



Welcome!

You have just joined an organization made up of dedicated individuals, working toward a common goal; to build a forward-thinking, ethically run transportation company. An organization focused on the common betterment of everyone involved.

When Chinook Winds Logistics started, we envisioned a company each of us would like to work for; a company that treated its drivers and employees with respect and dignity; a company that valued contributions from each individual.

There is room here to grow, to make use of the skills and knowledge you've gained over your years of experience. We encourage individuals to bring forth new ideas and new ways of doing things.

You will be expected to perform on the highest level during your employment with Chinook Winds Logistics LLC. We expect only the highest quality customer service and safety habits. Our customers and the general public depend on your ability to deliver freight safely and in a timely manner.

As you may or may not know, “Chinook Winds” are a wind pattern that often occurs in the Western United States, a weather pattern that ancient natives named and recognized for the powerful changes the winds brought. These weather patterns often signaled the end of winter and beginning of spring. For me personally, the start of this company came at a time of turmoil and change in my professional and personal life. The changes that this endeavor have brought to my life have been overwhelming and positive. I invite you to join our endeavor and be part of the changes you would like to see in the transportation industry, and in the world as a whole.

Welcome aboard!

Andrew Deaton
Chief Executive Officer
Chinook Winds Logistics LLC

Introduction

- **Purpose of this Handbook**

The purpose of this handbook is to familiarize you – the employee – with the policies, rules and other key aspects of working at Chinook Winds Logistics LLC (the “Company”). The information in this handbook supersedes all rules and policies that may previously have been expressed or implied, both in written and oral format. Compliance with this handbook is compulsory for all employees. The company reserves the right to interpret this handbook's content as it sees fit, and to deviate from policy when it deems necessary. This handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Employees do not have employment contracts unless they are in writing and signed by the CEO. Chinook Winds Logistics LLC reserves the right to terminate employees for reasons not stated in the handbook, and with or without prior warning or discipline.

- **Changes of Policy**

Chinook Winds Logistics LLC reserves the right to change this handbook's content, at any time and at the company's sole discretion. Its provisions may not be altered by any other means, oral or written. You will receive written notice of any changes made to the employee handbook, and are responsible for understanding with all up-to-date policies. If you are confused about any information detailed herein, please contact our human resources department.

- **Employment Forms**

All new employees are required to complete and submit all of the following forms. All forms have been included in duplicate following this page.

- (2 Copies) Employee Acknowledgment of Receipt of Handbook
- (2 Copies) Employee Acknowledgment and Certification of Substance Abuse Testing
- (2 Copies) Employee Non-Disclosure Agreement
- (2 Copies) Non-Discrimination and Anti-Harassment Policy
- (2 Copies) Pre-Employment and Random Drug Testing Consent and Release Form
- (2 Copies) Employee Non-Disclosure Agreement
- (2 Copies) Non-Discrimination and Anti-Harassment Policy
- IRS Form W4
- United States Department of Homeland Security Form I9
- Direct Deposit
- Medical and Dental Benefits Enrollment
- Vision Benefits Enrollment
- 401K Enrollment

Chinook Winds Logistics LLC

Point of Contact List (Non-Emergency)

At Chinook Winds Logistics LLC, we have an open door policy, you may approach any member of management or of the board at any time with any type of issue. That individual will either address the issue, or personally connect you with a company representative who can address the issue effectively. In the event that you feel your situation has not been adequately resolved, we want you to feel welcome to bring your issue to the attention of any member of the board.

In the event that you need to make contact with a company representative for a non-emergent situation, (examples may include: payroll issues, breakdown in communication with another member of the staff, human resources issues, etc) please contact an appropriate member of the staff for assistance. Staff titles and contact information is listed below.

Andrew Deaton
Chief Executive Officer
addeaton@chinookwindslogistics.com
(360) 292-2417 (Personal Cell Phone - Reachable during office hours
Monday – Friday 0800-2000 Eastern Time
Saturday 0900-1300 Eastern Time)

William Melson
President
Director of Operations
wcmelson@chinookwindslogistics.com
(205)-570-1823 (Personal Cell Phone - Reachable Noon to Midnight Eastern Time)

Christopher Morales
Vice President
crmorales@chinookwindslogistics.com
(770) 878-0298 (Personal Cell Phone - Reachable Midnight to Noon Eastern Time)

Carlos Aguilar
Vice President
cmaguilar@chinookwindslogistics.com
(254) 258-2806 (Personal Cell Phone - Reachable on Varying Shifts)

Kevin Richards
Human Resources Manager
karichards@chinookwindslogistics.com
(503) 258-7100 (Personal Cell Phone – Reachable Monday – Friday 0800-1600PST)

The job responsibilities of the Human Resources Manager differ depending on the overall needs of the company or organization. The Human Resources Manager determines or is assigned the duties and job responsibilities that are required by the senior management team to meet the needs of their workforce management.

Daily job duties of human resources manager include:

- Oversight of the hiring process, including maintaining job postings, recruitment operations, reviewing applications and resumes, checking references, and pre-employment drug tests and background checks.
- Provide employees with education and coachings regarding their job duties, responsibilities, schedules, working conditions, opportunities for advancement etc.
- Preparation and maintenance of records related to hire, transfer, evaluation, promotion, discipline and termination of employees.
- Evaluation and immediate resolution of employee relation issues including workplace complaints, disciplinary action, and harassment or other workplace misconduct allegations.
- Creation, implementation and enforcement of employee policies and standards, while maintaining local, state and federal compliance with employment laws and regulations.
- Administration of Payroll and Employee benefits, including accounting and tax payment and all government agency compliance.
- Maintain and oversee safety and compliance in all aspects of daily operation, including but not limited to; Drug testing, driver and employee safety training, Vehicle Maintenance Reports, local, state, and federal compliance within all agencies and regulations.

The job responsibilities of the Chief Executive Officer differ depending on the overall needs of the company or organization. The Chief Executive Officer determines or is assigned the duties and job responsibilities that are required by the senior management team to meet the needs of their workforce management.

Daily job duties of Chief Executive Officer include:

- Oversight of corporate management including decisions made unilaterally or by the appointed board.
- Preparation of proposals for the advancement and management of the organization.
- Corporate accounting, including management of all company finances, preparation of reports, preparation of tax filings for local, state, and federal payments.
- Management and oversight of Revenues and costs of operation, including but not limited to communicating operational cost reports to the board, as well as making proposals for the improvement of those costs.
- Maintains contact with customers and freight booking agents, to maintain and garner positive relationships.
- Books and schedules freight for all active trucks, while maintaining detailed records of productivity and revenue.
- Maintains records of the daily operation of the company including productivity and cost tracking, identifies areas for improvement.
- Ensures document retention practices pertaining to the daily operation of the organization while maintaining corporate and legal requirements.
- Maintains 24 hour point of contact in the event of accident, incident, or other needs after hours.

The job responsibilities of the Dedicated Account Driver differ depending on the overall needs of the company or organization. The Dedicated Account Driver is assigned the duties and job responsibilities that are required by the senior management team to meet the needs of their workforce management.

Daily job duties of the Dedicated Account Driver include:

- Haul freight for a dedicated customer, to a specific set of locations, to be determined at the time of load assignment.
- Consistently maintain and retain documentation related to Pickups and Deliveries, including but not limited to Bills of Lading, Scale Tickets, and Pickup and Delivery check calls.
- Maintain upkeep and maintenance of assigned commercial motor vehicle (Tractor and Trailer), including but not limited to Daily Vehicle Inspection Reports, scheduling vehicle services and resolving breakdowns and equipment issues.
- Maintain excellent customer service, including on time service and timely communication of all issues and delays to office staff, customer and booking agents.
- Operate a commercial motor vehicle in a manner compliant with all local, state and federal laws and regulations, and in a manner conducive to the safety of the public.
- Maintain an honest and legal record of duty status on an Electronic Logging Device (ELD/Elog)
- Fuel and maintain records of truck fueling, including receipts for fuel purchases.

The job responsibilities of the Over the Road Driver differ depending on the overall needs of the company or organization. The Over the Road Driver is assigned the duties and job responsibilities that are required by the senior management team to meet the needs of their workforce management.

Daily job duties of the Over the Road Driver include:

- Haul freight various customers, to be determined at the time of load assignement.
- Consistantly maintain and retain documentation related to Pickups and Deliveries, including but not limited to Bills of Lading, Scale Tickets, and Pickup and Delivery check calls.
- Maintain upkeep and maintenance of assigned commercial motor vehicle (Tractor and Trailer), including but not limited to Daily Vehicle Inspection Reports, scheduling vehicle services and resolving breakdowns and equipment issues.
- Maintain excellent customer service, including on time service and timely communication of all issues and delays to office staff, customer and booking agents.
- Operate a commercial motor vehicle in a manner compliant with all local, state and federal laws and regulations, and in a manner condusive to the safety of the public.
- Maintain an honest and legal record of duty status on an Electronoic Logging Device (ELD/Elog)
- Fuel and maintain records of truck fueling, including reciepts for fuel purchases.

At-Will Employment

Your employment with Chinook Winds Logistics LLC is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the Company at any time, with or without notice and with or without cause.

Nothing in this handbook or any other Company document should be understood as creating a contract. Only the Chief Executive Officer has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the Chief Executive Officer.

If a written contract between you and the Company is inconsistent with this handbook, the written contract is controlling.

Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

Introductory Language and Policies

About the Company

Chinook Winds Logistics LLC was founded March, 2018, by Andrew Deaton, Carlos Aguilar, Christopher Morales, and William Melson.

Company Facilities

Corporate Offices: 2405 South Star Lake Road #68-204 Federal Way, Washington, 98003

Truck Lot #1: Storemytruck.com, 150 Allatoona Dam Road, Cartersville, Georgia 30120

Truck Lot #2:

Ethics Code

Chinook Winds Logistics LLC will conduct business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services, and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Our managers and employees are expected to adhere to high standards of business and personal integrity as a representation of our business practices.

We expect that officers, directors, and employees will not knowingly misrepresent the Company and will not speak on behalf of the Company unless specifically authorized. The confidentiality of trade secrets, proprietary information, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) about the Company or operations, or that of our customers or partners, is to be treated with discretion and only disseminated on a need-to-know basis (see policies relating to privacy).

