December 1, 2015

White Brothers relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any willful and knowing misrepresentations, falsifications, or material omission in any of this information or data may result in White Brothers' exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

206 Verification of Employment

Effective Date: December 1, 2015

The White Brothers respects the privacy of its employees and does not provide confidential private personal information about them to outside inquiries unless required to do so for legally required or legitimate business reasons. Legally mandated inquiries include child support and garnishments. The White Brothers may also be contacted when an employee applies for credit. It is important that all employees answer questions on financial applications truthfully, since White Brothers may be asked to verify the information provided on the financial application. For all other inquiries, White Brothers limits our response to the hire date, department and position, and current employment status.

EMPLOYEE BENEFIT PROGRAMS

301 Employee Benefits

Effective Date: December 1, 2015

Eligible employees at White Brothers are provided a wide range of benefits. A number other programs, such as Social Security, workers' compensation, state disability, and unemployment insurance, cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon the average number of hours worked per week. All employees who maintain an average of 30 or more hours of work each week are eligible for benefits. If you have questions about your eligibility, please contact Human Resources. Details of many of these programs can be found elsewhere in these employee guidelines and in the benefit plan documents.

The following benefit programs are available to eligible employees:

- Health insurance
- Dental Insurance
- Vision Insurance
- Short-term and long-term disability insurance
- Life insurance with Accidental Death and Dismemberment (AD&D)
- Holidays
- Vacation

The company reserves the right to change or cancel these benefit programs. Please contact the Human Resources (hr@whitebros.net) for complete information regarding these benefits.

302 Paid Vacation

Updated: January 1, 2019

Paid vacation is designed to provide employees with the opportunity to balance their work and personal lives. All non-exempt (hourly) employees are eligible for paid vacation based on the accrual rates in the table below. The utilization of paid vacation cannot exceed 10 hours per work day or 50 hours per week. Paid vacation hours count toward overtime pay.

Years of Service	Paid Vacation Earned per Hour Worked	Vacation Days per 2,000 Hours Worked
Less than 2	0.03	7.5
2 or more, less than 5	0.04	10.0
5 or more, less than 10	0.05	12.5
10 or more, less than 15	0.06	15.0
15 or more	0.07	17.5

Employees cannot use paid vacation until 90 days after their hire date, but are eligible to accrue paid vacation starting on their hire date. Paid vacation is accrued against regular time and overtime hours. Paid vacation is **not** accrued against paid vacation, holidays, or other benefits such as bereavement leave or inclement weather/disaster pay.

At the discretion of their supervisor, an employee may take paid vacation that has not yet been accrued as long as the employee does not exceed their projected accrual of paid vacation for the calendar year.

Employees who use more paid vacation than they accrue in a calendar year may have that amount deducted from a subsequent paycheck(s) or counted against the next year's balance at the discretion of Human Resources.

Exempt (salaried) employees receive paid vacation for the calendar year based on table below. Exempt (salaried) employees who have their 5-year or 10-year service anniversary in the middle of the year shall receive paid vacation on a prorated basis based on their anniversary date.

Years of Service	Paid Vacation Days
Less than 2	8
2 or more, less than 5	10
5 or more, less than 10	13
10 or more, less than 15	16
15 or more	18

White Brothers believes in healthy work-life balance, and **STRONGLY** encourages all employees to utilize **ALL** of their paid vacation each year. However, paid vacation hours **do not expire**, and may be carried forward into the next calendar year.

Paid Vacation is normally scheduled in a minimum of 1-day increments; requests for less than a full day absence may be considered based upon the operational needs of the business. To take vacation, employees must request advance approval from their supervisors. Requests for a single day or partial day require one (1) week advanced notice; requests for 2 or more days require 30-day advanced notice. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. Multiple requests for vacation during the same calendar days/weeks will be reviewed and granted in the order received.

Vacation is paid at the employee's base pay rate at the time the vacation is used. Upon termination of employment or departure from the company for any reason, the employee will forfeit any unused paid vacation they have received or accrued.

uAttend is the time keeping system of record, and the official log of all vacation hours. Employees may ask their manager to show them their used vacation hours. Vacation hours are not tracked by the payroll company.

In special circumstances, employees may receive additional paid vacation days. The circumstances and allocation of additional paid vacation days must be awarded in writing by the President.

Employees may request and take up to 3 working days of unpaid leave from work in any 12-month period if the employee or a family or household member of an employee is the victim of domestic violence or sexual violence.

303 Holidays

Effective Date: December 1, 2016

White Brothers will generally observe the following list of holidays; local customs or business needs may require a modification to the recognized holiday schedule. Please see your Manager for a list of the holidays scheduled for your location.

- New Year's Day (January 1st)
- Memorial Day (last Monday in May)
- Independence Day (July 4th)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Christmas (December 25th)

White Brothers will grant paid holiday time off to all full-time employees. Part time employees are not eligible for paid holidays. For all full-time, non-exempt (hourly) employees, holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times eight (8) hours. Holiday hours will count towards overtime calculations.

To be eligible for holiday pay, employees must work or used paid vacation for the last scheduled day immediately preceding and the first scheduled day immediately following the holiday. Employees who are absent from duty on unpaid leave, including medical or worker's comp leave, are not eligible for paid holiday time.

A recognized holiday that falls on a regularly scheduled day off may be scheduled for observance on the day before or the day after the actual holiday, or another day selected by management. If a recognized holiday falls during an eligible employee's paid absence (such as vacation), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

304 Workers' Compensation Insurance

Effective Date: December 1, 2016

White Brothers provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides available benefits to employees.

Employees who sustain work-related injuries or illnesses are REQUIRED to inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to seek available medical attention and coverage as quickly as possible.

Neither White Brothers nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by White Brothers

All supervisors are required to file accident reports with the workers' compensation insurance carrier immediately after every accident. All accidents involving company vehicles must be reported as well, even if no one is injured. Supervisors are also required to notify headquarters. If a supervisor refuses or fails to report an accident to the workers' compensation insurance carrier, employees are expected to report the matter to Humans Resources at the corporate office immediately (478-745-7949 or hr@whitebros.net).

305 Benefits Continuation (COBRA)

Effective Date: December 1, 2015

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under White Brothers' health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

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

306 Health Insurance

Effective Date: December 1, 2015

White Brothers' health insurance plans provide employees and their dependents access to medical, dental, and vision insurance benefits. All employees who maintain average weekly hours of 30 or more are considered full-time for the purpose of benefits and are eligible to participate. Eligible employees may participate in all health insurance plans subject to all terms and conditions of the agreement between White Brothers and the insurance carrier.

