



**Nellis Auction, LLC
Gavel Transport**

Employee Handbook

Welcome to Nellis Auction

First and foremost, congratulations on joining a company that is committed to excellence & innovation. We believe that your experience and unique skill sets will compliment our core values of TRUST, RESULTS, PRIDE, FUN, TRANSPARENCY, and TEAM!

At Nellis Auction, we firmly believe that our success is built upon the foundational passion and dedication of our team. Each member brings their own perspectives and expertise, creating a diverse and dynamic community that propels us to new, industry-leading heights. We encourage you to share your ideas openly and embrace collaboration across all departments of the organization. We are confident that with your energy, creativity, and dedication, we will continue to achieve remarkable milestones and make a significant impact on the industry.

Welcome Aboard! We're happy to have you join the Nellis Auction family!



Spencer Chupinsky

CEO

Nellis Auction

Nellis Auction Locations

Our **Customer Service Representatives** are located at the Las Vegas location and can be reached 7 days a week, between the hours of 7:00am to 5:00pm, at: 702-531-1300.



Las Vegas
7440 Dean Martin Dr.
Suite 204
Las Vegas, NV 89139



North Las Vegas
4031 Market Center Dr.
Suite 303
North Las Vegas, NV 89030



Phoenix
1402 S. 40th Ave.
Suite 2
Phoenix, AZ 85009



Mesa
8928 East Ray Road
Unit 101
Mesa, AZ 85212



Katy
3615 Grand Parkway
Katy, TX 77449



New Locations
Coming Soon!

Nellis Auction Core Values

Our Core Values are qualities that represent Nellis Auction's highest priorities. Each employee is evaluated based on these core values. These values are why our teams work so well together and how our teams support the vision of the company, which helps shape our culture. We believe the core values assist in each employee's success and in return we expect each employee to uphold these values and apply them to their daily work life.

RESULTS

P R I D E

F U N

T R A N S P A R E N C Y

T E A M

TRUST - We trust our teammates to do the right thing.

Putting honesty and integrity above all else; by doing the right thing, even when nobody's watching; and by continuously developing relationships with customers and teammates builds unwavering trust within our company.

RESULTS - We execute the mission, One More Bid!

We work hard and give our best effort, striving for excellence to achieve our goals. We look for ways to improve processes and never settle for less.

PRIDE - We strive for excellence and be the best at what we do.

We represent Nellis Auction and these core values at all times - taking pride in our work, in how we treat our teammates and how we provide outstanding customer service.

FUN - We enjoy what we do.

We contribute to a positive work environment, working to maintain a drama-free, friendly and nurturing workplace. We come to work rested and ready to take on the day, without any toxicity or negativity.

TRANSPARENCY - We practice open, honest direct communication.

We communicate the message and are truthful in those communications. We value open dialogue between teammates and do so with mutual respect.

TEAM - Together, we win.

Willingness to assist other teammates; stepping in to help other teams; going above and beyond to ensure our customers receive the best service possible.

Understanding and adhering to these Core Values commits our employees to acting with integrity and with the best interest of Nellis Auction.

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I. EMPLOYMENT INFORMATION

Employee Code of Conduct

At Nellis Auction, we are committed to maintaining a positive and inclusive work environment that fosters respect, integrity, and professionalism. Our Code of Conduct sets forth the expectations and guidelines for all employees to ensure a harmonious and productive workplace. All employees are to adhere to this Code of Conduct as part of their employment with Nellis Auction.

Professionalism and Respect: We treat all colleagues, and customers with respect, courtesy, and fairness, valuing diversity and embracing different perspectives. We maintain a professional demeanor, uphold appropriate company etiquette, and refrain from engaging in any form of discrimination, harassment, or bullying.

Compliance with Laws and Policies: We understand and comply with all applicable laws, regulations, and company policies. It is our responsibility to be familiar with and adhere to the policies and procedures outlined in this Employee Handbook. We promptly report any known or suspected violations of laws or policies.

Confidentiality and Data Protection: We safeguard confidential and proprietary information of Nellis Auction, our employees and customers. We use this information solely for legitimate business purposes and follow established protocols for its secure handling, storage, and disposal. We do not disclose or misuse any confidential information, during or after employment.

Conflict of Interest: We avoid situations where personal interests may conflict, or appear to conflict, with the interests of Nellis Auction. We promptly disclose any potential conflicts of interest to the appropriate supervisor or manager. We act in the best interests of Nellis Auction when making company decisions or engaging in company activities.

Ethical Conduct: We uphold high ethical standards and integrity in our interactions. We do not engage in any form of theft, fraud, bribery, corruption, or other illegal or unethical activities.

Workplace Relationships: We are encouraged to foster positive working relationships but should exercise discretion and professionalism if engaging in personal relationships with colleagues, regardless of relationship status (i.e. immediate family members, spouses or significant others) to avoid conflicts of interest or disruption to the workplace environment.

Workplace Safety: We prioritize personal safety and the safety of others by following all established safety guidelines, procedures, and protocols. We report any unsafe conditions, hazards, or accidents promptly to the appropriate supervisor or manager. We actively cooperate with efforts to maintain a safe and healthy work environment.

Proper Use of Resources: We use company resources, equipment, and facilities responsibly and solely for work-related purposes. We protect and maintain Nellis Auction property and assets, reporting any damage or loss promptly. We refrain from unauthorized use, removal, or duplication of company resources or assets.

Social Media and Online Conduct: We exercise caution and professionalism when using social media and other online platforms, ensuring that personal actions do not negatively impact the reputation of Nellis Auction. We respect the privacy and confidentiality of colleagues, customers, and Nellis Auction when using online platforms.

Reporting and Non-retaliation: We have a duty to report any known or suspected violations of this code of conduct or any illegal activities promptly and through the appropriate channels. We cooperate fully with any investigations conducted by authorized personnel. Nellis Auction prohibits any form of retaliation against individuals who report violations in good faith.

By embracing and following this Code of Conduct, we contribute to a positive work environment and the continued success of Nellis Auction. Failure to comply with this Code of Conduct may result in disciplinary action, up to and including verbal or written warnings, suspension, termination of employment, and legal consequences as applicable.

Warehouse Job Descriptions

General Managers

The General Manager is a lead member of the management team who will oversee all warehouse duties; assist with the hiring and training of warehouse team members; and manage the organizational processes to improve the quality, productivity, and efficiency of the warehouse and team.

Operation Managers

The Operations Manager will successfully lead the warehouse operations and team. This will include building high-performance teams, managing KPIs and ensuring success. The ideal candidate will have excellent attention to detail, outstanding leadership and customer service skills. Other warehouse duties may be required, as directed by the supervising manager.

Area Managers

The Area Manager is to successfully and safely run the daily operations of the warehouse. They will supervise and coordinate the daily activities of the warehouse team members; coordinate with operations managers on the receiving of products; and maintain excellent customer service. Other warehouse duties may be required, as directed by the supervising manager.

Inventory Processors

Inventory Processors efficiently and accurately assess inbound inventory to create an auction listing for our customers to bid on confidently. Each listing will require taking photos, gathering product information, and condition assessments. Specific quantitative and qualitative goals are set for this position. These goals vary based on the product type and needs of the business. Success in this position will require the employee to make intuitive decisions on every item and allocate the necessary minimum time and resources to ensure customer satisfaction. Other warehouse duties may be required, as directed by the supervising manager.

Material Handlers

The Material Handlers role is to efficiently unload and deliver products from trailers to the Inventory Processors and assist with the movement of products within the warehouse in a safe manner. Material Handlers will effectively down-stack goods, utilizing pallet jacks, panel carts and furniture dollies. Other warehouse duties may be required, as directed by the supervising manager.

Putaway Clerks

The Putaway Clerk is responsible for relocating all items from inventory to the pickup locations, safely and efficiently, within the warehouse. Each clerk will ensure all items are scanned, utilizing hand-held devices, to its respective location and properly stowed for easy picking when the items are purchased. Other warehouse duties may be required, as directed by the supervising manager.

Pickers

The role of a Picker is to locate and pick all items that a customer has ordered from inventory by means of carts, racks, containers, etc. The Picker then collects all items in a safe and careful manner and places them in the Consolidation Area. Other warehouse duties may be required, as directed by the supervising manager.

Lot Attendants

The Customer Experience Specialist's role is the first point of contact for our customers when they arrive at our facilities to pick up their items. The CES will need to handle cash and/ or credit card transactions; issue refunds; schedule appointments for customers, as needed; resolve any customer issues; interact with customers professionally and respectfully; and utilize associated warehouse equipment in a safe and reliable manner. Other warehouse duties may be required, as directed by the supervising manager.

Load Out Clerks

The Load-Out Associate is responsible for delivery of the products in a safe and professional manner. This role will also maintain the integrity of merchandise racks and the consolidation of merchandise; verify orders; and be expeditious in serving customers - being fast on their feet! Use of hand-held devices in order to locate items will be part of this position, as well. Other warehouse duties may be required, as directed by the supervising manager.

Payroll Information

All Nellis Auction employees are paid weekly, each Friday. Some financial institutions make funds available one day prior, however it should not be considered normal practice and employees should not rely on that. The pay periods end each week on Sunday. The Friday paychecks are for one week prior, that end on the Sunday before that payday.

Direct Deposit Options

We offer a couple options in regards to direct deposit. Employees can provide the following information in order to be paid directly to their current financial institution:

- A voided check showing the bank routing number and bank account number, OR
- Direct Deposit Form - which can be obtained from the employee's manager or from the People & Culture Team.

Another available option for direct deposit is utilizing the available Branch Wallet, a service provided by Evolve Bank & Trust (Member FDIC). Branch is a zero-fee debit card that your paychecks are automatically deposited to weekly.

For assistance with an existing Branch Wallet account, please visit:

<https://support.branchapp.com/hc/en-us>

Benefits Information & Eligibility

Nellis Auction takes pride in offering our employees comprehensive and competitive benefits packages that go beyond just a paycheck. As an organization committed to the well-being and growth of our team, we understand that a fulfilling work experience extends beyond the walls of our warehouses.

Our benefits packages encompass a wide range of offerings, tailored to meet the diverse needs of our employees. From healthcare and retirement plans to paid time off and leave of absence options, we strive to provide a holistic approach to employee well-being. We believe that by investing in our team members, we can enhance their job satisfaction, boost productivity, and retain top talent.

At our core, we value the welfare of our employees and recognize that their success is our success. Our benefits packages reflect our commitment to creating a supportive and inclusive workplace, where everyone has the tools and resources they need to flourish both personally and professionally.

Nellis Auction offers benefits to all full time employees, and are eligible on the 1st of the month following their initial 60 days of employment. The company will cover 90% of the employee costs, additional family members are the financial responsibility of the employee, and will be automatically deducted from their paychecks each week.

Each employee will be notified when they are eligible for enrollment. If an employee waives enrollment, they can opt in during the annual Open Enrollment period. Employees can enroll outside the open enrollment period if they have a qualifying life event. Please contact the People & Culture team for a full outline of qualifying life events.

Examples of qualifying life events:

- Loss of outside insurance coverage.
- Birth of a child.
- Adoption of a child or children.
- Moving out state.
- Marriage or divorce.

Below are links outlining the benefit packages we offer to our employees:

[For employees residing in Nevada](#)

[For employees residing outside Nevada](#)

Additional Employee Assistance Programs are also available to all employees, including in-person or virtual counseling, legal services, financial wellness, and identity theft.