Violation of the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

Revisions to Handbook

This handbook is our attempt to keep you informed of the terms and conditions of your employment, including Chinook Winds Logistics LLC policies and procedures. The handbook is not a contract. The Company reserves the right to revise, add, or delete from this handbook as we determine to be in our best interest, except the policy concerning at-will employment. When changes are made to the policies and guidelines contained herein, we will communicate them in a timely fashion, typically in a written supplement to the handbook or in a posting on company bulletin boards, or in a company-wide email memo.

Hiring and Orientation Policies

Conflicts of Interest

Chinook Winds Logistics LLC is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, customer relations, safety, security, and morale. If there is any actual or potential conflict of interest between you and a competitor, supplier, distributor, or contractor to the Company, you must disclose it to a Member of Management. If an actual or potential conflict of interest is determined to exist, the Company will take such steps as it deems necessary to reduce or eliminate this conflict.

Employment of Relatives and Friends

We will not employ friends or relatives in circumstances where actual or potential conflicts may arise that could compromise supervision, safety, confidentiality, security, and morale at Chinook Winds Logistics LLC. It is your obligation to inform the Company of any such potential conflict so the Company can determine how best to respond to the particular situation.

Job Descriptions

Chinook Winds Logistics LLC attempts to maintain a job description for each position. If you do not have a current copy of your job description, you should request one from a Member of Management. Job descriptions prepared by the Company serve as an outline only. Due to business needs, you may be required to perform job duties that are not within your written job description. Furthermore, the Company may have to revise, add to, or delete from your job duties per business needs. On occasion, the Company may need to revise job descriptions with or without advance notice to employees. If you have any questions regarding your job description or the scope of your duties, please speak with a Member of Management.

New Hires and Introductory Periods

The first 90 days of your employment is considered an introductory period. During this period, you will become familiar with Chinook Winds Logistics LLC and your job responsibilities, and we will have the opportunity to monitor the quality and value of your performance and make any necessary adjustments in your job description or responsibilities. Your introductory period with the Company can be shortened or lengthened as deemed appropriate by management and Human Resources. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the "at will" employment relationship.

Posting of Openings

Chinook Winds Logistics LLC desires to promote qualified employees from within where it believes that is possible, consistent with the need to assure that all positions are staffed by highly competent individuals. New job openings generally will be posted on the bulletin board, as well as on our Internet site. You may be eligible for a referral bonus when you refer new employees. Prior to any outside recruitment, we will announce all new positions within the Company for five working days.

Training Program

In most cases, and for most departments, training employees is done on an individual basis by the department manager. Even if you have had previous experience in the specified functions of your job duties, it is necessary for you to learn our specific procedures, as well as the responsibilities of the specific position. If you ever feel you require additional training, consult a Member of Management.

Disability Accommodation Policy

Chinook Winds Logistics LLC complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, the Company will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.

If you require an accommodation because of your disability, it is your responsibility to notify a Member of Management. You may be asked to include relevant information such as:

- ☐ A description of the proposed accommodation.
- ☐ The reason you need an accommodation.
- ☐ How the accommodation will help you perform the essential functions of your job.

After receiving your request, the Company will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by the Company in connection with a request for accommodation will be treated as confidential.

The Company encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, the Company is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Company. If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

The Company will not discriminate or retaliate against employees for requesting an accommodation.

Equal Employment Opportunity Statement and Non-harassment Policy

Equal Opportunity Statement

Chinook Winds Logistics LLC is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), race, color, national origin, ancestry, religion, sex, pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws. The Company is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The Company will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The Company will take appropriate corrective action, if and where warranted. The Company prohibits retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with a member of management or human resources.

Policy Against Workplace Harassment

Chinook Winds Logistics LLC has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's age (40 and older), race, color, national origin, ancestry, religion, sex, pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws. All forms of harassment of, or by, employees, vendors, visitors, customers, and clients are strictly prohibited and should be brought up with a member of management as soon as possible.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- ☐ Unwelcome requests for sexual favors;
- ☐ Lewd or derogatory comments or jokes;
- ☐ Comments regarding sexual behavior or the body of another;
- ☐ Sexual innuendo and other vocal activity such as catcalls or whistles;
- ☐ Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;
- ☐ Repeated requests for dates after being informed that interest is unwelcome;
- ☐ Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the Company or any government agency;
- ☐ Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
- ☐ Any unwanted physical touching or assaults or blocking or impeding movements.

Other Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion toward an individual because of the individual's age (40 and older), race, color, national origin, ancestry, religion, sex, pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- ☐ The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories;
- ☐ Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on our premises, or circulated in the workplace; and
- ☐ A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group.

Reporting Discrimination and Harassment

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, immediately notify our human resources department or any member of management.

The Company prohibits retaliation against employees who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and termination. If the Company determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Company may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Company will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

Employment Authorization Verification

New hires will be required to complete Section 1 of federal Form I-9 on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with Chinook Winds Logistics LLC. If you are currently employed and have not complied with this requirement or if your status has changed, inform our human resources department.

If you are authorized to work in this country for a limited period of time, you will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the Company.

Religious Accommodation Policy

Chinook Winds Logistics LLC is dedicated to treating its employees equally and with respect and recognizes the diversity of their religious beliefs. All employees may request an accommodation when their religious beliefs cause a deviation from the Company dress code or the individual's schedule, basic job duties, or other aspects of employment. The Company will consider the request, but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that will be considered are cost, the effect that an accommodation will have on current established policies, and the burden on operations — including other employees — when determining a reasonable accommodation. At no time will the Company question the validity of a person's belief.

If you require a religious accommodation, speak with our human resources department.

Wage and Hour Policies

Attendance Policy

If you know ahead of time that you will be absent or late, provide reasonable advance notice to a

Member of Management. You may be required to provide documentation of any medical or other excuse for being absent or late where permitted by applicable law.

Chinook Winds Logistics LLC reserves the right to apply unused vacation, sick time, or other paid time off to unauthorized absences. Absences resulting from approved leave, vacation, or legal requirements are exceptions to the policy.

Business Expenses Policy

The purpose of this policy is to define approved non-travel business expenses and the authority for incurring and approving such expenses at Chinook Winds Logistics LLC.

Approved business expenses are the reasonable and necessary expenses incurred by employees to achieve legitimate business purposes that are not covered by normal Company procurement processes.

Business Meetings (Employer-Sponsored Events and Meetings)

The Company pays for expenses necessary to achieve a valid business purpose when meetings are held with customers, vendors, or other Company employees. The most senior Company individual present is to pay for and report all expenses.

The Company will make every effort to have a master account set up for Company-wide and large group events. However, if you are at a small meeting or staying by yourself at a hotel, pay individually and submit for reimbursement accordingly.

Entertainment

The Company pays for entertainment expenses only when they clearly benefit the Company and include customers and are promotional in nature. The most senior individual present is to pay for and report all expenses.

Technical and Training Seminars

The Company pays for expenses associated with attendance at classes and seminars that enhance job-related skills. Prior approval must be obtained by a Member of Management.

Gifts

You may present gifts only under exceptional circumstances and with prior approval of the appropriate Company officer. The Company does not reimburse cost over \$25 for business gifts.

Other Expenses

The Company will pay for postage and telephone expenses that are for business purposes.

Reporting Expenses

Report approved expenses on the standard expense report form and include a description of the expense, its business purpose, date, place, and the participants.

Direct Deposit

Chinook Winds Logistics LLC encourages all employees to enroll in direct deposit. If you would like to take advantage of direct deposit, ask admin@chinookwindslogistics.com for an application form. Typically, the bank will begin the direct deposit of your payroll within 30 calendar days after you submit your completed application.

If you have selected the direct deposit payroll service, a written explanation of your deductions will be given to you on paydays described in the preceding sections in lieu of a check.

Introduction to Wage and Hour Policies

At Chinook Winds Logistics LLC, pay depends on a wide range of factors, including pay scale surveys, individual effort, profits, and market forces. If you have any questions about your compensation, including matters such as paid time off, commissions, overtime, benefits, or paycheck deductions, speak with our human resources department or a member of management.

Job Abandonment

If you fail to show up for work or call in with an acceptable reason for the absence for a period of three consecutive days, you will be considered to have abandoned your job and voluntarily resigned from Chinook Winds Logistics LLC.

Meal and Rest Periods Policy

Chinook Winds Logistics LLC strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding meal and rest periods. Check with a Member of Management regarding procedures and schedules for rest and meal breaks. The Company requests that employees accurately observe and record meal and rest periods. If you know in advance that you may not be able to take your scheduled break or meal period, let a Member of Management know; in addition, notify a Member of Management as soon as possible if you were unable to or prohibited from taking a meal or rest period.

Pay Periods

At Chinook Winds Logistics LLC, the standard pay period is weekly for all employees. Pay dates are Fridays. If a pay date falls on a holiday, you will be paid on Thursday. Special provisions may be required from time to time if holidays fall on pay dates. Check with a Member of Management if this type of date arises.

If you are paid by commission, refer to your commission agreement.

Review your paycheck for accuracy. If you find an issue, report it to our human resources department

immediately.

Paycheck Deductions

Chinook Winds Logistics LLC is required by law to make certain deductions from your pay each pay period. This includes income and unemployment taxes, Federal Insurance Contributions Act (FICA) contributions (Social Security and Medicare), and any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the number of exemptions you list on your federal Form W-4 and applicable state withholding form. You may also authorize voluntary deductions from your paycheck, including contributions for insurance premiums, retirement plans, spending accounts, or other services. Your deductions will be reflected in your wage statement.

The Company will not make deductions to your pay that are prohibited by federal, state, or local law. If you have any questions about deductions from your pay, contact a Member of Management. You will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, you will receive an immediate adjustment, which will be paid no later than your next regular payday.

Recording Time

Federal and state laws require Chinook Winds Logistics LLC to keep accurate records of hours worked by nonexempt (hourly) employees. Clock in no more than five minutes ahead of your start time and clock out no later than five minutes after your quitting time. All nonexempt employees are required to enter their hours worked accurately, including all lunch periods and any rest periods of more than 20 minutes. You are required to notify the Company of any pay discrepancies, unrecorded or mis-recorded work hours, or any involuntary missed meal or break periods.