Employees absent from duty on approved leave of absence, including FMLA, medical and worker's comp leave may continue their medical benefits in place at the time the leave began. Employees are responsible for continuing to make the same premium contributions as they made prior to beginning leave.

For more information about health insurance benefits, please contact Human Resources (hr@whitebros.net).

307 Life Insurance

Effective Date: December 1, 2015

Life insurance offers employees and their family important financial protection. White Brothers offers a life insurance plan for all eligible employees, their spouses, and dependents.

Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided as part of this life insurance plan.

Employees in the following employment classifications are eligible to participate in the life insurance plan:

- Full-time employees, defined by maintaining an average of 30 or more hours each week.

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between White Brothers and the insurance carrier.

Please contact Human Resources for more information about life insurance options.

308 Short-Term and Long-Term Disability

Effective Date: December 1, 2015

White Brothers makes available short-term (STD) and long-term disability (LTD) benefits plan to full-time employees. These plans provide financial assistance to employees who are unable to work because of a qualifying disability due to an injury or illness. Eligible employees may participate in the STD and/or LTD plans subject to all terms and conditions of the agreement between White Brothers and the insurance carrier.

Disabilities arising from pregnancy or pregnancy-related illness are treated the same as any other condition that prevents an employee from working. Disabilities covered by workers' compensation are excluded from STD and LTD coverage.

Please contact Human Resources for more information about STD and LTD benefits.

309 Family and Medical Leave Act

Effective Date: December 1, 2016

White Brothers employees meeting the following eligibility requirements are covered under The Family and Medical Leave Act (FMLA):

- The employee has worked for White Brothers for at least 12 months;
- The employee has at least 1,250 hours of service in the 12 months before taking leave

FMLA is a federal law that provides eligible employees of covered employers with unpaid, job-protected leave for specified family and medical reasons. Eligible employees may take up to 12 workweeks of leave in a 12-month period for one or more of the following reasons:

- The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care, and to bond with the newborn or newly-placed child;
- To care for a spouse, son, daughter, or parent who has a serious health condition, including incapacity due to pregnancy and for prenatal medical care;
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job, including incapacity due to pregnancy and for prenatal medical care; or
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

An eligible employee may also take up to 26 workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness when the employee is the spouse, son, daughter, parent, or next of kin of the servicemember. An eligible employee is limited to a combined total of 26 workweeks of leave for any FMLA-qualifying reasons during the single 12-month period.

In addition to providing eligible employees an entitlement to leave, the FMLA requires that White Brothers maintain employees' health benefits during leave and restore employees to their same or an equivalent job after leave. Please note that an employee is required to continue paying their portion of health benefits during unpaid leave just as they would if working. It is the employee's responsibility to arrange payment with Human Resources to ensure coverage continues during their leave. The law sets requirements for notice, by both the employee and White Brothers, and provides White Brothers with the right to require certification of the need for FMLA leave in certain circumstances. The law protects employees from interference and retaliation for exercising or attempting to exercise their FMLA rights.

The FMLA requires employees to provide notice to White Brothers of the need for leave due to the birth or placement of a child, or for their own serious health condition or to care for a covered family member with a serious health condition, 30 days before the leave is to begin where possible. Where it is not possible to provide 30 days notice of the need for such leave, employees must provide notice as soon as practicable.

To request leave under the FMLA, whether foreseeable or unforeseeable, employees must submit a Leave of Absence Request Form to Human Resources along with a completed Certification of Health Care Provider for Employee's Serious Health Condition under the Family and Medical Leave Act (WH-380-E or

WH-380-F). These forms will be provided by Human Resources upon request. Leave of Absence Requests will be either approved or denied by Human Resources based on the criteria outlined in the FMLA. If your request for leave is denied and you do not continue to perform your job as described in your Job Description, it will be viewed as job abandonment which can lead to termination.

If an employee is on approved FMLA leave for a “serious medical condition”, the employee must complete an Intent to Return to Work Form before returning to work. This form includes a Fitness of Duty / Medical Release certification by a health care professional which will be provided by Human Resources upon request. Once this form has been completed, returned to Human Resources, and **approved** the employee may return to work the following day.

White Brothers provides employees with the option to apply some or all accrued PTO during FMLA leave. If the employee elects to apply PTO, it will be applied at a rate of 8 hour per day beginning on the first day of leave and continue until either the PTO is extinguished or the amount elected by the employee has been met. If an employee elects to apply PTO to their FMLA leave, this does not extend their protected leave beyond the limits defined in the FMLA. Any elected paid time off will run concurrently with unpaid leave. An employee is not able to take paid leave adjacent to unpaid leave.

For any questions regarding leave under the Family Medical Leave Act, please contact Human Resources.

310 Inclement Weather & Disasters

Effective Date: December 1, 2016

The safety of our employees is a priority at White Brothers. This policy outlines how White Brothers will handle location closures and employee pay due to inclement weather and disasters.

For purposes of this policy, ‘inclement weather and disasters’ are defined as any man-made or natural event that causes a major disruption to transportation and the operation of businesses and schools in the relevant area. Some examples of inclement weather and disasters include: hurricanes, floods, blizzards, earthquakes, terrorist attacks, heavy snow, and ice storms.

Managers and Regional Managers are responsible for monitoring local conditions and closing their location in response to inclement weather or disasters. Closings for inclement weather and disaster must be approved by the President, Vice President, or Controller whenever possible. Notification of work location closure or work hour adjustments due to inclement weather can be made by landline, cell phone, text message, corporate e-mail, or personal email. Managers and Regional Managers are responsible for notifying employees of work location closures or work hour adjustments.

When inclement weather or a disaster forces a White Brothers location to close for one or more full days, all impacted full-time non-exempt (hourly) employees who were scheduled to work during the closure will receive pay for up to one day (8 hours) to help cover for lost wages. Those 8 hours of pay will be issued at each employee’s base rate and be eligible for overtime pay. All exempt (salaried) employees will receive 1 day of pay for such closures lasting 1 or more days. After that time, employees may use paid vacation to cover lost wages for closures lasting more than 1 day. This policy is intended to compensate for **scheduled** work hours. Employees should not be compensated for an inclement weather or disaster

closures if the employee was not previously scheduled to work. Employees will continue to receive health benefits and any other benefit that does not require a physical presence for eligibility.

When a White Brothers location is closed for part of a normal business day (a “partial closure”) due to inclement weather or a disaster, all impacted non-exempt (hourly) employees will receive a minimum of 4 hours of pay. For example, if a White Brothers location was only open for 2 hours due to inclement weather, all non-exempt employees who showed up on time will be paid for 4 hours of work. Those 4 hours will be paid at each employee’s base rate and be eligible for overtime pay. Employees who are unable to come to work when a partial-day closure occurs must notify their supervisors as soon as possible, and will not be eligible for the 4 hours of pay. Employees who are more than 15 minutes late to work on a partial closure day may be denied the 4 hours of guaranteed pay at the manager’s discretion, but will still be paid for hours worked. Exempt (salaried) employees are guaranteed full pay if they report to work and their location has a partial closure. Employees may use paid vacation to make up for lost wages due to a partial closure.