401(k) Retirement Plan

Nellis Auction participates in a 401(k) program, a retirement savings and investing plan that gives employees a tax break on money they contribute. Once eligibility requirements are met, employees can enroll in the 401(k) plan and choose to contribute a portion of their pre-tax income while the company matches their contributions up to 4% of their salary. This arrangement not only empowers employees to save for their retirement with tax advantages but also benefits from the added value of the company's matching contribution, enhancing their overall financial well-being in the long term. The contributions are automatically withdrawn from the employee's weekly paycheck and invested in funds of the employee's choosing, from a list of available offerings. All full time employees who have completed one year of employment are eligible. Those employees can contact the Finance Office for enrollment.

For additional information, or to access your existing 401(k) account, please visit:

<https://my.vanguardplan.com/vanguard/account/login>

II. EMPLOYMENT POLICIES

Nellis Auction Handbook Policies & Revisions Statement

All policies, procedures and documents included in this employee handbook will be reviewed on a bi-annual basis, and revised, as necessary, to ensure effectiveness and alignment with business needs; and in accordance with Department of Labor compliance and OSHA regulations. The policies outlined, along with all other standard operating procedures, are maintained in the Nellis Auction Policies and Procedures Index, where specific details regarding version and change management are maintained. Any necessary updates or revisions will be communicated to all employees through their managers, company-wide correspondence and other avenues of communication.

Equal Opportunity Employer (EOE) Statement

At Nellis Auction, we are proud to be an Equal Opportunity Employer (EOE) and are committed to fostering a diverse and inclusive workplace. We value the contributions of every individual and believe that diversity in our workforce enhances creativity, innovation, and overall business success. We strive to create an environment where all employees are treated with respect and dignity, and where everyone has an equal opportunity to thrive and succeed.

Our EOE policy applies to all aspects of employment, including recruitment, hiring, training, promotions, compensation, benefits, and other terms and conditions of employment. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other legally protected status.

We are committed to providing a work environment that is free from discrimination, harassment, and retaliation. All employees are expected to adhere to our policies and promote a culture of mutual respect and inclusivity. We actively encourage employees to report any concerns, complaints, or incidents of discrimination or harassment to their immediate supervisor, location General Manager and/ or the Director of People & Culture.

To ensure our commitment to EOE, we implement proactive measures such as unbiased recruitment and selection processes, fair performance evaluations, and opportunities for professional growth and development for all employees. We also comply with applicable laws and regulations regarding equal employment opportunity.

We recognize that diversity encompasses a wide range of backgrounds, perspectives, and experiences, and we embrace the value that each employee brings to our organization. We are dedicated to creating an inclusive workplace that celebrates diversity and encourages collaboration, creativity, and innovation.

As an Equal Opportunity Employer, we invite all qualified individuals to apply for employment with our company. We are committed to providing reasonable accommodations for individuals with disabilities during the application and interview process. If you require accommodation, please contact the Director of People & Culture to discuss your needs.

By fostering an environment that values diversity and promotes equal opportunity, we believe we can attract and retain top talent and build a stronger, more vibrant organization.

ADA Accommodations

Nellis Auction is committed to creating an inclusive and accessible workplace for all employees. We recognize our obligations under the Americans with Disabilities Act (ADA) and other applicable laws to provide reasonable accommodations to qualified individuals with disabilities. This policy outlines our commitment to providing such accommodations and the process for requesting and implementing them. With this ADA Accommodations Policy, Nellis Auction aims to foster an inclusive work environment where individuals with disabilities can thrive.

This policy applies to all employees, including applicants, current employees, and individuals seeking employment with Nellis Auction. Reasonable accommodations will be provided to qualified individuals with disabilities unless doing so would cause undue hardship on the company's operations.

Definitions

1. *Qualified Individual with a Disability:* An individual who meets the requisite skill, experience, education, and other job-related requirements of a position and who can perform the essential functions of the position, with or without reasonable accommodations.
2. *Reasonable Accommodation:* An adjustment or modification that enables a qualified individual with a disability to perform essential job functions or enjoy equal benefits and privileges of employment.

Requesting Accommodations

Employees or applicants who require reasonable accommodation due to a disability should make a written request to their immediate supervisor, with the People & Culture team (HR). The request should include information about the nature of the disability, the functional limitations it imposes, and the specific accommodation(s) requested, within HIPPA guidelines. Employees are encouraged to request accommodations as early as possible to allow sufficient time for the interactive process and implementation.

Interactive Process

Upon receiving a request for accommodation, Nellis Auction will engage in an interactive process with the individual to assess their needs and identify potential accommodations.

The interactive process may involve discussions with the employee, relevant medical professionals, and other appropriate parties to evaluate the individual's limitations and potential accommodations, within HIPPA guidelines. All information gathered during the interactive process will be treated confidentially and shared only with individuals involved in the accommodation process.

Determining Reasonable Accommodations

The company will evaluate the requested accommodation(s) in collaboration with the employee and consider all relevant factors, such as the nature of the disability, job requirements, and available resources.

Reasonable accommodations may include modifications to work schedules, job duties, equipment, policies, facilities, or other appropriate adjustments, as long as they do not impose undue hardship on the company.

Implementation of Accommodations

Once a reasonable accommodation is identified, Nellis Auction will promptly implement it to the extent feasible. Supervisors and managers will be informed of the accommodation and their responsibilities in ensuring its effective implementation. Periodic evaluations will be conducted to assess the effectiveness of the accommodation and make adjustments as needed.

Confidentiality

All information related to an individual's disability and accommodation requests will be treated confidentially and disclosed only on a need-to-know basis. Employees involved in the accommodation process are expected to respect the privacy and confidentiality of the individuals involved.

Health & Safety Policy (OSHA Compliance)

Nellis Auction is committed to providing a safe and healthy work environment for all employees. This safety policy outlines our commitment to preventing workplace injuries, promoting safe practices, and complying with the Occupational Safety and Health Administration Act of 1970 (OSHA), in accordance with the United States Department of Labor.

This Health & Safety Plan supports Nellis Auction's goals to:

- a. **Prevent** workplace injuries and illnesses
- b. **Improve** compliance with laws and regulations
- c. **Reduce** costs, including significant reductions in workers' compensation premiums
- d. **Engage** workers
- e. **Enhance** social responsibility goals
- f. **Increase** productivity and enhance overall business operations

Safety Responsibilities:

1. Management Responsibilities:
 - a. Management is responsible for establishing and maintaining a safe working environment within the warehouse facility.
 - b. Management will allocate the necessary resources to implement and enforce safety policies, procedures, and training programs.
 - c. Management will ensure compliance with all applicable OSHA regulations and standards.
 - d. Management will appoint each facility's General Manager as designated safety officer to oversee and coordinate safety initiatives within the warehouse.
 - e. Management will ensure that employees are engaged in the overall company safety culture by way of employee-driven "Safety Committees".
2. Employee Responsibilities
 - a. All employees are responsible for following safety procedures and guidelines per this policy.
 - b. Employees are expected to properly use all necessary safety and protective equipment at all times.
 - c. Employees must report any safety concerns, hazards, or incidents to their direct manager, the General Manager or to the People & Culture Team.
 - d. Employees are encouraged to actively participate in safety training programs and contribute to creating a culture of safety awareness.
 - e. Employees are expected to request clarification or help if unsure about the safety of a particular job and are expected to stop work immediately until clear instructions or guidance is provided.
 - f. Employees are expected to work free from the influence of alcohol and/or drugs and should never report to work impaired by illness, fatigue, or other causes that may expose the worker or others to dangerous working conditions.
 - g. Employees are given the opportunity to participate and serve on safety committees, where they are encouraged to develop and improve upon the existing safety program.

Hazard Identification

Regular inspections will be conducted, both by management and employees via regular employee safety committee meetings to identify potential hazards, such as slippery floors, faulty equipment, and blocked emergency exits. All identified hazards will be promptly addressed and mitigated in accordance with OSHA standards. Adequate signage, warning labels, and safety barriers will be provided to alert employees of potential hazards and ensure safe passage throughout the warehouse.

Personal Protective Equipment (PPE)

Appropriate personal protective equipment, including but not limited to high-visibility vests and protective gloves, will be provided to employees based on job requirements and OSHA standards. Employees are responsible for wearing and maintaining their assigned PPE and reporting any damage or deficiencies to their Manager or the General Manager. PPE is stored in accessible, but controlled environments to prevent theft or tampering of items.

Training and Education

All employees receive required training on warehouse safety procedures during their onboarding process, which may include but is not limited to forklift operation, general material handling, emergency evacuation, and hazard communication.

Emergency Preparedness

Emergency response plans are available to all employees, outlining procedures for evacuations, fire safety, severe weather, medical emergencies, and other potential incidents. Emergency exits will be clearly marked, well-maintained, and free of obstructions at all times. Regular drills and exercises will be conducted to ensure employees are familiar with emergency procedures. Additional information can be found in Section III, under Emergency Preparedness Guidelines.

Incident Reporting and Investigation

Employees must report all accidents, injuries, near-misses, and safety concerns to their Manager, General Manager or the P&C Team immediately. All reports will be thoroughly investigated to determine the root causes and support in efforts to implement corrective actions to prevent future occurrences.

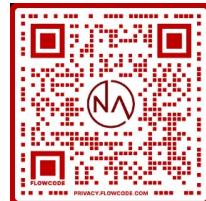
Continuous Improvement

Nellis Auction is committed to continuously improving the safety of our warehouse facility and operations. Feedback and suggestions from employees regarding safety improvements are encouraged and will be considered for implementation. Employees are encouraged to contact their General Manager and/ or the P&C Team to provide such feedback. Avenues for making continuous improvement suggestions include, but are not limited to:

Continuous Improvement Idea Submission Form

This is a Google Form that prompts employees for ideas, suggestions, and concerns related to Operational Procedures and workflows. The form can be found at the following link and is posted throughout each facility:

[LINK](#)



People & Culture Submission

This is a Google Form that provides employees an anonymous submission line for concerns, questions, and feedback related to Human Resources. The form can be found at the following link and is posted throughout each facility:

[LINK](#)



Personal Weapons

The safety and security of all employees and customers of Nellis Auction is of utmost importance to our organization. To ensure a secure work environment, the possession, use, or storage of personal weapons on property is strictly prohibited. This policy includes any form of weaponry or firearms, including knives exceeding 2 inches in length, or any other potential weapon that may pose a threat to the safety of individuals on the premises. This policy applies to all employees, contractors, visitors, customers, and any other individuals present on any Nellis Auction property, unless authorized otherwise. This includes all areas within the office buildings, warehouses, parking lots, company vehicles, and any other designated work areas or facilities.

Violation of this policy will result in disciplinary action, up to and including termination of employment. In cases where non-employees breach this policy, they will be asked to leave the premises immediately.

5S, General Housekeeping & Floor Marking Policy

The purpose of the 5S, General Housekeeping & Floor Marking Floor Marking policy is to clearly outline the company philosophy and requirements related to 5S, General Housekeeping and Floor Marking to maintain Nellis Auction facilities in a neat and orderly fashion and prevent potential injuries, as required by OSHA.

Definitions

Listed below are standard business terms and phrases that are commonly used throughout this document and in the (Floor Marking) function.