Do not complete the time sheet of any other employees or request that they do so for you. Be sure to indicate your days off. Any changes to your time card must be approved of and initialed by a Member of Management. Time cards are to be turned in to admin@chinookwindslogistics.com on the 1st day of each month.

Falsification of time records or recording time for other employees may result in discipline up to and including termination of employment.

Travel Expenses

The purpose of this policy is to define approved business travel expenses and the authority for incurring and approving such expenses at Chinook Winds Logistics LLC.

Travel expenses are the reasonable and necessary expenses incurred by employees when traveling on approved Chinook Winds Logistics LLC business trips. Travel is limited to business activities for which other means of communication is inadequate and for which prior approval from a Member of Management has been received.

Advances

The Company does not generally provide cash travel advances. Normally, you will be expected to use personal credit cards and/or your own cash and submit approved expenses on the standard Expense Report Form.

Travel Expenses

The Company pays the actual amounts incurred for appropriate expenses when you are on travel assignments. Examples of typical expenses include the following:

- ☐ Airline tickets.
- ☐ Meals and lodging.
- ☐ Car rental, bus, taxi, parking.
- ☐ Telephone and fax.
- ☐ Laundry and dry cleaning (trips exceeding one week only, unless emergency).
- ☐ Business supplies and services.
- ☐ Associated gratuities.
- ☐ Other expenses necessary to achieve the business purposes.

Family Members

The Company will pay the travel expenses of spouses or other family members only when their presence is necessary to the business purpose of the trip and when approved in advance in writing by the Chief Executive Officer.

Air Travel

Use economy or tourist class airfares when traveling on Company business. In addition, private, noncommercial aircraft or chartered aircraft is not to be used, and no more than two Company officers should travel together on the same flight.

Airfares are to be charged to personal credit cards and subsequently submitted for reimbursement on a monthly expense report.

Hotels

Neither in-room movies nor refreshment bars are approved Company expenses.

Insurance

The Company does not pay for personal travel insurance for employees.

Rental Cars

You are to use rental firms having existing relationships with the Company and, where feasible, have negotiated discount rates. Available reasonable transportation is to be used.

Personal Vehicles

When using your own vehicle for business purposes, you must maintain insurance coverage as required by law. Travel between your home and primary office is not considered to be business travel. You may not use your personal vehicle for business travel without authorization. Every attempt should be made to utilize the use of courier and delivery services in order to avoid hazard of liability and the time away from work. You will be reimbursed for vehicle use at the standard IRS mileage rate. The Chief Executive Officer must authorize any deviation from this policy.

Reporting

Report approved expenses and include a description of the expense, its business purpose, date, place, and the participants.

Travel Reservations

Airline travel, rental cars, and hotels must be booked through the corporate designated travel agency in order to be reimbursed.

Use of Employer Credit Cards

All employees in the possession of a credit card issued by Chinook Winds Logistics LLC will adhere to the strictest guidelines of responsibility for the protection and proper use of that card. Credit card purchases related to Company vehicle use (gas, oil, etc.) under \$100 do not require prior approval. Credit card purchases for vehicle use over \$100 and any other business purchases over \$25 must receive prior approval from a Member of Management.

Submit all sales receipts generated by use of the Company credit card immediately to admin@chinookwindslogistics.com. Your Company credit card may not be used for personal reasons. Use of the Company credit card is restricted to approved business related expenses.

Any unauthorized purchases made with a credit card issued by the Company will be the cardholder's responsibility. You must reimburse any such purchase to the Company within 30 days.

Immediately report lost or stolen Company cards to a Member of Management. Failure to follow this

policy may result in disciplinary action up to and including termination.

Accommodations for Nursing Mothers

Chinook Winds Logistics LLC will provide nursing mothers reasonable break time to express milk for their infant child(ren) for up to one year following the child's birth.

If you are nursing, you will be provided with a space, other than a restroom, that is shielded from view and free from intrusion from co-workers and the public.

Expressed milk can be stored in company refrigerators, refrigerators provided in the lactation room or other location, in a personal cooler. Sufficiently mark or label your milk to avoid confusion for other employees who may share the refrigerator.

Break time should, if possible, be taken concurrently with any other break time already provided. If you are nonexempt, clock out for any time taken that does not run concurrently with normally scheduled rest periods, and such time will be paid in accordance with federal law.

You are encouraged to discuss the length and frequency of these breaks with a Member of Management.

No provision of this policy applies, or will be enforced, if it conflicts with or is superseded by any requirement or prohibition contained in a federal, state, or local law, or regulation.

Overtime

If you are nonexempt, you may qualify for overtime pay. All overtime must be approved in advance, in writing, by a Member of Management.

At certain times Chinook Winds Logistics LLC may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including termination.

Unless otherwise required or exempted by law, overtime pay of one and one half times your regular rate of pay is paid for any hours worked in excess of 40 hours in a workweek. Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

Pay Transparency Policy for Federal Contractors

The contractor (Chinook Winds Logistics LLC) will not terminate or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own

pay or the pay of another employees or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

Travel Time Pay

Some nonexempt positions within Chinook Winds Logistics LLC require travel. The Company pays nonexempt employees for travel time in accordance with federal and state law. For purposes of this policy, the regular workday is 9:00AM –6:00PM (Monday – Friday).

Home to Work Travel

If you travel from home before the regular workday and return to your home at the end of the workday, you are engaged in ordinary home to work travel, which is not work time.

Home to Work on a Special One Day Assignment in Another City

If you regularly work at a fixed location in one city and you are given a special one day assignment in another city, but return home the same day, the time spent in traveling to and returning from the other city is work time, except that the Company may deduct/not count that time you would normally spend commuting to the regular work site.

Travel That Is All in a Day's Work

Your time spent in travel as part of your principal activity, such as travel from job site to job site during the workday, is work time and must be counted as hours worked.

Travel Away from Home Community

Travel that keeps you away from home overnight is travel away from home. Travel away from home is clearly work time when it cuts across your workday. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on nonworking days. The Company will not consider as work time that time spent in travel away from home outside of your regular working hours as a passenger on an airplane, train, boat, bus, or automobile.

Work Performed While Traveling

Any work you perform while traveling must be counted as hours worked.

Calculating and Reporting Travel Time

You are responsible for accurately tracking, calculating, and reporting your travel time. Travel time

should be calculated by rounding up to the nearest quarter hour.

Performance, Discipline, Layoff, and Termination

Criminal Activity/Arrests

Involvement in criminal activity during employment, whether on or off Chinook Winds Logistics LLC property, may result in disciplinary action including suspension or termination of employment. Disciplinary action depends upon a review of all factors involved, including whether or not the action was work related, the nature of the act, or circumstances that adversely affect attendance or performance. Any disciplinary action is not dependent upon the disposition of any case in court.

You are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled as a result of an arrest may lead to disciplinary action, up to and including termination of employment, for violation of an attendance policy or job abandonment.

Any disciplinary action taken will be based on information reasonably available. This information may come from witnesses, police, or any other source as long as management has reason to view the source as credible.

Disciplinary Process

Violation of Chinook Winds Logistics LLC policies or procedures may result in disciplinary action including demotion, transfer, leave without pay, or termination of employment. The Company encourages a system of progressive discipline depending on the type of prohibited conduct. However, the Company is not required to engage in progressive discipline and may discipline or terminate employees who violate the rules of conduct, or where the quality or value of their work fails to meet expectations at any time. Again, any attempt at progressive discipline does not imply that your employment is anything other than on an "at-will" basis.

In appropriate circumstances, management will first provide you with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, transfer, forced leave, or termination of employment. A Member of Management will make every effort possible to allow you to respond to any disciplinary action taken. Understand that while the Company is concerned with consistent enforcement of our policies, we are not obligated to follow any disciplinary or grievance procedure and that depending on the circumstances, you may be disciplined or terminated without any prior warning or procedure.

Exit Interview

You may be asked to participate in an exit interview when you leave Chinook Winds Logistics LLC. The purpose of the exit interview is to provide management with greater insight into your decision to leave employment; identify any trends requiring attention or opportunities for improvement; and to assist the Company in developing effective recruitment and retention strategies. Your cooperation in the exit interview process is appreciated.

Outside Employment

Outside employment that creates a conflict of interest or that affects the quality or value of your work performance or availability at Chinook Winds Logistics LLC is prohibited. The Company recognizes that you may seek additional employment during off hours, but in all cases expects that any outside employment will not affect job performance, work hours, or scheduling, or otherwise adversely affect your ability to effectively perform your duties. Any conflicts should be reported to a Member of Management. Failure to adhere to this policy may result in discipline up to and including termination.

Pay Raises

Depending on financial health and other Company factors, efforts will be made to give pay raises consistent with Chinook Winds Logistics LLC profitability, job performance, and the consumer price index. The Company may also make individual pay raises based on merit or due to a change of job position.

Performance Improvement

Chinook Winds Logistics LLC will make efforts to periodically review your work performance. The performance improvement process will take place annually, or as business needs dictate. You may specifically request that a Member of Management assist you in developing a performance improvement plan at any time.

The performance improvement process is a means for increasing the quality and value of your work performance. Your initiative, effort, attitude, job knowledge, and other factors will be addressed. You must understand that a positive job performance review does not guarantee a pay raise or continued employment. Pay raises and promotions are based on numerous factors, only one of which is job performance.

Post-Employment References

Chinook Winds Logistics LLC policy is to confirm dates of employment and job title only. With written authorization, the Company will confirm compensation. Forward any requests for employment verification to admin@chinookwindslogistics.com.

Problem Solving Procedures

Chinook Winds Logistics LLC strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances you have about

the work place to the attention of a Member of Management and, if necessary, to Human Resources or upper level management. To help manage conflict resolution we have instituted the following problem solving procedure:

If you believe there is inappropriate conduct or activity on the part of the Company, management, its employees, vendors, customers, or any other persons or entities related to the Company, bring your concerns to the attention of a Member of Management at a time and place that will allow the person to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your immediate Member of Management. If you have already brought this matter to the attention of a Member of Management before and do not believe you have received a sufficient response, or if you believe that person is the source of the problem, present your concerns to Human Resources or upper level management. Describe the problem, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

Promotions

To match you with the job for which you are best suited and to meet the business needs of Chinook Winds Logistics LLC, you may be transferred from your current job. It is our policy to promote from within only when the most qualified candidate is available. Promotions are made on an equal opportunity basis according to employees possessing the needed skills, education, experience, and other qualifications that are required for the job.