Non-exempt (hourly) employees may request to work additional hours to make up for lost wages. Such requests must be approved by the employee’s supervisor. When management receives request(s) for additional hours, work assignments are assigned and approved based on business needs, relevant employees skills, and employee seniority. White Brothers cannot guarantee that additional work hours will be available for employees who lost wages due to inclement weather or a disaster.

If an employee feels that inclement weather or adverse conditions resulting from a disaster jeopardize their safety or the safety of others, the employee should notify a supervisor immediately. Employee safety is our top priority, and employees are not required to work during inclement weather or adverse conditions resulting from a disaster.

If a work location is not officially closed, but inclement weather or a disaster forces an employee to remain home, the employee will not be paid for the day. However, the employee may use a vacation day to compensate for the lost pay.

Employees may work from home during inclement weather or a disaster, but only with prior written approval from a supervisor.

311 Bereavement Leave

Effective Date: January 11, 2017

White Brothers bereavement leave policy is designed to provide employees with paid time away from work to grieve and to handle matters related to a death in their family. All full-time and part-time employees, are eligible for bereavement leave.

In the event of a death in an employee's immediate family, after discussion with his or her manager or regional manager, the employee may be granted up to three (3) days of paid leave for bereavement. In unusual circumstances, additional time (paid or unpaid) may be granted at the discretion of the manager or regional manager with advice from Human Resources and approval from the President or Vice President. The basis for the decision might include the employee's relationship to the deceased, travel distance, and his or her involvement in funeral arrangements.

Immediate family definition: for the purposes of this policy, 'immediate family' shall include:

- spouse
- domestic partner
- child
- step-child
- parent
- step-parent
- foster parent
- spouse's or domestic partner's parent or child
- sibling
- grandparent
- grandchild
- An adult who stood "in loco parentis" during the employee's childhood
- family who reside within the home of the employee

The definition may be expanded to include other family members based on specific situations and approval from the President or Vice President.

An employee should notify his or her manager of the need to take bereavement leave as soon as possible. Employees may be asked to provide documentation regarding their request for bereavement leave. Falsification of such documentation or a false bereavement leave request may lead to disciplinary action up to and including termination of employment.

312 Paid Maternity Leave

Effective Date: July 19, 2018

To be eligible for Paid Maternity Leave, an employee must be:

- Employed by White Brothers for more than 1 year, and
- A new birth mother: a biological mother, who has newly undergone pregnancy and childbirth

Eligible employees will receive up to 6 weeks (30 days) of paid leave. Leave must be taken consecutively, beginning with the day of the baby's birth. Eligible employees may also use their Paid Vacation balance to extend their paid maternity leave beyond 6 weeks. Employees who qualify for Maternity Leave also qualify for Parental Leave. Paid Maternity Leave is concurrent with FMLA benefits.

For non-exempt (hourly) employees, the weekly pay rate should reflect the average weekly pay from the 4 weeks prior to taking leave. For exempt (salaried) employees, the weekly pay rate shall be equal to 100% of their current weekly salary.

Human Resources may request supporting documentation to validate the need for Paid Maternity Leave.

313 Paid Parental Leave

Effective Date: July 19, 2018

To be eligible for Paid Parental Leave, an employee must be:

- Employed by White Brothers for more than 1 year, and
- A new parent:
 - Birth mother
 - Spouse
 - Domestic partner
 - Parent through surrogacy
 - Adoptive parent (for children under age 18, or under 23 if mentally / physically disabled)
 - Foster parent (for children under age 18, or under 23 if mentally or physically disabled)

Eligible employees will receive up to 2 weeks (10 days) of paid leave. Leave must be taken within 6 months following the birth, adoption, or placement of a child. All eligible employees may take their Paid Parental Leave consecutively or intermittently. Paid Parental Leave is concurrent with FMLA benefits.

Eligible non-exempt (hourly) employees shall receive a bank of two weeks of paid time off. 1 week of Parental Leave for non-exempt employees should equal the average hours worked per week during the 4 weeks prior to taking the first day of leave. For exempt (salaried) employees, the pay rate shall be equal to 100% of their current salary up to 10 days. The minimum increment of parental leave is a half day (exempt employees) or 4 hours (non-exempt).

Eligible employees must submit a request in advance to their supervisor, and have a copy emailed to HR@whitebros.net.

Human Resources may request supporting documentation to validate the need for Paid Parental Leave.

314 Jury Duty

Effective Date: December 1, 2019

An employee summoned to required Jury Duty must provide a copy of the summons to his/her supervisor upon request. Falsifying court documentation may result in disciplinary action up to and including termination of employment.

Employees are required to report back to work as soon as possible after they are released from jury duty, unless there are less than two (2) hours remaining in their scheduled workday, in which case they should report to work on their next scheduled workday. Not returning in a timely manner may be considered an unexcused absence.

Exempt (Salaried) Employees: will continue to receive their salary during required jury duty. However, exempt employees are expected to do what they reasonably can to maintain continuity of operations while on jury duty (e.g., keep in contact with management, work on nights and weekends as needed).

Non-Exempt (Hourly) Employees: will receive pay for actual time spent on required jury duty up to 16 hours per year, and not to exceed the pay for the employee's normal workday and the normal workweek. On occasion, an employee may be asked to work after serving on jury duty that day, if available. Those who do so will receive pay for hours worked, including overtime when required by law. Supervisors should attempt to redistribute workload so that the employee is not asked to work additional hours, except in emergencies.

315 Voting Leave

Effective Date: December 1, 2019

White Brothers encourages employees to vote in federal, state, and local elections. Employees must request time off to vote at least one week before the election day.

The supervisor may specify the hours during which the employee may be absent to vote, and the time off may not exceed two hours. Voting leave in unpaid for non-exempt (hourly) employees. Exempt (salaried) employees are expected to do what they reasonably can to maintain continuity of operations while taking leave to vote.

316 FFCRA Paid Sick Leave

Effective Date: April 1, 2020

The Families First Coronavirus Response Act (FFCRA or Act) requires White Brothers to provide employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

Paid Leave Entitlements

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- 2/3 for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

Eligibility

Employees are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

Qualifying Reasons for Leave Related to COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

Supervisors may ask employees for supporting documentation to validate leave eligibility.