- OSHA Act of 1970: The purpose of the OSHA Act of 1970 is “to assure safe and healthful working conditions for working men and women; by authorizing enforcement of the standards developed under the Act; by assisting and encouraging the States in their efforts to assure safe and healthful working conditions; by providing for research, information, education, and training in the field of occupational safety and health; and for other purposes.”
- 5S: A system of visual management used for organizing spaces so work can be performed efficiently, effectively, and safely.
 - *Sort*: Any work area should only have the items needed to perform the work in the area. All other items should be cleared (sorted out) from the work area.
 - *Set in Order*: Everything in the work area should have a place and everything should be in its place.
 - *Shine*: Not only should the work area be clear, it should also be clean. Cleanliness involves housekeeping efforts, improving the appearance of the work area, and even more importantly, preventive housekeeping – keeping the work area from getting dirty, rather than just cleaning it up after it becomes dirty.
 - *Standardize*: Everyone in the work area and in the organization must be involved in the 5S effort, creating best practices and then getting everyone to “copy” those best practices the same way, everywhere, and every time. Work area layouts and storage techniques should be standardized wherever possible.
 - *Sustain*: It’s tough to keep a 5S effort, or any improvement effort for that matter, going. 5S involves a culture change. And to achieve a culture change, it has to be ingrained into the organization – by everyone at all levels in the organization.

Responsibilities:

1. Management Responsibilities: Use this floor marking guide to initiate floor marking at your facility, as a safety training resource, or a tool in your facility's existing visual communications program.
2. Employee Responsibilities: All employees are responsible for following safety procedures and guidelines per this policy.

Procedures

Below are the specific procedural steps that are required to safely, accurately, and efficiently execute and maintain strong and effective 5S and general housekeeping practices. The below procedures must be followed specifically and consistently at all times unless otherwise instructed by Company Management.

Table 1: Procedure Breakdown

Step #	Task Description	Detailed Procedure
1	General Information Regarding: OSHA REQUIREMENTS FOR FLOOR MARKINGS	<p>OSHA requires that all walking and working surfaces are inspected periodically, and kept clean, safe, and accessible (29 CFR §1910.22). Additionally, where mechanical equipment such as forklifts are used, safe clearances must be maintained, and permanent aisles and passageways must be appropriately marked (§1910.176). Floor marking is often a convenient and inexpensive step toward meeting these requirements and is a best practice that Nellis Auction has adopted as its primary means for maintaining warehouse order and flow.</p> <p>Drive Aisles:</p> <ul style="list-style-type: none"> The lines used to delineate the aisles may be any color so long as they clearly define the area considered as aisle  <ul style="list-style-type: none"> The recommended width of aisle markings varies from 2" to 6". To ensure maximum visibility, any width 2" or more is considered acceptable.  <ul style="list-style-type: none"> The recommended width of aisles is at least 3' wider than the largest equipment to be utilized, or a minimum of 4'. Please note that the below drive aisle shows yellow lines, but Nellis Auction has determined that Orange will be used for drive aisles.  <p>Color Coding:</p> <ul style="list-style-type: none"> As with floor marking, the use of a detailed color code is not specifically required in any nation-wide law. OSHA's general color code for marking hazards, described in 29 CFR §1910.144, only uses two different colors: red for "Danger" (marking severe hazards), and yellow for "Caution" (marking less severe hazards)

Nellis Auction Adopted Color Coding Legend

2	Nellis Auction Floor Marking Color Coding	 YELLOW: Used for pedestrian walkways.  ORANGE: Used for forklift and heavy equipment drive aisles.  GREEN: Used for sellable (non-exception) inventory staging.  WHITE: Used for general production to border workstations, trash receptacles and light duty equipment such as ladders.   RED or RED/WHITE STRIPING: Often used as a boundary for red tag areas, scrap, and defective inventory (inventory to be trashed). <p>Also Identifies areas that need to be kept clear for safety such as equipment operations, electrical panels, and exits.</p>  BLACK/YELLOW STRIPING: Use in areas that present health hazards and require extra caution (biohazard storage areas, hazardous goods storage areas, etc).
3	Applying Floor Marking Tape	If not applied correctly, even the best floor marking tape can peel off too quickly. This is usually because the floor was not cleaned adequately. The following steps will help ensure you get the best results: <ul style="list-style-type: none"> ● Decide on where you want floor marking applied. Remove materials and equipment from the section of the floor that will be taped. ● Sweep the floor to remove debris. ● Clean the floor thoroughly with soap and water*. If residue remains on the floor, use a non-citrus based cleaner** (like isopropyl alcohol) to remove it. Let the floor dry. ● If long straight lines are needed, use a length of string, laser pointer, or chalk line as a reference line. ● Move down the reference line a few feet at a time, pulling back the liner (if one is present), tacking the tape down as you go. Do not apply the tape over the line, keep it to the side. ● Apply the tape evenly to ensure its adhesive fully bonds to the floor. This can be done with a dedicated tamping device or with any heavy rolling object that presses the tape down, like a forklift wheel.

4	Other Miscellaneous 5S Concepts to be Followed	<p>The following is a list of other 5S concepts that should be applied where applicable:</p> <ul style="list-style-type: none"> Floor Decals: Decals that provide words, labels, or other indicators to an area should/should not be used footprint decals to encourage a person to walk on a specific area. Shadow Boards: Shadow boards where items such as brooms, dust pails, etc., should be stored when not in use. Overhead Signage: Signage that indicates equipment, inventory, etc., should be stored. It is always ideal whenever possible because it helps prevent damage to the signs from forklifts, pallet jacks, and pallets.    <p style="text-align: right;">imagery, suggest what for (example: walk aisle vs. use of a forklift to demonstrate pans, and should be Overhead where or other items Overhead is possible prevent damage forklifts, pallet</p>
5	Purchasing Standards	<p>Below are the approved items that Nellis Auction employees should purchase for their respective facilities to uphold a standard look and application of the 5S philosophy:</p> <ul style="list-style-type: none"> 5s Tape: Tape Link Below https://www.uline.com/BL_3112/Vinyl-Safety-Tape?keywords=Vinyl+safety+tape Shadow Boards: Shadow Board Link Below https://www.uline.com/BL_2722/5S-Dry-Zone-Shadow-Boards?keywords=Shadow+Boards Various 5S Signage: Signage Link Below https://www.uline.com/Product/AdvSearchResult?keywords=Safety%20Signage Trash Cans: https://www.uline.com/BL_6756/Brute-Trash-Cans?keywords=Brute+Trash+Cans+Accessories Clear Storage Bins: https://www.uline.com/BL_1909/Clear-Storage-Boxes?keywords=clear+storage+totes

Warehouse Floor Food & Drink Policy

In order to maintain a safe and efficient work environment in our warehouse facility, the following policy outlines the strict prohibition of consuming food and open drinks on the warehouse floor. This will help prevent safety hazards, protect product integrity, and ensure compliance with health and hygiene standards.

Food and open drinks are strictly prohibited in all warehouse work areas, including storage areas, loading docks, and processing stations. Hydration is essential for employee well-being. Water in sealable, spill-proof containers is permitted on the warehouse floor. However, all other types of beverages are strictly prohibited. All other food and beverages are to be consumed in the designated break rooms, or off premises.

Tobacco Usage on the Warehouse Floor

We value the health and safety of our employees and are committed to providing a safe and healthy workplace. While we respect the personal choices of our employees, to ensure the well-being and comfort of all employees working on the floor, all forms of tobacco use or tobacco-related products are strictly prohibited in the warehouse. This includes but is not limited to cigarettes, cigars, electronic cigarettes (e-cigarettes), smokeless tobacco, and any other similar products.

Employees are to use designated areas (if equipped) for their tobacco or tobacco-related product consumption, and may be used only during authorized break times.

Work Authorization (Work Permits) & USCIS Compliance

At Nellis Auction, we value diversity and strive to maintain compliance with all applicable immigration laws and regulations. These guidelines aim to provide employees with information regarding proper work permits and adherence to the policies set forth by the United States Citizenship and Immigration Services (USCIS).

Work Authorization Requirement

All direct employees with Nellis Auction are required to possess valid work authorization in order to be employed in the United States. *It is the responsibility of each employee to obtain and maintain the necessary work permit or visa status to work legally in the US.*

USCIS Compliance

To ensure compliance with USCIS policies, the following guidelines must be followed by all employees:

1. Document Verification: During the onboarding process, employees must provide valid identification documents, such as a passport, driver's license, or any other government-issued identification. These documents will be verified to confirm eligibility to work in the United States.
2. Timely Renewals: Employees are responsible for monitoring the expiration dates of their work permits or visas. *It is essential to initiate the renewal process well in advance to avoid any gaps in work authorization.* Failure to maintain valid work authorization may result in employment termination.
3. Communication with your Managers and the People & Culture Team: Employees must promptly inform their managers and the People & Culture Team if there are any changes to their work permit or visa status. This includes but is not limited to changes in legal name, citizenship, visa category, or any other relevant information.
4. Providing Accurate Information: When completing any USCIS forms or providing documentation, it is crucial to provide accurate and truthful information. Any false or misleading information provided to USCIS may have serious legal consequences and can lead to employment termination.
5. Cooperation with USCIS Requests: In the event that USCIS requests information or documents related to an employee's work permit or visa status, employees must cooperate fully. It is essential to promptly notify the Human Resources department if any such request is received.

Confidentiality and Privacy

All information provided by employees regarding their work permit or visa status will be treated as confidential. Only authorized personnel, such as direct managers, People & Culture Team Members and legal representatives, will have access to this information. Employees' privacy will be respected, and appropriate measures will be taken to safeguard their personal and immigration-related data.

Additional Resources

Employees who require further information or assistance regarding work permits, visa categories, or USCIS policies are encouraged to reach out to the People & Culture Team. The P&C team will provide guidance, answer questions, and ensure that employees have access to the necessary resources for obtaining and maintaining work authorization. Please note that this guideline is provided for informational purposes only and does not

constitute legal advice. Employees are encouraged to consult with an immigration attorney or seek guidance from USCIS for specific legal concerns or individual circumstances.

Workers' Compensation

Workers' compensation is insurance that provides cash benefits and/or medical care for workers who are injured or become ill as a direct result of their job. Nellis Auction is committed to providing a safe and healthy work environment for all employees. As part of our commitment, we have implemented a comprehensive worker's compensation policy to protect and support our employees in the event of work-related injuries or illnesses. This policy outlines the procedures, benefits, and responsibilities associated with worker's compensation claims.

Eligibility

All Nellis Auction employees, including full-time, part-time, temporary, and contract workers, are eligible for coverage under this worker's compensation policy.

Covered Injuries and Illnesses

Worker's compensation benefits will be provided for injuries or illnesses that arise out of and in the course of employment, including:

- Accidents occurring on the company premises or job sites
- Occupational diseases or illnesses caused by work-related activities
- Aggravation of pre-existing conditions due to work-related activities
- Mental health conditions resulting from work-related stress or trauma (subject to medical evaluation)

Exclusions

The following circumstances are generally excluded from worker's compensation coverage:

- Injuries resulting from willful misconduct or substance abuse
- Injuries sustained during illegal activities or violations of company policies
- Injuries incurred during personal activities unrelated to work

Reporting a Work-Related Injury or Illness

1. *Immediate Reporting:* Any employee who sustains a work-related injury or illness must report it to their supervisor and the People & Culture Team (HR) immediately, regardless of the severity of the injury or illness.
2. *Medical Attention:* Employees requiring immediate medical attention should seek treatment at the designated medical facility, following which they must inform their supervisor and the People & Culture Team (HR).
3. *Investigation:* Upon receiving a report, Nellis Auction will promptly investigate the circumstances surrounding the injury or illness to determine its work-related nature and eligibility for worker's compensation benefits.