Standards of Conduct

Chinook Winds Logistics LLC wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our employees, clients, customers, and other stakeholders. We all share in the responsibility of improving the quality of our work environment. By deciding to work here, you agree to follow our rules.

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit our right to discipline or discharge employees for any reason permitted by law.

Examples of inappropriate conduct include:

- ☐ Violation of the policies and procedures set forth in this handbook.
- ☐ Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
- ☐ Being under the influence of alcohol during working hours on Company property (including in Company vehicles), or on Company business.
- ☐ Inaccurate reporting of the hours worked by you or any other employees.
- ☐ Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of the Company or in the preparation of any employment-related documents including, but not limited to, job applications, personnel files, employment review documents, intracompany communications, or expense records.
- ☐ Taking or destroying Company property.
- ☐ Possession of potentially hazardous or dangerous property (where not permitted) such as firearms, weapons, chemicals, etc., without prior authorization.
- ☐ Fighting with, or harassment of (as defined in our EEO policy), any fellow employee, vendor, or customer.
- ☐ Disclosure of Company trade secrets and proprietary and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development information, customer lists, patents, trademarks, etc.) of the Company or its customers, contractors, suppliers, or vendors.
- ☐ Refusal or failure to follow directions or to perform a requested or required job task.
- ☐ Refusal or failure to follow safety rules and procedures.
- ☐ Excessive tardiness or absences.
- ☐ Smoking in non-designated areas.
- ☐ Working unauthorized overtime.
- ☐ Solicitation of fellow employees on Company premises during working hours.
- ☐ Failure to dress according to Company policy.
- ☐ Use of obscene or harassing (as defined by our EEO policy) language in the workplace.
- ☐ Engaging in outside employment that interferes with your ability to perform your job at this Company.
- ☐ Gambling on Company premises.
- ☐ Lending keys or keycards to Company property to unauthorized persons.

Nothing in this policy is intended to limit your rights under the National Labor Relations Act, or to modify the at-will employment status where at-will is not prohibited by state law.

Transfers

Chinook Winds Logistics LLC may transfer your employment from one position to another with or without notice, as required by production or service needs, or upon request by you and with management approval. Transfers in excess of 90 days may be considered final and your paycheck may be increased or decreased consistent with the pay scale for your new position.

Workforce Reductions (Layoffs)

If necessary based upon business needs, Chinook Winds Logistics LLC management may decide to implement a reduction in force (RIF). We acknowledge that RIFs can be a trying experience for all involved, and the Company will make its best effort to make sound business decisions while acknowledging the needs of its workforce.

General Policies

Authorization for Use of Personal Vehicle

All employees required to operate a motor vehicle as part of their employment duties must maintain a valid driver's license, acceptable driving record, and appropriate insurance coverage. Chinook Winds Logistics LLC may run a motor vehicle department check to determine your driving record. It is your responsibility to provide a copy of your current driver's license and insurance coverage for your personnel file. Any changes in your driving record, including, but not limited to, driving infractions or

changes to your insurance policy, must be reported to the Company.

If you use your personal vehicle in the course and scope of employment, you may not operate such vehicle while:

1. Under the influence of drugs, alcohol, or any other substance that might impair your judgment or ability to drive; or
2. Texting, emailing, or otherwise using a cell phone or other handheld device without utilizing a hands-free device.

Computer Security and Copying of Software

Software programs purchased and provided by Chinook Winds Logistics LLC are to be used only for creating, researching, and processing materials for Company use. By using Company hardware, software, and networking systems you assume personal responsibility for their use and agree to comply with this policy and other applicable Company policies, as well as city, state, and federal laws and regulations.

All software acquired for or on behalf of the Company, or developed by Company employees or contract personnel on behalf of the Company, is and will be deemed Company property. It is the policy of the Company to respect all computer software rights and to adhere to the terms of all software licenses to which the Company is a party. The Chief Executive Officer is responsible for enforcing these guidelines.

You may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject you and/or the Company to both civil and criminal penalties under the United States Copyright Act. To purchase software, obtain your manager's approval. All software acquired by the Company must be purchased through a Member of Management

You may not duplicate, copy, or give software to any outsiders including clients, contractors, customers, and others. You may use software on local area networks or on multiple machines only in accordance with applicable license agreements entered into by the Company.

Driving Record

All employees required to operate a motor vehicle as part of their employment duties at Chinook Winds Logistics LLC must maintain a valid driver's license and acceptable driving record. The Company may run a motor vehicle department check to determine your driving record. It is your responsibility to provide a copy of your current driver's license for your personnel file. Any changes in your driving record, including but not limited to driving infractions, must be reported to the Company.

State law requires all motorists to carry auto liability insurance. It is against the law to drive without insurance. If you use your own vehicle as a part of your employment duties, you must provide management with a current proof of insurance statement or card. New proof of insurance is required every time your policy expires and renews.

Employer Sponsored Social Events

Chinook Winds Logistics LLC holds periodic social events for employees. Be advised that your attendance at these events is voluntary and does not constitute part of your work-related duties. Any exceptions to this policy must be in writing and signed by a Member of Management prior to the event.

Alcoholic beverages may be available at these events. If you choose to drink alcoholic beverages, you must do so in a responsible manner. Do not drink and drive. Instead, please call a taxi or appoint a designated driver.

Employer-Provided Cell Phone/Mobile Device Policy

The purpose of this policy is to provide guidance to departments and employees regarding eligibility for Chinook Winds Logistics LLC provided cell phones and plans, and the appropriate use of the phone and plan.

You must have a legitimate business need for a cell phone/mobile device and the issuance of same must be approved by a Member of Management. The typical legitimate reasons employees may need a cell phone/mobile device include frequent business travel or for key personnel who must be immediately reachable during an emergency.

When the cell phone/mobile device is used for personal reasons and the activity results in additional cost to the Company, you are responsible for the cost of that usage, including all applicable taxes. Make note of personal calls and reimburse the Company after review of the monthly call detail.

If the cell phone/mobile device has a flat rate airtime/data plan, you are responsible for reimbursing the Company when personal activities cause the plan threshold to be exceeded. With concurrence of an authorized signer on the account, you should determine the amount of personal use that caused the usage to exceed the plan and reimburse the Company for that amount plus all applicable taxes. If you drive a vehicle during your employment, you may not use any cell phone/mobile device or other communication device while driving unless the device is equipped or configured with a "hands-free" listening/speaking option, and you in fact utilize the hands-free device. This option must be approved by a Member of Management.

The Company owns and remains entitled to all cell phone/mobile devices, including all passwords controlling access to them. You may not change those passwords except with permission. At the time of employment termination, all such equipment and passwords must be returned to the Company in operable condition.

GPS Monitoring of Employer Vehicles

Chinook Winds Logistics LLC desires to strike the appropriate balance between today's technologies, your desire for privacy, and our interests in protecting Company vehicles, equipment, and drivers. Due to safety, efficiency, and other business purposes, the Company uses GPS technology to monitor the whereabouts of our vehicles at all times.

Questions concerning vehicle monitoring should be directed to a Member of Management. Questions concerning the proper use of any vehicles should be directed to a Member of Management. Any employees who abuses the privilege of driving company vehicles will be subject to corrective action, up to and including termination of employment. If necessary, the Company will also advise law enforcement officials of any illegal conduct.

Mail Use Policy

You are required to limit usage of the Chinook Winds Logistics LLC mail service to business purposes only. You may not use the Company address to receive personal mail. Do not use the Company postage meter for your personal mail. Report any suspicious packages or envelopes to a Member of Management immediately.

Nonsolicitation/Nondistribution Policy

To avoid disruption of business operations or disturbance of employees, visitors, and others, Chinook Winds Logistics LLC has implemented a Nonsolicitation/Nondistribution Policy. For purposes of this policy, "solicitation" includes, but is not limited to, selling items or services, requesting contributions, and soliciting or seeking to obtain membership in or support for any organization. Solicitation performed through verbal, written, or electronic means is covered by the Nonsolicitation/Nondistribution Policy.

You are prohibited from soliciting other employees during your assigned working time. For this purpose, working time means time during which either you or the employees who are the object of the solicitation are expected to be actively engaged with assigned work. You may conduct solicitations during your lunch period, coffee breaks, or other authorized nonworking time, so long as you do so when the other employees are also on nonworking time.

To avoid inappropriate litter, clutter, and safety risks, you may not distribute literature or other items that are not work related in working areas at any time. Working areas do not include break/rest areas, lunch rooms, or parking lots. Electronic distribution of materials is prohibited during work time. Literature that violates the company's equal employment opportunity (EEO) and nonharassment policies (including threats of violence), or is knowingly and recklessly false, is never permitted. Non-employees are not permitted to distribute materials on company premises at any time.

This policy is not intended to restrict the statutory rights of employees, including the right to discuss terms and conditions of employment.

Violations of this policy should be reported to Member of Management.

Off-Duty Use of Employer Property or Premises

You may not use Chinook Winds Logistics LLC property for personal use during working time. You are responsible for returning Company property in good condition and repairing or replacing any property damaged as the result of personal use or as the result of negligence. This includes use of copy machines, computers, Company products, or office supplies for personal use without prior authorization.

It is Company policy to control off duty and nonworking hour use of Company facilities either for business or personal reasons. You are prohibited from using Company facilities during off duty or nonworking hours without the written consent of a Member of Management. If you use Company facilities during your off-duty hours or Company off-hours, you may be required to sign a log-in and log-out sheet maintained by the Company or building manager.

Open Door Policy

At Chinook Winds Logistics LLC, we welcome suggestions for continued improvement and welcome your ideas for better ways to do your job, produce or sell the products or services of our Company, or meet customer and client needs. Discuss your ideas with a Member of Management or another member of the management team.

We also encourage you to offer any suggestions derived from seminars, magazines, or other outside sources of information you believe would add value to the Company.

Understand that any suggestions, innovations, inventions, or other matter created by you on work time or with Company tools or property are considered to be the property of the Company.

Payroll Advances and Loans

Chinook Winds Logistics LLC does not typically make payroll loans or advances for personal use, however if you have an unusual circumstance, management will be willing to consider your needs. Please contact admin@chinookwindslogistics.com or a Member of Management.