317 Juneteenth Floating Community Service Holiday

Effective Date: June 19, 2020

Recent events have highlighted the racial inequalities and divisions that still exist in our country. One important action White Brothers can take is to empower each employee to work towards the betterment of their local community. In honor of Juneteenth, White Brothers will offer each employee an **annual floating paid holiday for community service**. Although employees are not required to use this holiday, White Brothers strongly encourages all employees to take advantage of this time. No effort to serve your community is too small.

Like other paid leave, this Floating Community Service Holiday must be approved in advance by a supervisor. Non-exempt (hourly) employees receive 8 hours of paid leave and exempt (salaried) employees receive 1 day of paid leave. Supervisors may request proof of service to grant paid leave.

Read More About Juneteenth:

<https://en.wikipedia.org/wiki/Juneteenth>

<https://www.juneteenth.com/history.htm>

TIMEKEEPING/PAYROLL

401 Timekeeping

Effective Date: December 1, 2015

Accurately recording time worked is the responsibility of every employee. Federal and state laws require White Brothers to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work **MUST** always be approved before it is performed.

Using another employee's timecard to enter time for a co-worker and/or failure to enter meal times or personal time away from work, without notifying your supervisor of the omission, may result in disciplinary action, up to and including termination of employment. Altering, falsifying, or tampering with time records may also result in disciplinary action, up to and including termination of employment.

Employees should report to work inside the facility for a work shift no more than five (5) minutes prior to their scheduled work starting time and should not stay inside the facility for more than five (5) minutes after their work time ends without express, prior authorization from their supervisor.

It is the employees' responsibility to review their time records at the end of each shift to certify the accuracy of all time recorded. The supervisor will review and approve the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes before altering the time record.

402 Paydays

Effective Date: December 1, 2015

Updated: December 1, 2019

All employees are paid on a bi-weekly schedule where the pay period starts on a Wednesday and ends 14 days later on Tuesday. Payroll is processed and approved on the Wednesday after the close of a pay period, and direct deposit funds are transmitted on the Thursday following the close of a pay period. Paper checks are mailed by a third-party payroll processing company via USPS on Thursday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

White Brothers strongly encourages employees to register for direct deposit of payroll checks. Employees wishing to take advantage of this option are required to have a personal checking account with the financial institution of their choice for the purpose of direct depositing of paychecks. Employees are responsible for providing the correct routing information for their account and informing the Payroll Department of any changes.

In the event that a regularly scheduled payday falls on a day off such as a holiday, paychecks may be delayed by one or more business days.

Pay stubs are available electronically. Employees should contact their supervisor or email HR@whitebros.net for instructions on how to sign-up for electronic pay stubs. Employees should regularly review their pay stubs for errors. If an employee finds a mistake, it should be reported to their supervisor immediately. The supervisor will assist the employee to take steps necessary to correct the error.

403 Administrative Pay Corrections

Effective Date: December 1, 2015

White Brothers 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 should promptly bring the discrepancy to the attention of their supervisor so that corrections can be made as quickly as possible.

404 Payroll Deductions

Effective Date: December 1, 2015

The law requires that White Brothers make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. White Brothers also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." White Brothers matches the amount of Social Security taxes paid by each employee.

White Brothers offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs.

If you have questions concerning why deductions were made from your pay check or how they were calculated, the Payroll Department can assist in having your questions answered.

WORK CONDITIONS & HOURS

501 Safety

Effective Date: December 1, 2015

To assist in providing a safe and healthy work environment for employees, customers, and visitors, White Brothers has established a workplace safety program. This program is a top priority for White Brothers, and the Manager or Regional Manager has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all employees.

White Brothers provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Effective July 31st 2017, all new hires for driver and warehouse positions must complete a post-offer medical questionnaire to ensure that the candidate is physically capable of performing the specified job duties and not a threat to workplace safety. Depending to the responses to the questionnaire, candidates may be required to complete a pre-employment physical with an approved physician. The only purpose of the physical is to validate that the candidate can mentally and physically perform the duties specified in the job description, and to validate that the employee will not jeopardize the safety of others. White Brothers will cover the cost of any such pre-employment physical.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of the Manager or Regional Manager. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees must immediately notify their supervisor or the Manager or Regional Manager. Such reports are necessary to comply with applicable laws and when necessary, initiate insurance and workers' compensation benefits procedures.

SEE SOMETHING, SAY SOMETHING! If you observe a hazardous, or potentially hazardous situation, please notify your supervisor immediately. If you feel that your supervisor is not adequately addressing a safety

hazard, then please contact Human Resources at our corporate office immediately (478-745-7949 or hr@whitebros.net).

502 Work Schedules

Effective Date: December 1, 2015

Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Punctuality is critical to the success of White Bros and our customers. Employees who fail to show up for work at the schedule time and work scheduled hours are subject to disciplinary action up to and including termination of employment.

503 Use of Phone and Mail Systems

Effective Date: December 1, 2015

Personal use of the company telephones for long-distance and toll calls is not permitted. Employees should avoid making local personal calls during working time and at times when it interferes with business use of the telephone and may be required to reimburse White Brothers for any charges resulting from their personal use of the telephone.

The use of company-paid postage for personal correspondence is not permitted.

504 Smoking and Smokeless Tobacco

Effective Date: December 1, 2015

In keeping with White Brothers' intent to provide a safe and healthy work environment, smoking and use of smokeless tobacco in the workplace is prohibited except in those locations that have been specifically designated as smoking areas. The use of smokeless tobacco is prohibited anywhere outside of designated smoking area, including warehouse areas, offices, delivery vehicles, and break rooms.

Users of tobacco products are required to use clean, appropriate containers to dispose of their tobacco and its by-products. Spitting in sinks, drinking fountains, waste cans, or on the ground is not permitted. This standard applies equally to all employees, customers, and visitors.

In situations where the preferences of smokers and nonsmokers are in direct conflict, the preferences of nonsmokers will prevail.

505 Overtime

Effective Date: December 1, 2015

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization.

Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour regulations. Hours worked in excess of 40 hours in any single workweek are compensated at the rate of one and one-half times the employee's straight time hourly rate. Overtime pay is based on actual hours worked. Time off on vacation, holidays scheduled on non-work days, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.

506 Visitors in the Workplace

Effective Date: December 1, 2015

To provide for the safety and security of employees and the facilities at White Bros, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

ALL visitors MUST enter White Brothers through the lobby area. Visitors are responsible for complying with all White Brothers safety procedures and work rules; employee's hosting visitors are responsible for informing their visitors of all appropriate safety and work rules. Authorized visitors MUST be escorted at all times during their visit. Employees are responsible for the conduct and safety of their visitors.

NEVER allow non-employees to enter the building except through the lobby area. If a non-employee is observed on White Brothers' property, employees should immediately notify their supervisor or, if necessary, direct the individual to the lobby area for appropriate login as a visitor.