Worker's Compensation Benefits

Medical Treatment

Eligible employees will receive necessary medical treatment, including hospitalization, surgeries, medications, and rehabilitation services, related to the work-related injury or illness. Treatment must be obtained from authorized healthcare providers.

Wage Replacement

If an employee is unable to work due to a work-related injury or illness, they may be entitled to wage replacement benefits in accordance with applicable state or provincial laws. The amount of wage replacement will be based on the employee's average earnings and the specific regulations governing worker's compensation.

Vocational Rehabilitation

In cases where an injury or illness prevents an employee from returning to their previous job, Nellis Auction will provide vocational rehabilitation services to help the employee re-enter the workforce or acquire new skills, as permitted by law.

Disability Benefits

If an employee sustains a permanent disability as a result of a work-related injury or illness, they may be entitled to additional disability benefits. The determination of disability and associated benefits will be made based on medical evaluations and applicable regulations.

Return to Work

Nellis Auction encourages employees to return to work as soon as medically feasible after a work-related injury or illness. We will make reasonable accommodations to facilitate the employee's return to suitable, modified, or alternative work, considering their medical restrictions and capabilities.

Fraud Prevention

Fraudulent claims for worker's compensation benefits are strictly prohibited. Any employee found to have made a fraudulent claim will be subject to disciplinary action, up to and including termination, and may be required to reimburse the company for any wrongfully obtained benefits.

Employee Responsibilities

Employees are expected to adhere to the following responsibilities:

1. Report work-related injuries or illnesses promptly
2. Cooperate with company investigations and provide accurate information
3. Follow prescribed medical treatment plans and attend scheduled appointments
4. Communicate any changes in their medical condition or work capabilities
5. Comply with company policies and safety guidelines to prevent accidents and injuries

In Case of a Workplace Injury

It is among our top priority to ensure a safe work environment. For emergency situations, please call 911 to ensure the employee is transported to the closest emergency room. Less serious injuries may simply require treatment at a medical facility, like an urgent care center or with the employee's medical provider. If an employee is injured during their shift, they can remain clocked in for their initial medical treatment. Any subsequent follow up appointments that occur during their shift will not be paid time - employee's should utilize their STO/ PTO or schedule follow up appointments for their unscheduled days.

- Communicate early and often - In the days or weeks that follow a workplace injury, promote open communication between everyone involved – the employee, the supervisor, medical provider, etc.
- Evaluate potential safety updates - When you understand what caused the accident and why, it may be time to evaluate making changes to your safety program and procedures to help prevent something similar from happening in the future.

Medical Facilities for Workplace Injury

LAS VEGAS

<u>Emergency</u>	<u>Non-Emergency</u>
Dignity Health - St. Rose Dominican 4855 Blue Diamond Rd Las Vegas, NV 89139 (702) 216-7305	Concentra Urgent Care 5850 Polaris Ave Ste. 100 Las Vegas, NV 89118 (702) 739-9957

PHOENIX

<u>Emergency</u>	<u>Non-Emergency</u>
Emergency Medical Services 150 N 18th Ave # 540 Phoenix, AZ 85007 (602) 364-3150	Concentra Urgent Care 5340 W Buckeye Rd Ste. 3 Phoenix, AZ 85043 (602) 233-2117

NORTH LAS VEGAS

<u>Emergency</u>	<u>Non-Emergency</u>
Dignity Health - St. Rose Dominican, North Las Vegas Campus 1550 W Craig Rd North Las Vegas, NV 89032 (702) 777-3615	Concentra Urgent Care 151 W Brooks Ave North Las Vegas, NV 89030 (702) 399-6545

MESA

<u>Emergency</u>	<u>Non-Emergency</u>
Arizona General Hospital Mesa - Mesa, AZ 9130 E Elliot Rd Mesa, AZ 85212 (480) 410-4500 Open 24 Hours	Concentra Urgent Care 1959 S Val Vista Dr Ste. 106 Mesa, AZ 85204 (480) 545-1398 Monday-Friday 8:00 am – 5:00pm Closed Saturday -Sunday

KATY, TEXAS

<u>Emergency</u>	<u>Non-Emergency</u>
Memorial Hermann Katy Hospital & Emergency Center 23900 Katy Fwy. Katy, TX 77494 (281) 644-7111 Open 24 Hours	Concentra Urgent Care 12345 Katy Fwy. Houston, TX 77079 (281) 679-5600 Monday-Friday 8:00am - 5:00pm Saturday 9:00am - 4:00pm Closed Sunday

Anti-Harassment

The purpose of this anti-harassment policy is to establish a safe, inclusive, and respectful work environment free from harassment. This policy applies to all employees, including hourly employees, all levels of management and corporate office staff; and covers all forms of harassment, discrimination and inappropriate behavior as outlined below.

Definition of Harassment

Harassment includes any unwelcome conduct, verbal, non-verbal, or physical, based on a protected characteristic, such as race, color, national origin, sex, gender identity, sexual orientation, religion, age, disability, or any other protected status recognized by applicable laws. It also includes actions that create a hostile, intimidating, or offensive work environment.

Prohibited Conduct

1. *Verbal Harassment*: Engaging in derogatory, offensive, or belittling language, including slurs, jokes, or comments about an individual's protected characteristics.
2. *Non-Verbal Harassment*: Displaying offensive materials, such as posters, images, or emails, that contribute to a hostile or toxic work environment.
3. *Physical Harassment*: Engaging in unwanted physical contact, such as touching, patting, or hugging, without consent or against someone's expressed wishes.
4. *Sexual Harassment*: Engaging in unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal, or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive work environment.
5. *Retaliation*: Taking adverse action against an individual who reports harassment or provides information related to a harassment complaint.

Reporting Procedure

Employees who experience or witness any form of harassment should report it immediately to their supervisor, location General Manager and/ or the Director of People & Culture department. If the complaint is regarding a member of Management to whom the employee reports to, the employee should notify another member of the leadership team and/or the Director of People & Culture.

Nellis Auction will promptly and thoroughly investigate all reported incidents of harassment in a fair and confidential manner. Retaliation against individuals who report incidents of harassment or anyone who participates in an investigation is strictly prohibited and will result in disciplinary actions up to and including termination of employment.

Confidentiality and Non-Retaliation

The organization will make every effort to maintain the confidentiality of harassment reports and investigations, to the extent possible and permitted by law. Employees who report harassment will not face retaliation or adverse consequences for reporting, unless their report is found to be intentionally false or malicious.

Disciplinary Action

Any employee found to have engaged in harassment will be subject to disciplinary action, up to and including termination, in accordance with company policies and applicable laws. Disciplinary action will also be taken against individuals who knowingly provide false information during the investigation process. *Generally, any employee conduct characterized as harassing in nature is treated with zero tolerance.*

Types of Harassment

Verbal Harassment refers to any unwelcome verbal behavior or communication that is intended to belittle, demean, intimidate, or offend an individual. It involves the use of derogatory, offensive, or hurtful language that targets a person's protected characteristics or personal attributes.

Examples of verbal harassment include:

- Insults and Offensive Remarks: Engaging in name-calling, using derogatory slurs, making degrading comments, or using offensive language towards an individual based on their race, gender, religion, sexual orientation, disability, or other protected characteristics.
- Mockery and Ridicule: Ridiculing or mocking someone's appearance, accent, speech patterns, cultural practices, or any other personal attribute to demean or belittle them.
- Threats and Intimidation: Making threats, intimidating statements, or using aggressive language to create fear or anxiety in another person.

- Bullying: Engaging in repetitive or persistent behavior that is intended to undermine, humiliate, or isolate an individual, often through verbal means such as constant criticism, public humiliation, or spreading rumors.
- Sexual Harassment: Making unwelcome sexual advances, comments, jokes, or innuendos that create a hostile or uncomfortable work environment.
- Verbal Abuse: Using abusive language, shouting, yelling, or screaming at someone in a manner that is demeaning, disrespectful, or creates an intimidating atmosphere.

Non-verbal Harassment refers to any form of unwelcome behavior or actions that are communicated without the use of spoken or written words. It involves using gestures, facial expressions, body language, or physical actions to intimidate, demean, threaten, or discriminate against another person. Non-verbal harassment can occur in various settings, including workplaces, schools, public spaces, or personal relationships.

Examples of non-verbal harassment include:

- Staring or leering in a suggestive or intimidating manner.
- Making offensive gestures, such as obscene hand signs.
- Invading someone's personal space to make them uncomfortable.
- Displaying explicit or offensive images, symbols, or objects.
- Giving disapproving or mocking facial expressions.
- Ignoring or excluding someone deliberately to isolate or humiliate them.
- Using aggressive body language, such as invading someone's personal space, standing too close, or making threatening gestures.
- Engaging in unwelcome physical contact, such as touching, grabbing, or brushing against someone without their consent.
- Making inappropriate or offensive facial expressions or gestures, such as winking, smirking, or blowing kisses in a sexually suggestive manner.
- Using discriminatory or offensive body language, such as mocking someone's disability, race, gender, or sexual orientation.

Physical Harassment, also known as physical assault or physical abuse, refers to any intentional and unwanted physical contact or actions that cause harm, pain, or discomfort to another person. It involves the use of physical force to intimidate, control, manipulate, or harm someone without their consent. Physical harassment can occur in various contexts, including personal relationships, schools, workplaces, or public spaces.

Examples of physical harassment include:

- Hitting, slapping, kicking, or punching someone.
- Pushing, shoving, or restraining someone forcefully.
- Grabbing or pulling someone's hair, clothing, or body.
- Pinching, biting, or scratching someone.
- Spitting at or on someone.
- Throwing objects at someone.
- Sexual assault or unwanted sexual contact, such as groping or forced touching.
- Damaging or vandalizing someone's property.

- Blocking or preventing someone from leaving a room or space.
- Threatening or intimidating someone with physical gestures, posturing, or displays of aggression.

Sexual Harassment refers to unwelcome sexual advances, requests for sexual favors, or any other verbal, non-verbal, or physical conduct of a sexual nature that creates a hostile, intimidating, or offensive environment. It is a form of gender-based discrimination and is considered a violation of an individual's rights and dignity.

Sexual harassment can occur in various settings, including workplaces, schools, public spaces, online platforms, or personal relationships. It is important to note that sexual harassment can happen to anyone, regardless of their gender or sexual orientation, and can be perpetrated by individuals of any gender.

Examples of sexual harassment include:

- Unwanted sexual comments, jokes, or innuendos.
- Persistent, unwanted advances or propositions for sexual activities.
- Displaying or sharing sexually explicit materials, such as explicit images, videos, or texts.
- Unwanted touching, groping, or physical contact of a sexual nature.
- Making sexual gestures or lewd gestures.
- Catcalling or making sexually suggestive or degrading comments about someone's appearance.
- Engaging in cyber harassment, such as sending unwanted sexual messages, explicit images, or engaging in online stalking.
- Using one's position of power or authority to request sexual favors or coerce someone into unwanted sexual activities.
- Spreading rumors or engaging in malicious gossip of a sexual nature about someone.
- Creating a hostile work environment by subjecting individuals to pervasive sexual comments, conduct, or displays.

Attendance

The attendance policy is for all employees. Any employees within their first 90 days are subject to immediate termination for infractions, subject to their manager's discretion. Employees will receive 40 hours of Sick Time Off (STO), and 56 hours of Paid Time Off (PTO) each year, following the completion of 90 days of full time employment, given in lump sum, **prorated annually on hire date**. Employees can track their available STO and PTO when logging into the time-tracking system; or they contact their Operations Manager.