Personal Appearance

Your personal appearance reflects on the reputation, integrity, and public image of Chinook Winds Logistics LLC. All employees are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, including clean clothing, good grooming and personal hygiene, and appropriate attire for the workplace and the work being performed. This may include wearing uniforms or protective safety clothing and equipment, depending upon the job. Use common sense and good judgment in determining what to wear to work.

Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies. The Company will make every effort to reasonably accommodate employees with disabilities or with religious beliefs that make it difficult for them to comply fully with the personal appearance policy. Contact a Member of Management to request a reasonable accommodation.

Failure to comply with the personal appearance standards may result in being sent home to groom or change clothes. Frequent violations may result in disciplinary action, up to and including termination of employment.

Personal Cell Phone/Mobile Device Use

While Chinook Winds Logistics LLC permits employees to bring personal cell phones and other mobile devices (i.e. smart phones, PDAs, tablets, laptops) into the workplace, you must not allow the

use of such devices to interfere with your job duties or impact workplace safety and health.

Use of personal cell phones and mobile devices at work can be distracting and disruptive and cause a loss of productivity. Thus, you should primarily use such personal devices during nonworking time, such as breaks and meal periods. During this time, use devices in a manner that is courteous to those around you. Outside of nonworking time, use of such devices should be minimal and limited to emergency use only. If you have a device that has a camera and/or audio/video recording capability, you are restricted from using those functions on Company property unless authorized in advance by management or when they are used in a manner consistent with your right to engage in concerted activity under section 7 of the National Labor Relations Act (NLRA).

You are expected to comply with Company policies regarding the protection of confidential and proprietary information when using personal devices.

While operating a vehicle on work time, the Company requires that the driver's personal cell phone/mobile device be turned off. If you need to make or receive a phone call while driving, pull off the road to a safe location unless you have the correct hands-free equipment for the device that is in compliance with applicable state laws.

You may not connect your personal device to the Company network or to Company equipment (computers, printers, etc.).

Nothing in this policy is intended to prevent employees from engaging in protected concerted activity under the NLRA.

You will be subject to disciplinary action up to and including termination of employment for violation of this policy.

Personal Data Changes

It is your obligation to provide Chinook Winds Logistics LLC with your current contact information, including current mailing address and telephone number. Inform the Company of any changes to your marital or tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings. To make changes to this information, contact admin@chinookwindslogistics.com

Personnel and Medical Records

Chinook Winds Logistics LLC maintains a personnel and medical file for all employees. Medical records will be kept in a separate folder. Every effort will be made to keep your personnel and medical records confidential. Access is on a "need-to-know" basis only. This includes, but is not limited to, supervisors and others in management reviewing the file for possible promotion, transfer, or layoff.

If you wish to review your personnel or medical file, you must give the Company reasonable notice. Inspection must occur in the presence of a Company representative. All requests by an outside party for information contained in your personnel file will be directed to the Human Resources department, which is the only department authorized to give out such information.

Security

All employees are responsible for helping to make Chinook Winds Logistics LLC a secure work environment. Upon leaving work, lock all desks, lockers, and doors protecting valuable or sensitive material in your work area and report any lost or stolen keys, passes, or similar devices to a Member of Management immediately. Refrain from discussing specifics regarding Company security systems, alarms, passwords, etc. with those outside of the Company.

Immediately advise a Member of Management of any known or potential security risks and/or suspicious conduct of employees, customers, or guests of the Company. Safety and security is the responsibility of all employees and we rely on you to help us keep our premises secure.

Social Media Policy

At Chinook Winds Logistics LLC, we recognize the Internet provides unique opportunities to participate in interactive discussions and share information using a wide variety of social media. However, use of social media also presents certain risks and carries with it certain responsibilities. To minimize risks to the Company, you are expected to follow our guidelines for appropriate use of social media.

This policy applies to all employees who work for the Company.

Guidelines

For purposes of this policy, social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether associated or affiliated with the Company, as well as any other form of electronic communication.

Company principles, guidelines, and policies apply to online activities just as they apply to other areas of work. Ultimately, you are solely responsible for what you communicate in social media. You may be personally responsible for any litigation that may arise should you make unlawful defamatory, slanderous, or libelous statements against any customer, manager, owner, or employees of the Company.

Know and Follow the Rules

Ensure your postings are consistent with these guidelines. Postings that include unlawful discriminatory remarks, harassment, and threats of violence or other unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be Respectful

The Company cannot force or mandate respectful and courteous activity by employees on social media during nonworking time. If you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as unlawful, slanderous, threatening, or that might constitute unlawful harassment. Examples of such conduct might include defamatory or slanderous posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, age, national origin, religion, veteran status, or any other status or class protected by law or Company policy. Your personal posts and social media activity should not reflect upon or refer to the Company.

Maintain Accuracy and Confidentiality

When posting information:

- ☐ Maintain the confidentiality of trade secrets, intellectual property, and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) related to the Company.
- ☐ Do not create a link from your personal blog, website, or other social networking site to a Company website that identifies you as speaking on behalf of the Company.
- ☐ Never represent yourself as a spokesperson for the Company. If the Company is a subject of the content you are creating, do not represent yourself as speaking on behalf of the Company. Make it clear in your social media activity that you are speaking on your own behalf.
- ☐ Respect copyright, trademark, third-party rights, and similar laws and use such protected information in compliance with applicable legal standards.

Using Social Media at Work

Do not use social media while on your work time, unless it is work related as authorized by your manager or consistent with policies that cover equipment owned by the Company.

Media Contacts

If you are not authorized to speak on behalf of the Company, do not speak to the media on behalf of the Company. Direct all media inquiries for official Company responses to Human Resources.

Retaliation and Your Rights

Retaliation or any other negative action is prohibited against anyone who, based on a reasonable belief, reports a possible deviation from this policy or cooperates in an investigation. Those who retaliate against others for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Nothing in this policy is designed to interfere with, restrain, or prevent employees from communications regarding wages, hours, or other terms and conditions of employment, or to restrain employees in exercising any other right protected by law. All employees have the right to engage in or

refrain from such activities.

Telecommuting

Telecommuting is defined as regularly working a full or partial workday from home or some other alternate work site.

Chinook Winds Logistics LLC will make telecommuting available to employees when it benefits organizational and departmental needs. This option may not be available in some job classifications due to business needs. Each department manager will determine, in his or her discretion, the positions within the department that may be suitable for telecommuting.

If you meet eligibility requirements for telecommuting, you must submit a Telecommuting Agreement form to your immediate Member of Management for departmental approval. If you are granted a telecommuting arrangement, you will be subject to the same performance standards as prior to telecommuting. Telecommuting work areas may be evaluated to ensure that appropriate safety standards are met. Telecommuting may be a reasonable accommodation; consult admin@chinookwindslogistics.com if you are requesting telecommuting as a reasonable accommodation.

Telephone Use

Chinook Winds Logistics LLC phones are principally for work-related communications. Unless there is an emergency, limit long distance telephone calls to business purposes only. Limit personal use of Company telephones to brief communications during rest periods where possible. Casual conversation with friends and relatives during working hours is strongly discouraged. Telephone use is subject to the Voicemail/Email/Internet Usage Policy.

Third Party Disclosures

From time to time, Chinook Winds Logistics LLC may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact our employees to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should not speak on behalf of the Company and should refer any call requesting the position of the Company to the Chief Executive Officer. If you have any questions about this policy or are not certain what to do when such a contact is made, contact the Chief Executive Officer.

Use of Employer Vehicles

Company vehicles are to be used for Chinook Winds Logistics LLC business only. Unless the use of the vehicle has been approved for personal use, personal or outside business use is strictly prohibited. If you drive a Company vehicle, all infractions or violations while driving the vehicle and all restrictions, suspensions, or revocations against your driver's license must be immediately reported to a Member of Management.

When a Company vehicle cannot be operated, is unsafe for use, or has been damaged, notify a Member of Management immediately.

As the driver of a Company vehicle, you are responsible for the vehicle while in your charge and must not permit unauthorized persons to drive it. You are also responsible for the daily housekeeping of the vehicle; it is to remain clean and uncluttered.

You may not operate a motor vehicle while under the influence of alcohol or a chemical substance or other substance that can impair judgment. You may not operate a motor vehicle while texting, emailing, or otherwise using a cell phone or other handheld device without utilizing a hands-free device.

Multiple driving moving violations that appear on the annual state department of motor vehicle check will result in suspension of rights to drive a Company vehicle or drive a personal vehicle on Company business. Suspension of rights will continue until one year has passed with no infractions. If there are persistent and ongoing problems with driving infractions, and driving a vehicle is a part of successful execution of job responsibilities, you may be terminated.

Voicemail, Email, and Internet Policy

This Voicemail/Email/Internet Policy is intended to provide Chinook Winds Logistics LLC employees with the guidelines associated with the use of the voicemail/email/Internet system (the system). This policy applies to all employees and any others accessing and/or using the system through onsite or remote terminals.

- ☐ The system, and all data transmitted or received through the system, is the exclusive property of the Company. You should not have any expectation of privacy in any communication over this system. If you are permitted to have access to the system, you will be given a voicemail, email, and/or Internet address and/or access code and will have use of the system consistent with this policy.
- ☐ The Company reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over the system. Any individual who is given access to the system is hereby given notice that the Company will exercise this right periodically, without prior notice and without the prior consent.
- ☐ The interests of the Company in monitoring and intercepting data include, but are not limited to: protection of Company trade secrets, proprietary, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.); managing the use of the computer system; and/or assisting employees in the management of electronic data during periods of absence.
- ☐ You should not interpret the use of password protection as creating a right or expectation of privacy. To protect everyone involved, no one can have a right or expectation of privacy regarding the receipt, transmission, or storage of data on the Company voicemail/email/Internet system.

Any employees who violate this policy will be subject to corrective action, up to and including termination of employment. If necessary, the Company will also advise law enforcement officials of any illegal conduct.

Workplace Privacy and Right to Inspect

Chinook Winds Logistics LLC property, including but not limited to lockers, phones, computers, tablets, desks, work place areas, vehicles, or machinery, remains under the control of the Company and is subject to inspection at any time, without notice to any employees, and without their presence. You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on Company premises including that kept in lockers and desks.