507 Computer and E-mail Usage

Effective Date: December 1, 2015

Computers, computer files, the e-mail system, and software furnished to employees are White Brothers property intended for business use only. Employees should not use a password or access a file without authorization. Employees are never to download, email or in any other form or fashion copy, transmit or remove any documents or information concerning inventory, customer lists, pricing, trade secrets or proprietary business information as defined previously without the express, written consent of the President or Vice President. To ensure compliance with this policy, computer and e-mail usage may be monitored.

White Brothers strives to maintain a workplace free of unlawful harassment and sensitive to the diversity of its employees. Therefore, White Brothers prohibits the use of computers and the e-mail system in ways that are unlawful, malicious, or knowingly dishonest.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as unlawful harassment.

Company e-mail may not be used to solicit others for commercial ventures, religious causes, or charitable causes. Company email may not be used for non-business reasons during working time (as defined in 608 Solicitation)

White Brothers purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, White Brothers does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. White Brothers prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor or any member of management upon learning of violations of this standard. Employees who violate this standard will be subject to disciplinary action, up to and including termination of employment.

508 Workplace Monitoring

Effective Date: December 1, 2015

Workplace monitoring may be conducted by White Brothers to ensure quality control, employee safety, security, and customer satisfaction. White Brothers routinely provides equipment such as lockers, desks, and file cabinets for the convenience of our employees. Although used by individual employees, this equipment remains the property of White Brothers and as such is subject to inspection by members of management. Employees should have no expectation of privacy in connection with the use of any company property.

Computers furnished to employees are the property of White Brothers. As such, computer usage and files may be monitored or accessed. Please see Computer and Email Usage at Section 507 in these Guidelines for a complete discussion of our computer usage standards.

Because White Brothers is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

509 Workplace Violence Prevention

Effective Date: December 1, 2015

White Brothers is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, White Brothers has adopted the following guidelines to deal with malicious intimidation, unlawful harassment, or other threats of (or actual) violence that may occur during business hours or on our premises.

Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others and/or damage property. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited on the premises of White Brothers without proper authorization.

Conduct that maliciously threatens, intimidates, or coerces another employee, a customer, or a member of the public will not be tolerated. This prohibition includes all acts of unlawful harassment, including harassment that is based on an individual's race, color, religion, creed, marital status, sex, pregnancy, gender (including gender identity), national origin or ancestry, ethnicity, age, citizenship, past current and/or prospective service in the uniformed services, genetic information, disability, or any other characteristic protected under applicable state, federal, or local law.

All threats of (or actual) violence, both direct and indirect, and any unlawful harassment should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All individuals or activities suspected of creating a dangerous situation should also be reported as soon as possible to a supervisor. Do not place yourself in danger. If you see or hear a commotion or disturbance indicating something dangerous is occurring near your work area, use sound judgment in responding.

White Brothers will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities suspected of creating a dangerous situation. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, White Brothers may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

White Brothers encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Manager or Regional Manager before the situation escalates into potential violence. White Brothers is eager to assist in the resolution of employee disputes, and will not discipline employees for honestly raising such concerns.

510 Rest and Meal Periods

Effective Date: December 1, 2015

Supervisors will schedule meal periods to accommodate Operating requirements. To the extent possible, rest (break) periods will be provided in the middle of the work period.

Employees who choose to leave the company property during rest and/or meal periods for longer than the authorized time are no longer on company business and as such should clock themselves out when leaving the property.

511 Use of Equipment, Tools, Vehicles, & Phones

Effective Date: December 1, 2016

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using company property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machine, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent injury to employees or others, and possible deterioration of equipment. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of company owned equipment, tools, or vehicles can result in disciplinary action, up to and including termination of employment.

Forklifts should only be operated by employees with the proper training and certification – no exceptions. If an employee observes someone operating a forklift without the proper training and certification, it must be reported to a supervisor immediately. Employee safety is our top priority at White Brothers.

Personal use of company owned equipment, tools, and vehicles is strictly prohibited.

512 Return of Property

Effective Date: December 1, 2015

Employees are responsible for all White Brothers property, materials, or written information issued to them or in their possession or control. Employees must return all White Brothers property immediately upon request or upon termination of employment. White Brothers reserves the right to withhold from an employee's paycheck the cost of any items that are lost or not returned by the employee in accordance with state and federal laws.

513 Parking Lots

Effective Date: December 1, 2015

White Brothers provides parking facilities on company property, where available, for the convenience of its employees. Employees are reminded to properly secure their vehicles and their contents by closing windows and locking doors while they are unattended. White Brothers Auto Supply, Inc. is NOT responsible for theft of or damage to personal property of our employees, including vehicles and their contents.

514 Use of Personal Phones & Mobile Devices

Effective Date: December 1, 2015

Personal phones and other mobile devices are a part of our daily lives and can be invaluable in an emergency. However, these devices represent a safety hazard if used while on duty. To maintain a safe

work environment, personal cell phones and mobile devices should only be used in the office or break areas, and should not be used in the warehouse, in the parking lot, or while operating company vehicles.

White Brothers respects the demanding personal needs of its employees, and asks employees to use personal phones and mobile devices in an ethical manner while on duty, and restrict device use to personal emergencies. Aside from personal emergencies, employees are not permitted to use personal cell phones or mobile devices during working hours. Employees should limit personal cell phone use to break and meal periods and other non-working times.

Employees who use cell phones or mobile devices in violation of this policy may face disciplinary action up to and including termination of employment.

Exceptions to the above requirements are made for workplace emergencies or for conducting company business. While conducting company business on a personal phone or mobile device, employees are still expected to follow the above requirements. To be compensated for charges incurred while using personal phones or mobile devices for business purposes, the employee must have prior written authorization from the President or Vice President.

While operating a company vehicle, if the acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options if available, refrain from complicated or emotional discussions and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area.

Drivers shall comply with all federal, state, and local laws and regulations regarding the use of mobile technology devices including cell phones.

Employees are prohibited from using their cell phones or mobile devices in any illegal, illicit or offensive manner while on company property or while operating company vehicles.

515 Food and Drinks

Effective Date: December 1, 2015

White Brothers provides break areas, where available, that employees may use while on breaks and meal periods. All food and open beverages must be consumed in these designated areas: Open food containers are not permitted anywhere in the warehouse areas. Covered drinks are permitted in work areas and must be kept in closed container with a cap, lid or other cover to prevent spills when not being used.

516 Company Mobile Devices

Effective Date: December 1, 2015

White Brothers may provide employees with a company owned mobile device. Employees are responsible for 50% of the cost of a tablet that is lost, damaged, or stolen while in their possession. Replacement or repair costs shall be deducted from the employee's paycheck at the discretion of management.