Employees need to follow correct call-out procedures in the event that they are unable to work their scheduled shift. Improper call-outs can result in employee discipline actions.

PTO must be approved by leadership before being used. Leadership reserves the right to deny PTO requests based on business needs. *PTO and STO will not be paid out upon termination of employment.*

Breaks and Lunch

For shifts up to 6 hours employees receive two 15-minute paid breaks. For shifts over 6 hours employees receive two 15-minute breaks and one unpaid 30-minute lunch break. Breaks and lunch are not optional and must be taken.

Paid Holidays

Nellis Auction is closed on Thanksgiving Day, Christmas Day and New Year's Day. Full time employees will be paid their regular wage for these holidays, regardless of whether or not the holiday falls on their scheduled day. If the holiday falls on a scheduled work day, employees are required to work their scheduled day before and/ or their scheduled day after a holiday unless time off has been pre-scheduled to qualify for holiday pay.

Prioritizing Work Responsibilities

Employees are expected to prioritize their work responsibilities while clocked in. Should a special circumstance arise when an employee needs to take a personal call, or leave work; they are to seek their manager's approval first. Personal errands should be addressed during designated unpaid break times, lunch, or after hours. No employees should leave the premises while clocked in without manager approval.

Absence Notification

Employees must notify leadership utilizing the proper callout email, within 30 minutes to the start of their shift, if they will be absent. Failure to do so will result in a documented written warning.

Failure to inform a manager of your absence prior to the end of your shift will be considered a No Call No Show (NCNS). Four (4) NCNS within a rolling 12 month period will result in the employee being reviewed for termination.

Sick Time Policy

Sick Time should be used in the event of an illness. Should an employee not have an adequate amount of STO, PTO will be deducted. If an employee has an illness that will require more time off work than they have in available balance, they should contact their supervisor and the P&C team to see what options are available to them.

Shift Absence and Tardy Time Management

An employee is considered tardy for their shift if they are more than 5 minutes late. Early out is defined as leaving before the end of your scheduled shift, *without* notifying your manager at least 2 hours prior to departure.

Tardiness/ Early Outs

- | | | |
|---|-----------------------------------|-----------------|
| • 1 tardy/ early out < 12 month period warning | = 1st Infraction, as listed above | - Verbal |
| • 3 tardies/ early outs < 12 month period warning | = 2nd Infraction, as listed above | - 1st Written |
| • 6 tardies/ early outs < 12 month period warning | = 3rd Infraction, as listed above | - 2nd Written |
| • 9 tardies/ early outs < 12 month period warning | = 4th Infraction, as listed above | - Final written |
| • 10 tardies/ early outs < 12 month period | = 5th Infraction, as listed above | - Termination. |

If an employee misses a shift and did not submit PTO in advance, STO will be automatically deducted first from their bank to cover the missed time. If no sick time is available then PTO will be deducted. If an employee has no available STO or PTO, they will be unpaid for that shift. (*see *Unpaid Time Off (UTO), below*)

Employees may opt to not use STO/ PTO and take that time as unpaid, however they must inform their immediate manager immediately and those absences will count toward their Unpaid Time Off (UTO), as outlined in this policy.

Unpaid Time Off (UTO):

If an employee calls out, they are required to use STO/ PTO. If an employee does not have available STO/ PTO to cover their shift, they are allowed 4 (four) UNPAID days each year. Unpaid days do not carry over from previous years and will renew on the 1st of each year. *Additional UTOs without STO/ PTO coverage can result in immediate evaluation for termination.*

No Call - No Shows

4 (four) NCNS within a rolling 12 month period will result in immediate evaluation for termination. PTO/ STO will not be granted for any NCNS.

Voluntary and Mandatory Overtime

The company may offer voluntary overtime on an as-needed basis. These shifts, if accepted by the employee, will count as a normal part of your schedule and will entitle a full time employee to overtime pay.

The company also reserves the right to call employees in on mandatory overtime, as dictated by business needs. The business must notify employees a minimum of 24 hours in advance of the mandatory shift. STO/ PTO must be applied if employees can no longer work the mandatory scheduled overtime day, however they will be paid at standard rates, as *overtime is only paid for time actually worked over 40 hours in a workweek*. The absence notification policy still applies to mandatory overtime shifts the same as any other.

Leaves of Absence

The available type of leaves of absence that are available to Nellis Auction employees are listed below, with full details following this attendance policy.

- Family and Medical Leave Act (FMLA)
- Bereavement Leave
- Military Leave
- Personal Leave of Absence Policy
- Pregnancy & Parental Leave
- Miscellaneous Leaves of Absence

FMLA - Family Medical Leave Act

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Eligibility Requirements

In order to be eligible to take leave under the FMLA, an employee must:

1. work for a covered employer;
2. have worked 1,250 hours during the 12 months prior to the start of leave;
3. work at a location where the employer has 50 or more employees within 75 miles; and
4. have worked for the employer for 12 months. The 12 months of employment are not required to be consecutive in order for the employee to qualify for FMLA leave. In general, only employment within seven years is counted unless the break in service is (1) due to an employee's fulfillment of military obligations, or (2) governed by a collective bargaining agreement or other written agreement.

Length of Time and Reasons for FMLA Use

FMLA can be utilized for twelve workweeks of leave in a 12-month period for:

1. the birth of a child and to care for the newborn child within one year of birth;
2. the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
3. to care for the employee's spouse, child, or parent who has a serious health condition;
4. a serious health condition that makes the employee unable to perform the essential functions of his or her job;
5. any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty," or
6. twenty-six work weeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

Requesting a Leave

Employees must provide their supervisor with as much notice as possible before taking FMLA. The request for leave must include the reason for the leave and the expected duration of the absence. The employee may be

required to provide additional documentation, such as a doctor's note, within HIPPA guidelines, depending on the reason for the leave.

Insurance Premium

Nellis Auction provides medical, vision and dental insurance options to qualified employees. Should an employee need to utilize FMLA, they will be given two options in order to remain current on their insurance premium:

- A. Prepayment: The employee can make arrangements with the Finance office to prepay the premiums for the duration of their FMLA before they go on Leave. This ensures that the insurance coverage remains active during their absence.
- B. Direct Payment: The employee can make arrangements with the Finance office to continue making regular premium payments, on a weekly basis during their FMLA Leave.

Return to Work

Employees must notify their supervisor of when they can be expected to return to work. The company may require the employee to provide a doctor's note, within HIPPA guidelines, or other documentation verifying their ability to return to work.

Bereavement Leave

Nellis Auction understands that the death of a loved one is a difficult and emotional time. The company acknowledges the need for employees to take time to grieve, make funeral arrangements, and attend to other matters following the loss of a family member or legal domestic partner. This policy outlines the company's bereavement leave benefits.

Eligibility

All regular full-time and part-time employees are eligible for bereavement leave if they have completed their initial 90 days of continuous employment with the company.

Bereavement Leave Entitlement

Employees are entitled to up to three (3) days of unpaid bereavement leave per occurrence. If additional time is needed, employees may use available paid time off (PTO) or take an unpaid personal leave of absence. Additional unpaid leave may be granted at the discretion of the employee's manager.

Definition of Family Member

For the purpose of this policy, a family member is defined as a spouse, legal domestic partner, child, stepchild, parent, stepparent, sibling, grandparent, grandchild, or legal guardian.

Notice and Verification

Employees are required to notify their supervisor as soon as possible about the need for bereavement leave and the expected duration of the absence. In cases where the need for bereavement leave is unexpected, the employee must notify their supervisor as soon as possible. The company reserves the right to request verification of the death, such as a death certificate or obituary.

Return to Work

Employees are expected to return to work on the day following the last day of bereavement leave. In cases where additional time is needed, employees may use available PTO or take an unpaid personal leave of absence. This will be determined on a case by case basis.

Non-Retaliation

The company will not retaliate against employees for using bereavement leave or for requesting such leave.

Military Leave

Nellis Auction recognizes and appreciates the dedication and sacrifice of our employees who serve in the military. Our military leave policy aims to support and protect the employment rights of employees who are members of the military or reserve components. This policy outlines the entitlement, eligibility, and procedures related to military leave.

Entitlement and Duration

Eligible employees who serve in the military, including the armed forces or reserve components, are entitled to a leave of absence to fulfill their military obligations. The duration of military leave will comply with applicable laws, such as the Uniformed Services Employment and Reemployment Rights Act (USERRA), and may vary based on the type of military service and deployment.

Eligibility

Military leave is available to all employees who are members of the military or reserve components, including the Army, Navy, Air Force, Marine Corps, Coast Guard, National Guard, or any other recognized branch of the military. Employees must provide proper notification to their supervisor and People & Culture, as required by law or military regulations, to initiate military leave.

Leave Procedure

Employees are required to provide written notice of their intent to take military leave to their supervisor and People & Culture, preferably in advance or as soon as practicable. Proper documentation, such as military orders or official correspondence, should be provided to confirm the need for military leave. The company may require periodic updates regarding the employee's military status or expected duration of service.

Compensation and Benefits

During military leave, employees will be granted unpaid leave status. Employees may elect to use accrued paid time off (PTO) or vacation days to continue receiving compensation during military leave, subject to company policies and applicable laws. The company will continue to provide any employment-related benefits, such as health insurance coverage, to the extent required by law.

Reemployment and Return to Work

Employees returning from military leave will be promptly reinstated to their previous position or a position with like-seniority, status, and pay, as required by USERRA and applicable laws. The returning employee will be provided with the same benefits, rights, and privileges they would have attained if they had remained continuously employed, based on the length of their military service. The company may offer additional support and resources to facilitate a smooth transition back to work, including orientation or training programs, as appropriate.

Confidentiality and Non-Discrimination

All information related to an employee's military service, military leave, and return to work will be treated with strict confidentiality. The company prohibits any form of discrimination, harassment, or retaliation against employees based on their military service or military leave status, in accordance with applicable laws and company policies.

Personal Leave of Absence (Voluntary Leave)

We understand that our employees may occasionally require time away from work for personal reasons. To support our employees, we offer a Personal Leave of Absence (Voluntary Leave) policy for short-term absences. This policy applies to all full-time employees who have been employed for at least six months.

Eligibility

Employees who have completed six months of continuous service with the company are eligible for a personal leave of absence. The amount of time for leave will be approved at the discretion of the employee's manager, and final approval will be granted by the COO, with the input from the People & Culture Team. *This leave is not paid*, but employees may use any available paid time off, such as vacation time or sick leave, to cover their absence.

Reasons for Leave

The personal leave of absence may be used for, but not limited to, any of the following reasons:

1. Personal or family emergency, illness or injury that requires the employee's attention
2. Extended bereavement leave due to the death of an immediate family member
3. Divorce or family upheaval
4. Moving or relocation
5. Pursuing higher education/ certification

Requesting a Leave

Employees must provide their supervisor with as much notice as possible before taking a personal leave of absence. The request for leave must include the reason for the leave and the expected duration of the absence. The employee may be required to provide additional documentation, such as a doctor's note or a death certificate, within HIPPA guidelines, depending on the reason for the leave.

Approval

Approval of a personal leave of absence is at the discretion of the employee's manager and the company. The company reserves the right to deny a request for leave if it would create an undue hardship on the company's operations. The company will notify the employee of the decision regarding their request for leave as soon as possible.