Benefits

401(k) Plan

All regular full-time employees at Chinook Winds Logistics LLC are eligible to participate in the 401(k) plan. The Company provides matching funds of \$0.06 for each dollar you contribute. As with your insurance benefits, refer to your Summary Plan Description (SPD) provided by the benefits administrator for specifics. If you have further questions about pension or profit sharing rights, consult with the benefits administrator. This benefit, as well as other benefits, may be canceled or changed at the discretion of the Company, unless otherwise required by law.

Bereavement Leave

Chinook Winds Logistics LLC recognizes the importance of taking leave when there is a death in the family. You are entitled to take up to 7 days off with pay for the funeral of an immediate relative. Pay is based on the regular rate for an eight-hour day. Authorized leave without pay is available for extended funeral matters. Personal leave time may also be taken when necessary. Notify Human Resources of your intention to take bereavement leave as soon as the need arises. The Company may request documentation to support absences for bereavement leave.

Continuing Education Policy and Tuition Assistance

We believe in the continuing education of our employees. If Chinook Winds Logistics LLC sends you to a class or training program during normal working hours related to your employment and you are nonexempt, you will be paid training pay for that time. If you are interested in attending an outside class and having the Company pay for your attendance, you are required to provide advance written notice describing the class, including the subject matter, length, and cost. Depending on the type of training, the Company may reimburse some or all of the fees, including materials expenses, meals, and transportation. If a Member of Management approves of your attendance at a class that is not sponsored by the Company, you will be reimbursed once you have attended and paid for the class.

Dental Insurance

All regular full-time employees at Chinook Winds Logistics LLC are eligible for the Company dental plan. Dental plan benefits are described in detail in the Summary Plan Description (SPD).

Exempt Personnel

If you are classified as exempt at the time of your hiring, you are not eligible for overtime pay as otherwise required by federal, state, or local laws. If you have a question regarding whether you are exempt or nonexempt, contact a Member of Management for clarification.

Health Insurance Policy

Chinook Winds Logistics LLC provides its regular full-time employees with health insurance. You have the option of dependent coverage at your own expense. Medical plan benefits for eligible employees and their dependents are described in detail in the Summary Plan Description (SPD) that is available to all eligible employees. These benefits may be canceled or changed at the discretion of the Company, unless otherwise required by law.

FMLA Subpolicy: Health benefits during Family and Medical Leave Act (FMLA) leave are maintained by the Company on the same terms as if you continued to work. You must make arrangements to pay your share of the health insurance premium on a monthly basis to maintain insurance coverage. Contact [the Payroll Department] to determine your contribution amount. The obligation of Company to maintain health benefits stops when:

- ☐ You inform the Company of your intent not to return to work at the end of the leave period;
- or ☐ You fail to return to work when the FMLA entitlement is exhausted; or ☐ You fail to timely make your premium payments.

The Company will be entitled to recover premiums paid to maintain health insurance coverage for you if you fail to return to work from leave.

Plan eligibility does not necessarily mean coverage for all medical treatments or procedures. Under changed circumstances, you may be responsible for contributing to the cost of increased premiums. This benefit, as well as other benefits, may be canceled or changed at the discretion of the Company, unless otherwise required by law.

COBRA Subpolicy: If you or a dependent become ineligible for benefits due to a change in work hours or through a life event, or you leave employment with us, you may have the right to continue your medical benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA). The Company will mail you information about your COBRA rights.

Jury Duty Leave

Chinook Winds Logistics LLC encourages employees to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify a Member of Management as soon as possible to make scheduling arrangements.

If you are classified as exempt, you will not incur any deduction in pay for a partial week's absence due to jury duty. If you are classified as nonexempt, you will not be compensated for time spent on jury duty. You may opt to use paid time off or vacation time in place of unpaid leave.

The Company reserves the right to require employees to provide proof of jury duty service to the extent authorized by law.

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Paid Time Off (PTO)

Paid time off (PTO) provides you with the flexibility to use your time off to meet your personal needs, while recognizing your individual responsibility to manage your paid time off.

You will accumulate PTO each pay period worked and it is up to you to allocate how you will use it — for vacation, illness, caring for children, school activities, medical/dental appointments, personal business, or emergencies. Chinook Winds Logistics LLC may require you to use any unused PTO during disability or family medical leave, or any other leave of absence, when permissible according to state and federal law. The amount of PTO earned will depend on your length of service with the Company.

Eligibility

You are eligible to receive PTO if you are a regularly scheduled to work at least 30 hours per week. Part-time employees working more than 1 hours per week accrue PTO on a prorated basis, depending on the number of hours worked.

Deposits Into Your Leave Account

The amount of PTO you accrue each year is based on your length of service and accrues according to the accrual schedule determined by the Company. PTO is accrued as you work. You will not accrue PTO time while you are taking time off for any reason.

Maximum Accrual

Although you may carry over unused PTO time from year to year, there is a cap on the amount of PTO time you can accrue. Once you reach your cap, you will not accrue any more PTO until you use some of the time in your account and drop below the cap. After your balance goes below the cap, you will begin accruing PTO again. However, you will not receive retroactive credit for time worked while you were at the cap limit. PTO accrual is capped at one and one half times your annual PTO accrual rate.

Termination

You will be paid for all accrued and unused PTO when you leave the Company.

Using Your PTO

The minimum amount of PTO you can use at one time is one hour.

Notice and Scheduling

You are required to provide a Member of Management with reasonable advance notice and obtain approval prior to using PTO. This allows for you and a Member of Management to prepare for your time off and assure that all staffing needs are met. There may be occasions, such as sudden illness, when you cannot provide advance notice. In those situations, inform a Member of Management of your

circumstances as soon as possible.

Regular Full-Time Personnel

Regular full-time employees are those who have completed their introductory period and are regularly scheduled to work more than 30 hours per week. Unless stated otherwise or specifically permitted by law, all the benefits provided to employees at Chinook Winds Logistics LLC are for regular full-time employees only. This includes vacation, holiday pay, health insurance, and other benefits coverage.

Regular Part-Time Personnel

All employees who work fewer than 30 hours per week are considered part time. Part-time employees are not eligible for Chinook Winds Logistics LLC benefits unless specified otherwise in this handbook, in the benefit plan summaries, or specifically permitted by law.

Sick Pay

Chinook Winds Logistics LLC allows its regular full-time employees 15 sick days per calendar year. Notify a Member of Management as far in advance as possible if you are going to take sick time off. There may be occasions, such as sudden illness, when you cannot notify a Member of Management in advance. In those situations, provide notification of your circumstances as soon as possible. You may also be requested to provide a certificate of illness to a Member of Management.

You may use sick leave benefits for dental or doctor visits or to care for immediate family members who are sick. There may also be state mandated use of sick time. Unused sick days may not be converted to a cash payment. You may be required to use available sick leave during family and medical leave, disability leave, or other leave.

Sick time accumulation will be capped at a total of 15 days per year.

Temporary Personnel

Temporary employees are hired for a specific period or specific work project, not to exceed 6 months in duration. Chinook Winds Logistics LLC reserves the right to extend the duration of temporary employment where necessary.

Temporary employees are not eligible for benefits unless specified otherwise in this handbook or in the benefit plan summaries, or specifically permitted by law.

Unemployment Compensation Insurance Policy

Unemployment compensation insurance is paid for by Chinook Winds Logistics LLC and provides temporary income for employees who have lost their job under certain circumstances. Your eligibility for unemployment compensation will, in part, be determined by the reasons for your separation from the Company.

Vacation Policy

Vacation is paid to regular full-time Chinook Winds Logistics LLC employees as follows:

- ☐ First year of employment: one workweek
- ☐ Second through third year of employment: two workweeks
- ☐ Third through tenth year of employment: three workweeks
- ☐ Tenth through twentieth year of employment: four workweeks
- ☐ Over 20 years of employment: five workweeks

You must give at least 14 days notice to a Member of Management of your vacation plans. You will not be eligible to receive pay instead of vacation time, except with Company permission or upon termination. Any conflict in vacation requests will be decided based on seniority and Company needs. You will not accrue vacation during periods when you are not working and taking time off from the Company.

If a holiday occurs during your vacation you will be granted one additional day of vacation. If you are sick during your vacation you may not count that day towards sick pay. You must use vacation in one week blocks unless you have received approval from a Member of Management.

Maximum Accrual

Although you may carry over unused vacation time from year to year, there is a cap on the amount of vacation time you can accrue. Once you reach your cap, you will not accrue any more vacation until you use some of the time in your account and drop below the cap. After your balance goes below the cap, you will begin accruing vacation time again. However, you will not receive retroactive credit for time worked while you were at the cap limit. Vacation accrual is capped at one and one half times your annual vacation accrual rate.

Minimum Increments of Vacation

The minimum amount of vacation you can use at one time depends on whether you are exempt or a nonexempt. If you are nonexempt, you may not take less than one hour off at a time. If you are exempt, you must take vacation in increments of not less than one half day at a time.

Vision Care Insurance

All regular full-time employees at Chinook Winds Logistics LLC are eligible for the Company vision care plan. Vision care plan benefits are described in detail in the Summary Plan Description (SPD).

Voting Leave

If your work schedule prevents you from voting on Election Day, Chinook Winds Logistics LLC will allow you a reasonable time off to vote. The time when you can go to vote will be at the discretion of a Member of Management, consistent with applicable legal requirements.

Workers' Compensation Insurance Policy

Workers' compensation is a no-fault system designed to provide benefits to all employees for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by

state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job while working at Chinook Winds Logistics LLC, no matter how slightly, you are to report the incident immediately to a Member of Management. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify a Member of Management immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to submit a medical release before you can return to work.

Military Leave (USERRA)

Chinook Winds Logistics LLC complies with applicable federal and state law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA; with amendments) and all applicable state law. You must submit documentation of the need for leave to admin@chinookwindslogistics.com. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify a Member of Management of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact admin@chinookwindslogistics.com

Safety and Loss Prevention

Drug and Alcohol Policy

Chinook Winds Logistics LLC considers drug and alcohol abuse a serious matter that will not be tolerated. The Company absolutely prohibits employees from using, selling, possessing, or being under the influence of illegal drugs, alcohol, or a controlled substance or prescription drug not medically authorized while at their job, on Company property, or while on work time.