All data on company devices is the property of White Brothers. All data on company devices is subject to real-time monitoring and auditing. All company mobile devices and accessories (cases, chargers, etc.) provided by White Brothers are the property of White Brothers, and must be returned upon an

employee's departure. Failure to return White Brothers property may result in withheld pay or legal action.

Employees are not allowed to use any feature of a mobile device for personal use. All tablets have strict data plan limits. Should an employee exceed a tablet's data plan limit due to unauthorized personal usage, White Brothers may deduct the related overage charge from the employee's paycheck.

Employees may be disciplined or terminated for accessing, listening to, or viewing inappropriate or offensive content on a company-owned mobile device.

Company devices are not to be shared with anyone who is not a current employee of White Brothers. Only White Brothers employees are permitted to use company devices.

All devices must be kept on at all times. A supervisor must be contacted immediately if a car charger is not made available. Employees are not allowed to disable, power off, or adjust any software settings on a mobile device without proper authorization from a manager.

All employees must adhere to all local, state, and federal laws regulating the use of mobile devices in a vehicle.

Violations of the Company Mobile Device policy may lead to disciplinary action, up to and including immediate termination of employment

517 Personal Vehicle Use

Effective Date: September 9, 2016

Employees are not required to have a personal vehicle in service on their behalf to fulfill their job assignments, unless their primary job title is Manager or Outside Sales Manager.

Use of personal vehicles for delivering merchandise or for business purposes is strictly prohibited for all personnel except Managers, Regional Managers, Outside Salespeople, and administrative staff. Exceptions must be granted in writing by the President or Vice President.

Managers, Regional Managers, Outside Salespeople, administrative staff, or any exempt employee are required to maintain, at all times, personal auto insurance on their personal vehicle(s) with minimum liability limits of \$100,000 per person and \$300,000 per accident, including, but not limited to, collision and comprehensive physical damage coverage.

While operating a personal vehicle for company-related business in compliance with the policies stated herein, employees will not allow any other person to be a passenger or operate the vehicle unless such person is an active employee and such a person is in-compliance with the policies stated herein. All personal vehicles permitted for company-related use must pass the same safety inspection checklist administered to company vehicles.

In the case of an accident involving a personal vehicle for company use, the driver/vehicle's personal auto liability policy will respond on a primary basis. White Brothers is not responsible for any physical damage to an employee's vehicle, parking tickets, equipment violation citations or moving violations that occur while the employee is operating a personal vehicle on company-related business. The employee bears the

expense of any personal auto policy deductibles, personal auto insurance, vehicle maintenance, and repairs.

An accident report must be filed with White Brothers' workers compensation agency and the White Brothers corporate office for any accident in a personal vehicle on company-related business.

White Brothers is not responsible for the vandalism or theft of personal vehicles.

All employees must notify Humans Resources at the corporate office in Macon (478-745-7949 or hr@whitebros.net) immediately if your supervisor requests the use of a personal vehicle for delivering merchandise in violation of the policies stated herein.

518 Use of Social Media

Effective Date: December 1, 2016

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner. Employees should be aware of the effect their actions may have on their images, as well as the image of White Brothers and its customers.

The following principles apply to professional use of social media on behalf of White Brothers as well as personal use of social media when referencing White Brothers. Violations of these principles may result in disciplinary action up to and including termination.

- Employees must understand and adhere to the policies outlined herein (The Employee Handbook), and other company policies when using social media in reference to White Brothers
- Employees should be aware that White Brothers may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to White Brothers, its employees, or its customers.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
- Employees are not to publish, post, or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the human resources (478-745-7945 or hr@whitebros.net) and/or a supervisor.
- If employees find encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.
- Employees should get appropriate permission before you refer to or post images of current or former employees, customers, vendors or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- Social media use should not interfere with an employee's responsibilities at White Brothers. White Brothers computer systems are to be used for business purposes only. When using White Brothers

computer systems or mobile devices, the personal use of social media networks or personal blogging of online content is prohibited, and could result in disciplinary action, up to and including termination.

No employee may open, access, or use a social media account on behalf of White Brothers without written permission from the President or Vice President.

White Brothers recognizes that social media platforms are constantly changing and evolving. In the event that this policy is not clear with respect to social media usage related to White Bros, please contact Human Resources at our corporate office (478-745-7949 or hr@whitebros.net).

519 Travel Compensation and Expense Reimbursement

Effective Date: December 1, 2017

All employees are eligible for expense reimbursement for travel outside of their trade area. To be eligible for reimbursement, travel must be approved in writing by the President or Vice President. Always ask for clarification on what expenses are eligible for reimbursement before each trip. Employees may receive a mileage reimbursement for approved travel outside of their trade area when operating their personal vehicle. The Standard Mileage Rate may be found at www.irs.gov or www.gsa.gov. The Standard Mileage Rate is designed to compensate for fuel expenses and overall wear and tear on the vehicle. All mileage and travel expense reimbursements must be submitted to the Controller in Macon with supporting documentation.

To calculate your total amount of miles for reimbursement, calculate the number of miles driven from your house to your travel destination and back. Next, subtract the number of miles you drive on your daily commute to work. For example: You drive 150 miles one-way to a training event in Stone Mountain. Your daily one-way commute is 10 miles, so your total mileage for reimbursement would be $(150 - 10) \times 2 = 280$. $280 \text{ miles} \times \$0.54/\text{mile} = \$154$ reimbursement.

All non-exempt (hourly) employees are eligible for compensation for time spent traveling for work purposes. The following activities during business travel are not compensable: regular meal periods, time spent sleeping, time spent waiting at an airport or transportation terminal, travel between hotel and worksite, personal errands made in route to a worksite, and time spent at a hotel with freedom to use time for the employee's own purposes.

520 Gun Free Workplace

Effective Date: December 1, 2017

White Brothers maintains a gun free workplace as part of our effort to create a safe and work environment. No firearms are permitted inside White Brothers facilities or delivery vehicles. Violation of this policy may result in disciplinary action up to and including termination of employment.