Insurance Premium

Nellis Auction provides medical, vision and dental insurance options to qualified employees. Should an employee need to utilize LOA, they will be given two options in order to remain current on their insurance premium:

1. Prepayment: The employee can make arrangements with the Finance office to prepay the premiums for the duration of their LOA before they go on Leave. This ensures that the insurance coverage remains active during their absence.
2. Direct Payment: The employee can make arrangements with the Finance office to continue making regular premium payments, on a weekly basis during their LOA.

Return to Work

Employees must notify their manager of when they can be expected to return to work. The company may require the employee to provide a doctor's note, within HIPPA guidelines, or other documentation verifying their ability to return to work.

Please consult your manager or the People & Culture department for any additional information, clarification, or assistance regarding this policy.

Pregnancy & Parental Leave

We recognize the importance of supporting our employees during the life-changing event of becoming a parent. Our pregnancy and parental leave policy aims to provide expecting parents with the necessary time and support to recover from childbirth, bond with their newborn, and ensure a smooth transition back to work. This policy outlines the entitlement, eligibility, and procedures related to pregnancy and parental leave.

Entitlement and Duration

All full time employees who have completed their 90-day probationary period are eligible. Eligible employees are entitled to four (4) weeks of paid parental leave. In addition to paid parental leave, employees may also utilize any applicable paid time off (PTO) or vacation days, as per company policy. The duration of parental leave may be extended in cases of medical complications or multiple births, subject to medical certification. This will be decided on a case by case basis.

Pregnancy Accommodations

An expectant employee may request pregnancy accommodations and ask for a transfer to another less strenuous or less hazardous position if so suggested/requested by their doctor. At her option, the expectant employee may work up to her delivery date, depending upon the employee's medical circumstances and the nature of the employee's job. In the event the employee is physically incapable of performing her regular job duties at any time during her pregnancy, the employee may request that they be placed on pregnancy leave. An advanced notice of a minimum of 1 week should be given, accompanied by a doctor's statement.

While an employee is away from work on an approved pregnancy leave of absence, she continues to participate in Nellis employee benefit programs. Nellis will try to return the employee to the same or equal job she had before pregnancy leave. Although Nellis cannot guarantee a return to the identical job, the employee will suffer no loss in seniority.

Eligibility

Pregnancy and parental leave is available to all employees who have been with the company for a minimum of ninety (90) days prior to the expected date of childbirth. Employees should provide reasonable notice to their supervisor and People & Culture, preferably at least two weeks prior to the intended start of parental leave, to allow for appropriate planning and coverage.

Leave Procedure

Employees are required to notify their immediate supervisor and People & Culture in writing of their intention to take parental leave, providing the expected date of childbirth and the anticipated start and end dates of leave. Employees should consult with People & Culture to complete any necessary documentation, including medical certification, if applicable.

The company reserves the right to request medical documentation regarding the need for leave or to confirm the expected duration of leave. Employees are encouraged to engage in open communication with their supervisors and HR/ P&C regarding their plans for returning to work.

Compensation and Benefits

During the parental leave period, employees will continue to receive their regular base salary and any applicable benefits. The company may require employees to utilize any accrued paid time off (PTO) or vacation days before accessing paid parental leave benefits. Employees on parental leave will remain eligible for any employment-related benefits, such as health insurance coverage, subject to the terms of the benefit plans.

Return to Work

At least one week prior to the end of maternity leave, employees are required to confirm their intended return-to-work date with their supervisor and People & Culture. Employees are entitled to return to their previous position or an equivalent position with the same or comparable terms and conditions of employment. Reasonable accommodations will be provided upon request, as per applicable laws and company policies. Flexible work arrangements, such as part-time or remote work options, may be considered upon discussion with the employee's supervisor and HR, subject to operational requirements.

Confidentiality and Non-Discrimination

All information related to an employee's pregnancy, parental leave, and return to work will be treated with strict confidentiality. The company prohibits any form of discrimination, harassment, or retaliation against employees based on their pregnancy, or parental status, in accordance with applicable laws and company policies.

Miscellaneous Leaves of Absence

Nellis Auction is in compliance with additional state and federally regulated leaves of absence, as outlined by the Department of Labor. Employees are to contact the People & Culture Department for more information regarding state specific mandates.

Company Equipment/ Company Property

At Nellis Auction we pride ourselves on being more than a company, we are a family. A family that believes in a workplace with values and ethics like dedication, integrity, accountability and collaboration.

The purpose of this policy is to inform those who have been allocated company equipment or property of the procedures governing the care of this equipment. This policy covers items such as Laptops, Cell Phones, iPads, USB Drives, Two-way radios etc. and all assigned company equipment. The cost of replacements is not just financial, it includes loss of data, lost productivity, and the time to order, configure and set up a new device. There are also risks associated with the loss or exposure of sensitive or unique information, including reputation and privacy. This policy seeks to minimize these risks.

Your Responsibility

1. Nellis Auction does not tolerate inappropriate use of any company property. Any content found on company equipment is considered a violation of company policy, per your Employee Handbook.
2. Your company equipment or property is supplied with software. You are prohibited from installing additional software without the permission of the Chief Executive Officer (CEO). Equipment must not be altered or changed, including but not limited to software and hardware changes, without authorization from the CEO.
3. Do not leave company equipment or property unattended or allow anyone else to use company equipment or property as it provides access to our systems.
4. The employee must report damaged, lost or stolen equipment to their Operations Manager immediately.
5. If Nellis Auction equipment or property is stolen; the employee/user must contact their Operations Manager who will initiate a police report.
6. If company equipment or property is apparently negligently handled and damaged, or is lost, the Company will investigate and make the determination if the employee is responsible for paying the comparable equipment replacement cost.
7. Comparable equipment replacement cost will be based on the cost to Nellis Auction to replace the equipment using the then current hardware standards of the Company not to exceed the original cost of the equipment.
8. At termination of employment, company equipment must be returned to Nellis Auction in good working order or else be considered lost or damaged, wherein the employee will be held responsible for paying the comparable equipment replacement cost.

See your General Manager or the People and Culture Team for the Acknowledgement Form.

Key Holder Policy

The implementation of a comprehensive key hold policy is to ensure the safety, security and efficiency of the Nellis Auction warehouses, which aligns with our company core values. This policy underscores our dedication to the well-being of our employees, the protection of our product, and the consistent delivery of outstanding customer service.

Employees who are given a building key, or access badge (at locations that utilize access badges), assume the responsibilities to ensure the security, safety, and proper functioning of the building. These responsibilities include, but are not limited to:

Secure Key Handling - The key holder must ensure the key/ badge is kept in a secure and confidential manner. It should not be left unattended or accessible to unauthorized individuals.

Authorized Access Only - The key holder is responsible for using the key/ badge only to access areas that are explicitly authorized for their job function. Using keys or access badges to gain access to unauthorized areas is strictly prohibited.

Key/ Badge Duplication - Duplication or reproduction of keys or access badges is strictly prohibited. Any violation of this is grounds for immediate termination.

Immediate Reporting - If an employee's key or access badge is lost, stolen, or compromised in any way, the key holder must report the incident to their immediate supervisor. The access badge will be disabled and a new one will be issued. If a building key is lost, stolen or compromised, the building must be rekeyed.

Employees who have lost or compromised their access badge (where applicable) may receive disciplinary action, at the discretion of their management team. Employees who have lost or compromised a building key will receive ONE replacement, however they will be put on a final warning. A second occurrence of a misplaced key may result in termination of employment.

All employees are required to sign the Key Holder/ Access Badge Agreement when they receive a building key or badge.

Dress Code

Team Members help create a favorable image of Nellis Auction and are expected to wear appropriate attire and be suitably groomed during working hours and/ or when representing Nellis Auction. The guidelines laid out below are to help maintain a professional and safe appearance in order to promote a productive work environment. Failure to comply with the dress code policy may result in disciplinary action, up to and including termination.

Company Issued Items

Employees should wear their *company issued* Nellis Auction shirts. If company issued shirts are not available, employees should wear solid color shirts free of graphics or lettering, in red, white, gray or black. General Managers or Operations Managers should advise the P&C team for restocking of company shirts when supply is low. Company issued shirts are **not to be altered** i.e. cut sleeves, cut collars, cropped waist lines, etc.

Lot Attendants & Load Out Associates

Any employees who are working as Lot Attendants or Load Out Associates, are required to wear safety vests. Nellis Auction will supply these vests at no costs, however should the vests be lost or damaged, employees will be subject to disciplinary actions, at the discretion of their manager.

General Guidelines

Team members are expected to dress in a manner that is safe, functional and appropriate for their job responsibilities. All team members should refrain from wearing any items containing political, offensive and other possibly controversial messaging. Team members should avoid wearing loose or dangling clothing that could get caught in equipment or pose a safety hazard.

Dress Code Standards:

1. Tops/ Shirts

Must be Nellis Auction issued, that is clean, free of holes, tears or other signs of extreme wear. If company logo'd shirt is not available, employees are to wear a solid color shirt, in red, white, gray or black. *Company issued shirts/ tops may not be altered, cut or modified.*

2. Pants/ Bottoms

Must be black, tan or dark blue in color; and can be denim, chino-type pants, slacks, cargo shorts, joggers or non-transparent leggings. Shorts are permitted, but need to be longer than fingertips. *Cut-offs are not permitted.*

3. Footwear

Must be closed-toe, slip resistant, full shoes or boots that provide adequate support and protection.

Sandals, open-toe shoes, open heels, clogs, mules, high-heels, flip-flops, slippers or "Croc"-style shoes are not permitted on the warehouse floor..

4. Outerwear/ Hats

Jackets, sweatshirts and sweaters should be a solid color, or woven; non-branded without large logos.

Nellis Auction logo'd jackets, sweatshirts, caps and beanies are acceptable.

5. Personal Items/ Bags/ Backpacks/ Purses

Personal bags, backpacks, purses or other bags similar are not permitted on the warehouse floor, unless it fits within the following guidelines:

- Bag must not be larger than 12" wide, 6" deep, 12" tall
- Bag must be clear vinyl or PVC.
- Bags are subject to manager search, should there be a rightful cause.

If an employee's personal items/ bags do not align with Dress Code Standard #5, employees are to utilize the lockers on site at each facility, if equipped; or keep items in their vehicles or breakrooms. If the facility is equipped, the lockers are provided by and are property of Nellis Auction. These lockers will *not* be assigned and are available on a "first-come, first-serve" basis. They are to be emptied at the end of each shift. Any items left in the lockers after a shift will be considered trash and disposed of.

All company provided lockers are subject to search. The following instances may be cause for such search: To ensure workplace safety, maintenance of security, theft prevention, compliance with company policies, and protecting sensitive or confidential information. These searches will be conducted with the aim of fostering a secure and productive work environment. See the on-site Locker Policy for additional information.

Drug & Alcohol

Nellis Auction has a longstanding commitment to provide a safe, quality-oriented and productive work environment. Alcohol and drug abuse poses a threat to the health and safety of Nellis Auction employees and to the security of the company's equipment and facilities. For these reasons, Nellis Auction is committed to the elimination of drug and alcohol use and abuse in the workplace.

Employee Expectations

Whenever employees are working, on-site and/ or operating any Nellis Auction vehicle or equipment, either on Nellis Auction premises or conducting company-related work offsite, they are prohibited from:

1. Using, possessing, buying, selling, manufacturing or dispensing any legalized or illegal drugs this includes possession of drug paraphernalia*.
2. Being under the influence of alcohol or a legalized or illegal drug, as defined in this policy.
3. Possessing or consuming alcohol.
4. The presence of any detectable amount of any legalized drug or illegal controlled substance, while performing company business or while in a company facility.

* Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Doctor Prescribed Medications

Nellis Auction will not allow employees to perform their duties while taking certain prescribed drugs that are adversely affecting their ability to safely and effectively perform their job duties. Employees taking a prescribed medication must be prepared to produce it if asked.

Reasonable Suspicion

Any employee who acts in a manner that may suggest possible drug or alcohol use while on Nellis Auction premises, may be subject to an immediate sobriety test, administered by Concentra. Suspicious actions may include, but are not limited to: erratic or poor job performance, unusual appearance or behavior, or information provided by reliable sources. Those employees who are suspected of drug or alcohol use while on company premises will be transported by a Manager or via company-paid rideshare. If a sobriety test is refused, the employee may be subject to immediate termination.

Drug & Alcohol Testing

Employees may be required to complete a drug or alcohol screening in the event of an on-site incident. Any employee who refuses to cooperate in required drug tests whether random, pre-employment, incident-related or reasonable suspicion, may be subject to immediate termination under the conditions of this policy. Employees who test positive for drug or alcohol use may be immediately terminated from the Company.

Personal Devices

Nellis Auction recognizes the importance of technology in our daily lives, however we also understand that personal cell phone and device usage can impact workplace safety and productivity. This policy outlines the guidelines and expectations for personal cell phone and device usage by employees. This applies to both incoming and outgoing cellular calls, text messaging, instant messaging, and social media usage.

- Single earbuds are permitted within specific warehouse positions while following the cell phone/ device use guidelines below:

General Guidelines

All employees are required to refrain from phone calls during working hours, except during authorized break times, in designated break areas. In the event of an emergency, employees may use their personal cell phones to contact emergency services or report urgent situations to their managers.

Allowed Usage

1. Cell phones or devices should be set to vibrate or silent during working hours and stowed.
2. Employees are allowed to listen to music or audio books at a low volume, using only one earbud or headphone, as long as it does not distract employees from completing their job functions. *Volume of earbuds or headphones should be kept at a level that allows employees to hear surroundings, and instructions or conversations from other employees and managers.*
 - NOTE: Watching streaming videos or shows is **NOT** Permitted.
3. Earbuds are not allowed for any employees operating machinery, such as forklift, pallet jack, or other heavy machinery.
4. When engaging with customers, earbuds should be removed.
5. Full headphones or double earbuds are *not permitted*.

* At the discretion of the General Manager, speakers are permitted in specific areas, as long as it is not a distraction from business operations.

Progressive Discipline

The progressive discipline policy is for employees who have completed their initial 90 days probationary period. Employees within their initial 90 days of employment will receive coaching and positional training to ensure top performance opportunities.

This progressive discipline policy has been created to provide a structured and fair approach to addressing employee misconduct and performance issues.

5-Check System

- **1st Infraction:** **Verbal Warning with documentation**
- **2nd Infraction:** **1st Written warning**
- **3rd Infraction:** **2nd Written warning**
- **4th Infraction:** **Final Written warning**
- **5th Infraction:** **Termination.**

Tardiness/ Early Outs

- 1 tardy/ early out < 12 month period warning = 1st Infraction, as listed above - Verbal
- 3 tardies/ early outs < 12 month period warning = 2nd Infraction, as listed above - 1st Written
- 6 tardies/ early outs < 12 month period warning = 3rd Infraction, as listed above - 2nd Written
- 9 tardies/ early outs < 12 month period warning = 4th Infraction, as listed above - Final written
- 10 tardies/ early outs < 12 month period = 5th Infraction, as listed above - Termination.

Unpaid Time Off (UTO):

If an employee calls out, they are required to use STO/ PTO. If an employee does not have available STO/ PTO to cover their shift, they are allowed 4 (four) UNPAID days each year. Unpaid days do not carry over from previous years and will renew on the 1st of each year. *Additional UTOs without STO/ PTO coverage can result in immediate evaluation for termination.*

No Call - No Shows

4 (four) NCNS within a rolling 12 month period will result in immediate evaluation for termination.

NOTE: PTO/ STO will not be granted for any NCNS.

Types of Infractions

1. Performance
 - a. Low Productivity - consistent low productivity below the minimally acceptable target goals will result in coaching sessions and a Performance Improvement Plan.
2. Employee Conduct
 - a. Attendance Issues - tardiness, early outs, No-Call No-Show*
 - b. Poor Behavior - horseplay, poor attitude, insubordination
 - c. Dress Code violations - any variation from the dress code policy.
 - d. Violations of any other policies outline in the Employee Handbook

Any type of employee infractions will be tracked using the 5-Check system listed above, within a 12 month period.

Zero Tolerance Infractions

Any infractions that fall under the descriptions below are grounds for immediate termination:

- Harassment of any kind
- Discrimination of any kind
- Threats of harm or physical contact/ violence
- Substance abuse or working under the influence of drugs or alcohol - *this includes marijuana or its derivatives*
- Altering of time cards or productivity (tracker)
- Theft of any kind
- Gross insubordination

- Property damage
- Excessive absences
- Any violation of the Code of Conduct Policy
- Any violation of the Red Safety Guidelines*

***Safety Guidelines**

These guidelines are to ensure that Nellis Auction provides the safest work environment possible. It is crucial to ensure the well-being and protection of employees, visitors, and assets within our warehouses. This is a comprehensive outline of what is acceptable work behavior and what is not tolerated, in regards to workplace safety.

Generally, safety behaviors can be categorized using the following colors to provide a common language to recognize and correct behaviors:

Green Behavior

Green behavior is that which contributes to a safe work environment. Examples of this can include, but are not limited to:

- Cleaning up as you go
- Using proper lifting techniques
- Informing fellow employees if they are not being safe and partnering with them to help correct the behavior
- Utilizing safety equipment properly

Yellow Behavior

Yellow behavior is any actions by employees that could result in minor injury or property damage. An action plan to correct this behavior may include training/ retraining will be implemented. Examples of yellow behavior include but are not limited to:

- Blocking fire exits or electrical panels
- Inappropriate use of approved tools
- Improper or unsafe stacking of products or pallets
- Climbing on racking and not utilizing step ladders
- Not wearing PPE
- Not using proper walking paths

Red Behavior

Red behavior infractions require immediate correction, and some occurrences can result in immediate termination. Examples of red behavior can include, but are not limited to:

- Pattern of demonstrated unsafe behaviors
- Operating machinery or equipment without proper training or authorization.
- Failing to report hazardous conditions or near misses.
- Disregarding safety warnings and signs.
- Smoking or using open flames in prohibited areas.
- Mishandling hazardous materials or chemicals.
- Using improper lifting techniques, leading to potential musculoskeletal injuries.
- Failing to properly secure or store materials, resulting in potential hazards.
- Violating fire safety protocols.
- Violating personal weapon policy.
- Driving company vehicles recklessly or under the influence of drugs or alcohol.
- Failing to follow established emergency response procedures during drills or actual emergencies.

It is essential to note that the severity of consequences may vary based on the specific violation, the potential harm caused, and the employee's previous record. The company reserves the right to modify these consequences at its discretion, considering the circumstances and the best interests of all parties involved.

Employees are expected to understand and comply with the safety guidelines at all times. Regular training sessions, reminders, and open communication channels will be provided to ensure clarity and understanding of the safety policies and guidelines. By adhering to these safety guidelines, employees contribute to maintaining a safe and secure warehouse environment.

Discipline & Performance Improvement Plan (PIP)

As part of our commitment to helping all employees reach their full potential, we have developed a Performance Improvement Plan (PIP) form to provide our team with the support and guidance needed to succeed in their roles.

The Performance Improvement Plan is designed to be a collaborative process between you and your manager. We understand that everyone faces challenges and obstacles in their professional journey, and the purpose of this plan is to identify areas of improvement, set clear goals, and offer the necessary resources to help you thrive.

During this process, your managers will work closely with you to outline specific, measurable, achievable, relevant, and time-bound (SMART) objectives. These objectives will serve as milestones to track your progress over a defined period. Regular feedback and coaching sessions will be conducted to ensure you have the guidance and support you need.

We believe that by working together to address any performance concerns, we can help you grow and enhance your skills, which will ultimately benefit both you and the company.

For a copy of the Discipline & Performance Improvement Plan (PIP), contact the manager on duty, facility General Manager or the People and Culture team for a copy of the Customer Incident Report.

III. MISCELLANEOUS INFORMATION, GUIDELINES & PROCEDURES

III.A. - Emergency Preparedness Guidelines

- I. *Natural Disaster/ Inclement Weather*
- II. *Building/ Warehouse Fire*
- III. *Medical Emergency*
- IV. *Domestic Threat*

The safety and well-being of our employees is of utmost importance at Nellis Auction. This policy establishes guidelines and procedures to ensure a prompt and orderly evacuation in the event of an emergency. Following this policy greatly minimizes the risk of injury to our employees and customers.

NOTE: To ensure all employees receive timely notifications, *all employees are responsible for keeping their contact information up to date*. This includes, address, phone number, and emergency contact person.

I. Natural Disaster/ Inclement Weather

A. Alert and Communication

As soon as an emergency is identified or forecasted, management will advise Area Managers. Emergency alerts will be communicated to all employees through multiple channels, including: email, text messages, or any other established communication methods. The alert should clearly state the type of natural disaster, specific instructions for evacuation, and the designated assembly points.

B. Evacuation Procedure

1. Remain calm and follow the instructions provided in the emergency alert.
2. Leave your workspace immediately, leaving behind personal belongings, if necessary.
3. Use designated evacuation routes.
4. Assist any individuals with disabilities or mobility issues to safely evacuate.
5. Proceed to the designated assembly point outside the building or in a safe open area, away from hazards. Keep away from windows, glass, and other potential hazards.

Accountability and Roll Call

At the assembly point, Operations Managers and General Managers will conduct a roll call to account for all employees. Employees must cooperate during the roll call and report their presence. Missing or unaccounted-for employees should be reported immediately to the warehouse General Manager, Manager on Duty or emergency services personnel.

Safety and Emergency Services

Follow any additional instructions provided by the managers on duty. If emergency services have been notified, follow their guidance and cooperate with their instructions. Avoid returning to the building or affected area until authorized by emergency services personnel or the General Manager.

Communication and Updates

Regular updates will be provided through established communication channels regarding the status of the situation, safety instructions, and potential return-to-work arrangements. Employees should actively monitor communication channels for updates and follow the provided instructions.

Return to Work

Employees should not return to work until authorized by their General Manager or appropriate emergency response personnel. The company will communicate instructions for returning to work, ensuring the safety and readiness of the workplace following a natural disaster. Return-to-work arrangements may include staggered schedules, alternative work locations, or temporary accommodations, depending on the extent of the damage and recovery process.

II. Building/ Warehouse Fire

- A. **Activate the Fire Alarm (if equipped):** If you notice a fire or suspect a fire in the building, immediately activate the fire alarm system by pulling the nearest fire alarm pull station to alert everyone in the building. Dial 911 for the fire department and provide them with as much information about the fire and building location as possible.
- B. **Evacuate the Building:** Find the nearest exit route, following posted signs for swift evacuation. If your building is equipped, do not use elevators. If there is smoke, stay low to the ground as you exit the building. While evacuating, alert your coworkers and others around you about the fire. Knock on doors and shout a clear warning to ensure everyone is aware and can evacuate safely. Stay calm during the evacuation process and assist others, especially those who may require assistance.
- C. **Do Not Delay & Do Not Re-Enter the Building:** Do not delay your evacuation or attempt to gather personal belongings. Once you have safely evacuated, do not re-enter the building for any reason unless directed to do so by emergency personnel.
- D. **Report to Designated Assembly Point:** After evacuating, proceed to the designated assembly point outside the building. Stay at a safe distance from the building and follow any further instructions provided by emergency personnel and/ or the General Manager or member of the management team.