Therefore, it is Company policy that:

1. You may not report to work under the influence of alcohol, illegal drugs, or any controlled substance or prescription drug not medically authorized.
2. You may not possess or use alcohol, illegal drugs, or any controlled substance or prescription drug not medically authorized while on company property or on company business.

We also caution against use of prescribed or over-the-counter medication, which can affect your ability to perform your job safely, or the use of prescribed or over-the-counter medication in a manner violating the recommended dosage or instructions from the doctor. You must have a valid prescription for any prescription medication used while working for the Company. Inform a Member of Management prior to working under the influence of a prescribed or over-the-counter medication that may affect your ability to perform your job safely. If the Company determines that the prescribed or over-the-counter medication does not pose a safety risk, you will be allowed to work. Failure to comply with these guidelines concerning prescription or over-the-counter medication may result in disciplinary action, up to and including termination of employment.

A violation of this policy will result in disciplinary action, up to and including termination of employment.

General Safety Policy

It is the responsibility of all Chinook Winds Logistics LLC employees to maintain a healthy and safe work environment. Report all safety hazards and occupational illnesses or injuries to a Member of Management as soon as reasonably possible and complete an occupational illness or injury form as needed. Failure to follow the Company health and safety rules may result in disciplinary action, up to and including termination of employment.

Nonsmoking Policy

Chinook Winds Logistics LLC is concerned about the effect that smoking and secondhand smoke inhalation can have on its employees and clients. Smoking in the office, client areas, and restrooms is prohibited.

Policy Against Workplace Violence

As the safety and security of our employees, vendors, contractors, and the general public is in the best interests of Chinook Winds Logistics LLC, we are committed to working with our employees to provide a work environment free from violence, intimidation, and other disruptive behavior.

Zero Tolerance Policy

The Company has a zero tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, employees, and non-employees such as contractors, customers, and visitors.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a

direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- ☐ Physically injuring another person.
- ☐ Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- ☐ Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- ☐ Possessing, brandishing, or using a firearm on Company property or while performing Company business except as permitted by state law.
- ☐ Violating a restraining order, order of protection, injunction against harassment, or other court order.

Reporting Incidents of Violence

Report to a Member of Management, in accordance with this policy, any behavior that compromises our ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence.

Violations

Violating this policy may subject you to criminal charges as well as discipline up to and including immediate termination of employment.

Retaliation

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation.

If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination.

If you believe you have been wrongfully retaliated against, immediately report the matter to the Chief Executive Officer.

Americans with Disabilities Act

In addition to complying with the federal Drug-Free Workplace Act of 1988, the Company must comply with the requirements of the Americans with Disabilities Act of 1990 (ADA). Individuals who currently use drugs illegally are not individuals with disabilities protected under the ADA when an

employer takes action because of their continued use of drugs. This includes people who use prescription drugs illegally as well as those who use illegal drugs. However, people who have been rehabilitated and do not currently use drugs illegally, or who are in the process of completing a rehabilitation program, may be protected by the ADA.

Drug-Free Workplace Policy

The Company, in compliance with the federal Drug-Free Workplace Act of 1988, has adopted the following policy that must be adhered to as a condition of employment:

- ☐ The unlawful use, possession, manufacture, dispensation, or distribution of controlled substances in all work locations is prohibited.
- ☐ Any employees convicted of a criminal drug statute violation occurring in the workplace must notify their Member of Management of the conviction within five days after the conviction. As required by the federal Drug-Free Workplace Act of 1988, the Company must inform contracting or granting agencies of such convictions within 10 days after receiving notification or otherwise receiving notice of a conviction.
- ☐ Upon receiving such notification, the Company, in conjunction with the location concerned, will take all steps necessary to assure the proper conduct of sponsored projects and programs. If a decision is reached to allow the affected individual to continue employment with the Company, the individual must participate in and satisfactorily complete an approved drug abuse assistance or rehabilitation program.

Trade Secrets and Inventions

Confidentiality and Nondisclosure of Trade Secrets

As a condition of employment, Chinook Winds Logistics LLC employees are required to protect the confidentiality of Company trade secrets, proprietary information, and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) related to the Company. Access to this information should be limited to a "need to know" basis and should not be used for personal benefit, disclosed, or released without prior authorization from management. If you have information that leads you to suspect that employees or competitors are obtaining such information, you are required to inform a Member of Management.

Violation of this policy may result in discipline or termination, and may subject the violator to civil liability.

Inventions

Any invention created, in whole or in part, during your work hours, or from the use of equipment or facilities belonging to Chinook Winds Logistics LLC, is a "work for hire" and is the property of the Company.

If you intend to develop and maintain property rights to any invention that relates in any way to products or services of the Company, you are required to obtain a written waiver of this policy, signed by both you and the CEO.

Customer Relations

Customer, Client, and Visitor Relations

Chinook Winds Logistics LLC strives to provide the best services possible to our customers and clients. Our customers and clients support this business and generate your wages. You are expected to treat every customer, client, or visitor with the utmost respect and courtesy during your working time. You should never argue or act in a disrespectful manner towards a visitor or customer during your working time. If you are having problems with a customer, client, or visitor, notify a Member of Management immediately. If a customer, client, or visitor voices a suggestion, complaint, or concern regarding our services, inform a member of management. Lastly, make every effort to be prompt in following up on customer, client, or visitor orders or questions. Positive customer, client, and visitor relations will go a long way to establishing our Company as a leader in its field.

Products and Services Knowledge

As a representative of Chinook Winds Logistics LLC, you are expected to be familiar with the services we offer. Take every opportunity to learn the interrelationship between your department or division and the others of the Company. We consider our employees to be the best reflection of our business brand and company success.

Emergency Procedures Policy

In the case of an emergency or an accident during your work day, make sure to follow these guidelines for the safety and security of everyone involved. Each heading will have a list below it of the correct steps to follow in the correct order.

Accident: Do not admit fault

1. Call 911
2. Call Landstar Accident Reporting at 1-800-872-9496
3. Call Andrew Deaton (send a copy of Dash Cam video)
4. Take pictures of all damage to vehicles, including plate numbers, unit numbers for tractors and trailers
5. Obtain name and contact information for all individuals involved and all witnesses to the scene

Do not photograph any gruesome scenes, do not photograph people's faces.

Employee Rights and Policies

The following section summarizes your legal rights as an employee of Chinook Winds Logistics LLC. Questions about any policy detailed in this section may be addressed with human resources.

- Equal Opportunity Employment Policy

The Company provides equal employment opportunities to all applicants, without regard to unlawful considerations of or discrimination against; Age, Ancestry, Biological sex, Color, Creed, Gender Identity, Marital Status, Medical Condition or Characteristics, National Origin, Nationality, Physical or Mental Disability, Race, Religion, or Sexual Orientation; or to any other classification whether protected by local, state or federal laws. This policy is applicable to hiring, termination, promotion, compensation schedules, job assignments, discipline, training, working conditions, and all other aspects of employment. As an employee you are expected to honor this policy and to take an active role in keeping harassment and discrimination out of the workplace. Any employee found in violation of these policies will be subject to disciplinary action up to and including termination of employment, and legal action such as civil action and criminal charges.

- Accommodation for Disabled Employees

We are happy to work with otherwise qualified disabled employees in order to accommodate limitations, in accordance with the Americans with Disabilities Act (ADA). It is up to the employee to approach their supervisor with this request and to provide medical proof of their needs upon the Company's request.

We are also happy to accommodate employees diagnosed with life-threatening illnesses. Such employees are welcome to maintain a normal work schedule if they so desire, provided that we receive medical papers proving their working cannot harm themselves or others and their work remains at acceptable standards.

- Employment of Minors

Chinook Winds Logistics LLC does not offer any age-appropriate positions for minors at this time.

- Employment of Relatives and Social Contacts

The employment of relatives and social contacts can prove problematic, particularly in situations where relatives share a department or hierarchical relationship. The Company will not hire relatives to work in any potentially disruptive situation. An employee must inform the Company if they become a co-worker's relative. If at any time we perceive the situation to be dysfunctional, we may have to reassign or ask for one of the individual's resignation in order to remedy the situation.

- Religion and Politics

Chinook Winds Logistics LLC is respectful of all employees' religious affiliations and political views. We ask that any individual who chooses to participate in a political action, that individual must not associate the Company in any way. The Company is happy to accommodate political and religious obligations, provided accommodations are requested from a member of the staff in advance.

- **Private Information**

Employee information is considered to be private and is only accessed by staff on a need to know basis. Employee healthcare information is completely confidential unless the employee chooses to share that information. In some cases, employees and management may receive guidelines ensuring adherence to the Health Insurance Portability and Accountability Act (HIPPA).

Personnel files and payroll records are confidential and may only be accessed for legitimate reason. If you wish to view your files, you must set up an appointment 30 days in advance with a member of the staff. A Company appointed record keeper must be present during all viewing. You may only make photocopies of documents bearing your signature, and written authorization from a member of staff is required to remove any documents from Company premises. You may not alter any part of your files, although you may add comments to any items of dispute.

Certain information, such as dates of employment and rehiring eligibility, are available upon written request only. We will not release information regarding your employment or compensation to anyone without your written permission.

- **Leave of Absence**

Employees requiring time off from work may apply for a leave of absence. All leaves must be approved by management. For planned leaves, employees must submit requests at least 14 days in advance. Emergency leaves must be requested as soon as reasonably possible. Accepting or performing another job, or applying for unemployment benefits during a leave will be considered voluntary resignation.

The Company will consider all requests in terms of effect on the Company and will reserve the right to approve or deny requests at will, except when otherwise directed by law. Any request for a leave of absence due to disability will be subject to review. A medical leave request must be supported by a certification from the employee's health care provider. Extension of leave must be requested before the current leave ends. No employee will be guaranteed reinstatement upon returning from leave, unless the law states otherwise. However the Company will make an effort to reinstate each returning employee to their old position, or one that is comparable. Listed below are the main types of leave that Chinook Winds Logistics LLC offers employees. Some, but not all, are governed by law.