EMPLOYEE CONDUCT & DISCIPLINARY ACTION

601 Employee Conduct and Work Rules

Effective Date: December 1, 2015

To ensure orderly operations and provide the best possible work environment, White Brothers expects employees to follow rules of conduct that will protect the legitimate interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property.
- Falsification of timekeeping records, employment application, or any per-hire documents.
- Working under the influence of alcohol or illegal use of drugs.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
- Fighting or threatening violence in the workplace.
- Horseplay activity in the workplace.
- Negligence or improper conduct leading to damage of property owned by employees, customer, or the company.
- Insubordination (failure to obey reasonable management instruction about work).
- Violation of safety or health rules.
- Personal use of company vehicles, tools, or equipment in violation of company policy.
- Use of personal vehicles for business purposes in violation of company policy.
- Smoking or use of smokeless tobacco in prohibited areas.
- Unlawful discrimination.
- Sexual or other unlawful harassment.
- Possession of dangerous materials, such as explosives or firearms, in the workplace.
- Excessive absenteeism or an absence without notice.
- Unauthorized disclosure of trade secrets or confidential proprietary business information as previously defined.
- Unsatisfactory work performance.
- Open food or beverages in warehouse areas.
- Damage, destruction or theft of company property, equipment, devices or assets.
- Any other action or conduct that is inconsistent with company policies, procedures, standards or expectations.

For purposes of this policy, “workplace” includes all parts of the warehouse, customer areas, and offices, as well as anywhere on the grounds surrounding the facility, including but not limited to the parking lot.

602 Drug and Alcohol Use

Effective Date: December 1, 2015

It is White Brothers' desire to provide a drug-free, healthy, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on White Brothers premises and while conducting business-related activities off White Brothers premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. White Brothers' premises include all parts of the warehouse, customer areas, and offices, as well as anywhere on the grounds surrounding the facility, including but not limited to the parking lot.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences. All illegal substances will be turned over to appropriate law enforcement authorities.

To inform employees about important provisions of this procedure, White Brothers has established a drug free awareness program. The program provides information on the dangers and effects of substance abuse in the workplace, resources available to employees, and consequences for violations of this policy.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or the Manager or Regional Manager to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all White Brothers policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause White Brothers any undue hardship.

If White Brothers has reasonable suspicion and documentation to believe that an employee is in violation of this policy, the employee may be required to submit to blood, urine or other testing for the presence of alcohol and drugs.

Any employee involved in a job related accident that results in injury or death, or which causes damage to White Brothers property will be required to submit to blood, urine or other testing for the presence of alcohol and drugs.

All testing under this policy shall be conducted at White Brothers' expense by laboratories selected by White Brothers. All positive tests shall be confirmed by a second and different continuation follow-up test on the same sample, using methods such as gas chromatography.

Employees with questions on this procedure or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Manager or Regional Manager without fear of reprisal.

603 Sexual and Other Unlawful Harassment and Discrimination

Effective Date: December 1, 2015

White Brothers is committed to providing a work environment that is free of unlawful discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's race, color, religion, creed, marital status, sex, pregnancy, gender (including gender identity), national origin or ancestry, ethnicity, age, citizenship, past current and/or prospective service in the uniformed services, genetic information, disability, or any other characteristic protected under applicable state, federal, or local law will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment or discrimination should promptly report the matter to his or her supervisor and as soon as practicable, provide a written complaint to the Manager or Regional Manager. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Manager or Regional Manager or any other member of management. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment or discrimination should promptly advise the Manager or Regional Manager who will investigate and handle the matter in a timely manner. White Brothers will endeavor to keep any investigation as confidential as possible.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

No employee will be punished for bringing a report of harassment or discrimination to the company's attention or for cooperating in an investigation.

604 Attendance & Punctuality

Effective Date: February 25, 2019

Updated: February 25, 2019

To maintain a safe and productive work environment, White Brothers expects employees to be reliable and to be punctual in reporting for scheduled work, while accurately reporting all hours worked. Absenteeism and tardiness place a burden on other employees, on our customers, and on White Brothers.

In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. When possible, employees must notify their supervisor at least 30 minutes prior to the start of their scheduled shift if they are going to be absent or late.

ABSENT

An employee is deemed absent when he/she:

- Shows up for work more than two hours after their scheduled start time
- Works less than half of a scheduled shift
- Fails to report to work for an entire scheduled work and such time off was not scheduled/approved in advance as required by the policies herein

TARDY

If an employee is not absent, then an employee is deemed tardy when he/she:

- Reports to work more than 20 minutes after their scheduled start time.
- Leaves work prior to the end of assigned/scheduled work time without prior supervisory approval.
- Takes an extended meal or break period without approval

NO CALL – NO SHOW

Not reporting to work and not calling to report the absence is a no-call/no-show. A no-call/no-show is a serious matter that creates increased administrative burdens, emotional stress, and disruption to daily operations. The first instance of a no-call/no-show will result in a final written warning. The second no-call/no-show offense may result in termination of employment with no additional disciplinary steps. Any no-call/no-show lasting three days is considered job abandonment and will result in immediate termination of employment.

DISCIPLINARY ACTION

The following grid is designed to provide guidelines when addressing the total number of occurrences in a rolling 12-month period for regular, full time employees. Part time, temporary, and introductory employees may be subject to more stringent disciplinary action at the discretion of their supervisor. The following grid does not apply to missed work covered under the Family Medical Leave Act (FMLA).

Violation	Occurrences	Discipline Action
Absences (Consecutive or Non-Consecutive Days)	1, 2, 3	Verbal Warning
	4, 5	Written Warning
	6	Final Written Warning
	7	Termination
Tardies	1 - 9	Verbal Warning
	10 - 18	Written Warning
	19	Final Written Warning
	20	Termination of Employment
No-Call / No-Show* (Consecutive or Non-Consecutive Days)	1	Final Written Warning
	2	Termination of Employment

**Any no-call/no-show lasting three days is considered job abandonment and will result in immediate termination of employment.*

605 Personal Appearance

Effective Date: December 1, 2016

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image White Brothers presents to customers and visitors. During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions.

Office Employees: Business casual attire is appropriate for most office employees. "Business casual" is a more relaxed, yet still professional appearance: collared shirts with dress slacks or a skirt are examples of this style of dress; tee shirts and spaghetti straps are not. Knee-length shorts may be worn with management approval.

Counter Sales Staff: Counter Sales personnel are required to wear a clean shirt and dark pants of grey, navy, khaki, or black. Knee-length shorts may be worn during the warmer months, with management approval. All Counter Sales personnel are encouraged to wear a White Brothers logo shirt, preferably a collared polo, and all Counter employees hired after September 1, 2009 are required to wear a White Brothers logo shirt while on duty.

Delivery Drivers: All delivery drivers are required to wear a clean White Brothers logo shirt while on duty, and dark pants of grey, navy, khaki, or black. Knee-length shorts may be worn during the warmer month, with management approval. Newly hired Delivery Drivers will receive five (5) collared shirts with White Brothers logo at no charge, as soon as possible after joining our company. All drivers are required to wear slip-resistant, closed toe shoes at all times.