- Work Related Sickness and Injury

Employees eligible for Worker's Compensation rendered unable to work because of work-related injury or illness will receive an unpaid leave for the period required. For eligible employees, the first 12 weeks will be treated concurrently as a family and medical leave under the Family Medical Leave Act (FMLA)

- Maternity

An employee disabled on account of pregnancy, childbirth, or a related medical condition may request an unpaid leave of absence of up to four months. Time off may be requested for prenatal care, severe morning sickness, doctor ordered bed rest, and recovery from childbirth.

- Bereavement Leave

If an employee wishes to take time off due to the death of an immediate family member (immediate family is defined as the employee's; spouse, parent, child, sibling, the employee's spouse's parent, child or sibling, the employee's child's spouse, grandparents, or grandchildren. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.) the employee should notify a member of the staff immediately. Unpaid time off will be granted. This time off is limited to three days, and will allow the employee to attend the funeral and make any necessary arrangements associated with the death. If additional time off is required, please contact a member of the staff to request a leave of absence.

Approval of bereavement leave will occur in the absence of unusual operating requirements. Any employee may, with staff approval, use any available paid time off during bereavement leave.

- Election Days

Chinook Winds Logistics LLC values our employee's participation in the electoral process, and will offer 2 hours additional paid time off on election days, provided that the employee is a registered voter, they will be excused from work for up to two hours, with pay, at the beginning, lunch, or end of the work day, to vote in local, state, or national elections. This paid time will also be paid to employees who choose to vote via absentee or mail in ballots.

- Jury Duty

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury or to act as a court witness, the employee should notify Human Resources. The employee is required to provide copies of the subpoena or jury summons to his or her supervisor and Human Resources. Employees appearing in their own case as a plaintiff or defendant or for a subpoenaed court appearance will not receive paid time off. Vacation or unpaid time should be used in such instances.

Home Time Policy

- 14 Days paid home time per Quarter:
 - You can use your time off in any configuration you like, a day at a time, a week at a time, or even all at once, however there are a few restrictions.
 - You may not use your home time from two consecutive quarters, to make 28 days off in a row, for example using your first quarter time off at the end of March and your second quarter time off at the beginning of April.
 - All time off requests require sufficient notice.
 - Dedicated accounts may have their own notice requirements.
 - Over the Road drivers must provide 2 full calendar weeks minimum.
 - If you use a full week of paid time off, you must work the next two weeks before making another paid time off request.
 - If you use two full weeks of paid time off, you must work the next four weeks before making another paid time off request.
 - No banking of paid time off, either use it in the current quarter. Or lose it.
 - No cashing out of paid time off.
- Restarts Paid and do not count toward paid time off
- Days off due to lack of freight or no planned load (including weekends) will be paid as usual and do not count as Paid Home Time.

Payroll

Payroll Schedule

- Employees are paid weekly on Friday. In cases where the regular payday falls on a holiday, Employees will receive payment on the last business day before said holiday.

Wages and Salary

- Wages and Salaries vary from employee to employee and are based upon levels of skill and experience. The Company conducts regular evaluations of all employees and issues promotions as it sees fit. Employees who feel entitled to higher pay may contact the CEO to discuss.
- In addition to regular pay, hourly employees may have the option of earning overtime pay.

Deductions & Garnishment

- Federal and state laws require that we deduct the following from each paycheck
- Social Security
- Federal and State Income Tax
- Medicare
- State Disability Insurance and Family Temporary Disability Insurance
- Other deductions required by law or requested by the employee

A Wage and Tax Statement (IRS Form W2) recording the previous year's wages and deductions will be provided by January 31st of each calendar year.

- If at any time you wish to adjust your income tax withholding, please fill out IRS Form W4, and submit it to Human Resources.

Wage Garnishment

- Sometimes, the Company receives legal paperwork that compels us to garnish an employee's pay check – that is, submit a portion of said paycheck in payment of an outstanding debt of the Employee. We must, by law, abide by this until ordered otherwise by the court, or until the debt is repaid in full from the withheld wages.

Official Compensation Structure for Employees

Hourly Based Pay:

Hourly pay is available for some office staff and local driving positions. Pay rates will be determined on a case by case basis.

Performance Based Pay:

- Each truck will earn \$0.55 per mile. A solo driver will earn the full \$0.55, a team will split \$0.55, or \$0.275 each.
- Drivers on performance based pay will be eligible for increases of their rate, to be determined at the time of their annual review.

Dedicated Account Productivity Bonus

- A monthly bonus for drivers who maintain availability to move freight for all days in that calendar month. A productivity bonus of \$250 will be paid to each driver on the truck that meets this requirement.
- A quarterly bonus for drivers who maintain availability to move freight 7 days a week, for 11 out of 13 weeks each quarter. A productivity bonus of \$500 will be paid to each driver on the truck that meets this requirement.

Personal Use of Commercial Motor Vehicle

Personal Conveyance is the movement of a commercial motor vehicle for personal use while off-duty. A driver may record time operating a CMV for personal conveyance as off-duty only when the driver is relieved from work and all responsibility for performing work by the motor carrier. The CMV may not be used for personal conveyance if it is laden, or, if it is currently under any dispatch, including repositioning for another load. Personal Conveyance does not reduce a driver's or motor carrier's responsibility to operate a CMV safely, or to complete Daily Vehicle Inspection Reports as usual.

Personal use is the movement of a commercial motor vehicle for personal purposes when not dispatched. Personal use of a CMV is prohibited, unless otherwise covered by personal conveyance.

- The CMV should not be used for personal errands.
- Off-duty means absolutely no work. You must be completely free from all work and on-duty tasks. Absolutely no company work is permitted when logging off-duty personal conveyance time.
- After returning home in a CMV, if you are then dispatched from your home to pick up a load, you can no longer use the vehicle for personal conveyance, and driving and other activities must be logged on duty.
- You cannot drive a CMV to a rest location for personal conveyance if you have been placed out of service from hours of service violations.
- Use of a CMV is prohibited by unqualified, non-full-time employees
- Use of a CMV is prohibited for personal vacation trips
- In Canada, the daily limit of Personal Conveyance is up to 75 kilometers.
- The time driving under personal conveyance must allow the driver adequate time to obtain the required rest in accordance with minimum off-duty periods under 49 CFR 395.3(a)(1) before returning to on-duty driving, and the resting location must be the first location reasonably available.

Required Equipment

Drivers must carry certain required equipment aboard a commercial motor vehicle. Some of these items may be legally mandated, others are required by Chinook Winds Logistics LLC. These items are not recommendations, but are requirements of your employment as a driver at Chinook Winds Logistics LLC.

Please make sure these items are kept in your vehicle at all times. Employees found without these items aboard their assigned commercial motor vehicle; will be subject to disciplinary action, up to and including termination of employment.

- Valid Commercial Driver's License
- DOT Medical Certification Card & Long Form
- Updated Permit Book (See Permit List)
- Federal Motor Carrier Safety Regulations (Green Book)
- Hazardous Materials Safety Guidebook (Red Book)
- Hazardous Materials Emergency Response Guidebook (Orange Book)
- Motor Carrier's Road Atlas
- Employee Handbook
- Emergency Food & Water
- First Aid Kit
- Reusable Plastic Reflective Triangles
- Reflective Safety Vest
- Hard Hat
- Steel Toed Boots
- Charcoal Respirator
- Emergency Eye Wash Kit
- Tire Pressure Kit and Tread Depth Gauge
- Tire Chains and T-Cam (if operating in states that require them)
- Basic Tool Kit

Expense Reimbursement and Cash Advance Policies

During the course of day to day operation for Chinook Winds Logistics LLC, you may need to make purchases of certain items for the tractor or trailer that are company expenses. We offer three modes of compensation for these expenses.

- Cash Advance via Comdata card or Comcheck
- Reimbursement via Payroll
- Direct Payment to the vendor

If a situation occurs that requires you to make a company purchase, please contact your appropriate point of contact for approval, and to set up an appropriate compensation. After making the necessary purchases, please immediately email a photo or scan of your receipt to admin@chinookwindslogistics.com, and the expense will be reimbursed on the upcoming payroll date.

For Cash Advances, your fuel card will be loaded with an amount appropriate to the situation that will be taxable and deducted from your next payroll, until a receipt is received by accounting to verify the purchase. You may use cash advances for personal use, however, remember that doing so will impact your payroll dramatically. In cases where the advance is used for a valid company expense, Chinook Winds Logistics LLC will reimburse the driver for the purchase as well as any advance fees incurred.

For reimbursement via payroll, simply submit a receipt after your purchase has been made, and you will be reimbursed on the next payroll date.

For direct payment to the vendor, you can call your company point of contact, and they will contact the vendor to arrange payment and get proof of purchase for our records. You have no further responsibility in this transaction.

Any individual found to be abusing these Expense Reimbursement and Cash Advance Policies will be subject to disciplinary action including, but not limited to, termination of employment, as well as potential civil and criminal penalties.

Daily Vehicle Inspection Reports

The completion of a Daily Vehicle Inspection Report (DVIR) is mandatory for all drivers employed by Chinook Winds Logistics LLC. A DVIR is the record of inspections performed by the driver upon equipment assigned to them by Chinook Winds Logistics LLC, its customers, agents, or brokers. Chinook Winds Logistics and its drivers are responsible for the safety and integrity of this equipment regardless of the ownership of said equipment. Performing a Daily Inspection and Report assures the safety of our operation, the Daily Vehicle Inspection Report must be completed accurately and completely. Any employee found to be failing to complete a DVIR, or, found to be falsifying these documents or any documents associated, will be subject to disciplinary action, up to and including termination.

The completion of a Daily Vehicle Inspection Report (DVIR) is mandatory for all drivers in employment of Chinook Winds Logistics LLC. This inspection may be completed at any point during a driver's shift, and must cover all maintenance items and failure points of the vehicle. Proper completion of these inspections will reduce the risk of accidents and maintenance downtime. The DVIR is a legal document that provides proof of our consistent care and inspection of our equipment. This proof is necessary in the event of an accident, incident or safety audit. The DVIR must be filed either digitally or in hard copy with the office for a minimum of one year.

From time to time, Chinook Winds Logistics LLC may require its employees to perform additional inspections. These inspections may be required to resolve maintenance concerns, safety issues, or for other reasons. These inspections are mandatory, and must be completed accurately and completely. Any driver who fails to complete these inspections, or found to be falsifying these documents or any documents associated, will be subject to disciplinary action, up to and including termination.