Warehouse Employees: Employees working in the warehouse areas are required to wear a clean shirt and are permitted to wear denim jeans, or knee-length shorts with management approval. All employees working in the warehouse area full-time are required to wear steel toe shoes or boots while working in the warehouse area. White Brothers will reimburse warehouse employees up to \$50 once per year for steel toed shoes. The reimbursement program is strictly limited to employees who work in the warehouse full-time. Eligible employees must submit a copy of their receipt to receive a reimbursement. Exceptions may only be granted in writing by the President or Vice President.

Employees who arrive for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate attire.

606 Resignation

Effective Date: December 1, 2015

Resignation is a voluntary act initiated by the employee to terminate employment with White Brothers. Although advance notice is not required, White Brothers requests at least two weeks' written resignation notice from all employees. Prior to an employee's departure, an exit interview may be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

607 Security Inspections

Effective Date: December 1, 2015

White Brothers wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, White Brothers prohibits the possession, transfer, sale, or use of such materials on its premises. White Brothers requires the cooperation of all employees in administering this policy.

Company vehicles, desks, lockers, filing cabinets and other storage devices may be provided for the convenience of employees but remain the sole property of White Brothers. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of White Brothers at any time, either with or without prior notice.

White Brothers likewise wishes to discourage theft or unauthorized possession of the property of employees, White Brothers, visitors, and customers. To facilitate enforcement of this policy, White Brothers or its representative may inspect not only company vehicles, desks, and lockers but also persons and vehicles entering and/or leaving the premises and any packages or other belongings. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto White Brothers premises.

608 Solicitation

Effective Date: December 1, 2015

In an effort to ensure a productive and harmonious work environment, persons not employed by White Brothers may not solicit or distribute literature on White Brothers property in the workplace at any time for any purpose.

White Brothers recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during their working time. Moreover, employees may not distribute literature at any time in working areas.

“Working time” is time when an employee is engaged to be working. It excludes break and meal periods and times before or after work.

Company bulletin boards are reserved for official company communications on such items as:

- Internal memoranda
- Company announcements
- Workers' compensation insurance information
- State disability insurance/unemployment insurance information

609 Drug Testing

Effective Date: December 1, 2015

White Brothers is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthy working environment, job applicants and employees may

be asked to provide body substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs and alcohol. Refusal to submit to drug testing may result in disciplinary action, up to and including termination of employment. Tampering with a drug or alcohol specimen may also result in disciplinary action, up to and including termination of employment.

Any employee involved in a job related accident that results in injury or death, or which causes damage to White Brothers property will be required to submit to blood, urine or other testing for the presence of alcohol and drugs.

610 Progressive Discipline

Effective Date: December 1, 2015

The purpose of this policy is to state White Brothers' position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

White Brothers' own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with White Brothers is based on mutual consent and both the employee and White Bros have the right to terminate employment at will, with or without cause or advance notice, White Brothers may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps - verbal warning, written warning, suspension with or without pay, or termination of employment - depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and still another offense may then lead to termination of employment.

White Brothers recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules (Section 601) includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and White Brothers

611 Open Door Policy

Effective Date: December 1, 2015

White Brothers is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from White Brothers supervisors and management.

White Brothers strives to ensure fair and honest treatment of all employees. Employees are encouraged to offer positive suggestions and constructive criticism. If employees disagree with established rules of conduct, programs, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with White Brothers or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

The employee presents the issue to his/her immediate supervisor within five calendar days, after the incident occurs. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee may present the problem to the Manager or Regional Manager or any other member of the management team.

The supervisor will respond to the problem during the discussion or within five calendar days, after consulting with appropriate management, when necessary, and the supervisor documents the discussion. If the issue is unresolved, the employee may present the issue to the location Manager or Regional Manager within five calendar days.

The Manager or Regional Manager counsels and advises the employee, assists in putting the issue in writing, visits with the employee's supervisor, if necessary, and conducts a thorough review of issue. The Manager or Regional Manager reviews and considers problem and informs the employee of his/her decision within five calendar days, and forwards a copy of the written response to the employee's file. The Manager or Regional Manager has full authority to make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

612 MVR Checks

Effective Date: January 1, 2021

White Brothers seeks to safeguard its employees and others when driving a motor vehicle is required while conducting company business. Following a conditional offer of employment, a motor vehicle record check will be conducted on all final job candidates for whom driving a motor vehicle is an essential job function. Thereafter, Motor Vehicle Record checks may be run annually for these employees. Motor

vehicle record checks will also be conducted on employees who regularly use personal vehicles for business travel.

Any such employee without a valid driver's license will not be allowed to operate a company vehicle or drive on White Brothers business. If driving is an essential job function and the employee cannot be reasonably accommodated, employment may be terminated.

Employees with unsatisfactory driving records may not be allowed to operate a company vehicle or drive on White Brothers business. If driving is an essential job function and the employee cannot be reasonably accommodated, employment may be terminated. An unsatisfactory driving record will be defined by Human Resources using the following guidelines:

- Suspended or revoked license.
- Three or more moving violations in the past 36 months.
- Any violations involving drugs, alcohol, controlled substances, etc. within the past 36 months.
- Leaving the scene of an accident within the past 36 months.
- Reckless driving within the past 36 months.
- At fault in an accident resulting in fatality or serious injury within the past five years.

If an existing employee has a valid driver's license but the employee's driving record falls at or below probationary status criteria (defined above), the employee will be placed on probationary status and will be subject to the requirements of that status until the end of the probation. If a subsequent periodic motor vehicle record check reveals further violations, [Company Name] will review the specific circumstances surrounding the individual and determine appropriate action.

EMPLOYEE ACKNOWLEDGMENT OF RECEIPT AND REVIEW

By signing below, I acknowledge that I have received a copy of the White Brothers Employee Handbook, version 7.1, issued on January 18, 2021, and understand that it is my responsibility to read the Employee Handbook in its entirety. I agree to comply with the rules, policies, and procedures set forth herein, as well as any revisions made to the Employee Handbook in the future. I also understand that if I violate the rules, policies, and procedures set forth herein that I may be subject to discipline, up to and including termination of my employment.

I understand that the Employee Handbook contains information about the employment policies and practices of White Brothers I understand that the policies outlined in this Employee Handbook are management guidelines only, which in a developing business will require changes from time to time. I understand that White Brothers retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the company. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will employment, which can only be changed by the President of the company in a written and signed document, White Brothers reserves the right to revise, delete, and add to the provisions of this Employee Handbook at any time without further notice. I understand that no oral statements or representations can change the provisions of this Employee Handbook. I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period. I understand nothing in this handbook is created to infringe on any available legal rights.

I understand that this Employee Handbook refers to current benefit plans maintained by White Brothers and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

If I have questions about the content or interpretation of the Employee Handbook, I will ask my supervisor or a member of management.

Date

Signature of Employee

Print Name