Remember, it is crucial to familiarize yourself with your workplace's specific emergency procedures and evacuation routes in advance. Regular fire drills and training sessions can help prepare employees for such situations.

III. Medical Emergencies

In case of a medical emergency for either employees or customers, all employees should take the following steps to ensure a prompt and appropriate response:

- A. **Assess the Situation:** Quickly assess the severity of the medical emergency. Determine if the person requires immediate medical attention or if the situation can be managed on-site.
- B. **Call for Help:** Call 911 for medical assistance. Provide clear and accurate information about the location, nature of the emergency, and any specific details that can help responders. If you have relevant information about the person's medical history, allergies, or medications, share it with the 911 operator.
- C. **Provide First Aid, if Trained:** If you have been trained in first aid and the situation allows, provide immediate assistance within your level of training. This may include performing CPR, applying pressure to control bleeding, or assisting with basic life support until professional medical help arrives. *Do not administer care beyond your level of training or expertise.*
- D. **Prepare for Meet Emergency Responders:** Designate someone to meet and guide emergency responders to the location of the medical emergency for swift response. Clear the immediate area around the person in distress to allow space for medical responders. Ensure the safety of others by removing any potential hazards or obstacles.

IV. Domestic Threats

In the unfortunate event of a domestic threat situation, the safety and well-being of employees should be the top priority. It is crucial to have an established plan and provide guidance on how employees should respond.

- A. Run:
 - 1. If it is safe to do so, encourage employees to evacuate the premises immediately.
 - 2. Have designated evacuation routes and assembly points in place.
 - 3. Leave personal belongings behind and prioritize getting to a safe location.
 - 4. Encourage employees to keep their hands visible and avoid making any sudden movements that may be perceived as a threat.

- B. Hide:
 - 1. If evacuation is not possible, employees should seek shelter in a secure area.
 - 2. Lock and barricade doors if possible, using furniture or other heavy objects.
 - 3. Close blinds or curtains and turn off lights to make the area less visible.
 - 4. Remain quiet and silence cell phones or other devices.
 - 5. Stay low to the ground and ensure that everyone is out of the line of sight of the threat.

- C. Alert:
 - 1. Dial emergency services (e.g., 911) and provide them with detailed information about the situation, including location, type of threat, and any injuries.
 - 2. Use text messages or any other available communication methods to inform authorities and colleagues about the threatening situation.
 - 3. If there is a public address system, make announcements to warn others in the vicinity.

- D. Defend (as a last resort):
 - 1. Encourage employees to attempt to incapacitate the threat **only** if there is no other option and their lives are in immediate danger.
 - 2. Improvise weapons or use any available objects to create a distraction or defend themselves.
 - 3. Work together as a group to overpower the threat if the opportunity arises.

Follow Law Enforcement Instructions: When law enforcement officers arrive, remain calm and follow their instructions carefully. Keep hands visible and avoid any sudden movements that could be misconstrued as a threat. Provide information to the officers about the situation, location of the threat, and any potential hazards.

Customer Incident Guidelines

At Nellis Auction, we value our customers and strive to provide exceptional customer service. However, we understand accidents can happen, leading to possible damage to customer purchases or personal property, such as pick-up vehicles. This policy outlines our commitment to addressing customer property damage promptly and responsibly.

Reporting Property Damage

In the unfortunate event that there is an incident, any and all employees involved must immediately report it to their immediate manager or General Manager. The attached incident report should be utilized, and include:

- Date and time of incident
- Description of the damaged and affected property
- Names and contact information of property owner
- Names and contact information of any witnesses and/ or employees involved
- Any relevant photos or documentation
- Additional action taken, such as calling for Emergency Services

Employee Responsibility

Employees whose negligent involvement in a customer incident resulting in damages exceeding \$1,000 may be subject to disciplinary action, at the discretion of the facility General Manager.

Customer Interaction

When addressing the incident with the customer, employees and managers should:

- Express sincere apologies for the inconvenience caused
- Clearly explain the extent of the damage and steps that will be taken to rectify the situation
- Complete the attached incident report with assistance from the customer
 - Should the damage be to a vehicle, requiring repair, the customer is to gather 2 or 3 quotes for repair from reputable body shops and/or auto dealerships.

Once an amicable agreement has been made by the customer and Nellis Auction Management, the customer will be asked to sign a General Release of Liability document to close the matter completely. All documentation should be kept on file at the warehouse where the incident occurred. A copy of all documentation should be sent to the People & Culture Department.

Contact the manager on duty, facility General Manager or the People and Culture team for copies of the Customer Incident Report and General Release of Liability forms.

Time Clock Procedures

The purpose of this policy is to outline the time clock policies of Nellis Auction. Failure to follow these procedures can result in payroll delays, or errors on attendance records, which can result in disciplinary actions.

Applicability

All nonexempt (hourly employees) are required to use the NetSuite system to record their hours worked. Nonexempt (hourly employees) employees are required to clock in and out for payroll and attendance purposes.

Time Clock Stations

Employees are required to clock in and out for lunch breaks in addition to at the beginning and end of the day. Once an employee clock in he/she is expected to work. In the event an employee clock in and fails to work this will be considered theft of time and he/she will be subject to disciplinary action including termination.

If an employee misses the window for clocking into the timekeeping system, the employee should notify their manager or the People & Culture team as soon as possible. Their manager or the People & Culture team will manually enter the employee's work hours via the online time clock portal. Employees who repeatedly miss time clock entries will be subject to disciplinary action.

Prohibited Time Clock Actions

- Employees may **not** clock in or clock out for another employee.
- Employees may **not** clock in utilizing any other apps other than the time clock systems located *inside* the facility where they work.
 - CDL Drivers (Gavel Transport) employees are the **only** nonexempt employees authorized to clock in and out utilizing the mobile app or remote URL.

Violations of these prohibited actions are subject to disciplinary action up to and including termination.

Internal Job Transfers

Nellis Auction is committed to considering employees for new career opportunities and professional advancement. Employees may apply for new job opportunities or the company may initiate a job change between departments or facilities to meet specific business needs.

Process

Employees who are interested in making a location change must meet the following minimum criteria prior to submitting a request:

- Must be a current Nellis Auction employee in good standing
- Successfully completed 3 months of service in current position
- Received satisfactory performance rating on last performance and/or quarterly review

- No corrective action in last 3 months
- Informed reporting manager and received approval
- Meet the minimum qualifications for the position
- Participated in interview process

Any employees who meet these requirements should contact their location General Manager to request a transfer and gain approval. Their General Manager will contact the new location General Manager for approval.

Employees are required to provide all information requested. Failure to do so may inhibit consideration for transfer opportunities. When transferring between locations, all General Managers must agree on the candidate, a reasonable transfer date and salary changes, if applicable - this information is then given to the Finance department and the People & Culture Team, to make necessary arrangements, if needed.

Once a transfer has been granted and is complete, the transferred employee must remain at their new location for a minimum of 3 months before requesting another transfer.

IV. COMPANY DEPARTMENTS

The Leadership Team

Our leadership team plays a crucial role in guiding, directing and developing the company towards its goals, while working diligently on resource allocation, performance monitoring, strategic planning and future growth of Nellis Auction. This team is available to all employees, utilizing a true “Open Door Policy”. If you’d like to schedule time to meet with someone on the leadership team, please contact the Administrative Assistant in your facility.

People & Culture Team

The People & Culture team, or P&C, is the backbone of our organization's people management, development and engagement. This dedicated team plays a crucial role in ensuring that our company attracts, retains, and supports talented individuals who contribute to our overall success.

Acting as the Human Resource department, P&C serves as a strategic partner, working closely with employees, managers, and leadership to create a positive work environment that fosters growth, engagement, and productivity. We are committed to upholding the highest standards of professionalism, integrity, and fairness in all aspects of our work.

Our Commitment to You: We are here to support all employees and ensure a positive and fulfilling work experience. We strive to provide timely, accurate, and professional assistance in all matters pertaining to the employee experience. We are committed to promoting diversity, equality, and inclusivity within the organization and fostering a culture that values and respects every individual.

Please feel free to reach out to our P&C Team with any questions, concerns, or suggestions you may have. These submissions can remain anonymous, as well. Employees can utilize the People & Culture Digital Hotline by scanning the P&C Direct QR Code below or emailing the team:

PeopleAndCulture@NellisAuction.com



Operations

The Operations function at Nellis Auction is truly the lifeblood of our organization, responsible for bringing our industry leading online auction services to life in facilities across a diverse array of markets where we do business. From processing and preparing merchandise for the auction to maintaining an efficient and controlled warehouse environment to fulfilling customer orders, our dedicated operators are all about execution of the finer details. Taking pride in our commitment to continuous improvement, our Operations team is constantly evaluating opportunities to improve the customer experience by driving initiatives around quality, accuracy, and speed of service.

Accounting & Finance Team

The Accounting & Finance team supports Nellis Auction operators by ensuring they have accurate and timely financials and metrics to assist them in driving results. Accounting manages the finances of a company, recording accounts payable and receivable, fixed assets, and all other financial elements. Finance is in charge of all duties related to an organization's capital funds including acquiring and managing these funds. At Nellis Auction, the accounting & finance team takes pride in their responsibility to analyze financial records and figure out ways to improve efficiency, while accounting provides the accurate creation of financial statements.

Tech Team

The Tech Team is pivotal in ensuring excellent customer experiences and efficient warehouse operations. Our engineers design modern, innovative solutions with technology that far surpasses industry standards. We take pride in delivering products that enhance speed, scalability, and security, and deliver value back to the organization, staff, partners, and, of course, customers.

Customer Service

The customer service department at Nellis Auction plays an important role in the company by providing essential support and assistance to customers, by offering a dedicated channel for addressing inquiries, resolving issues, and ensuring customer satisfaction. Customer service not only helps customers with product or service-related questions but also serves as a valuable feedback mechanism, enabling the company to continuously improve our product and enhance customer experiences. Through effective communication, problem-solving, and a customer-centric approach, the customer service department fosters loyalty, builds trust, and contributes to the overall success and growth of the company.

Gavel Transport

The primary mission for Gavel Transport is to deliver exceptional truckload transportation services, specially tailored to meet the unique demands of Nellis Auction. As a sister company, Gavel is fully committed to collaborating closely with Nellis Auction's operations teams to guarantee a seamless and efficient flow of products to our facilities. While Nellis Auction remains the top priority, Gavel also extends exceptional services to external customers, taking pride in being a crucial link in the supply chain, ensures the success of Nellis Auction and delivers top-notch logistics solutions to our valued clients.

Mediation & Conflict Resolution

Should you find yourself in a conflict that requires immediate resolution, follow these steps to ensure a prompt and appropriate response:

1. Talk to your manager: Discuss your concerns with your immediate supervisor to search for a favorable outcome, prior to escalation. Should your manager not be the appropriate person to contact, go to the next manager in your chain of command: > Area Manager > Operations Manager > General Manager. *Only after exhausting all options to discuss with the warehouse management team, then you should contact the People & Culture Team.*
2. Document the details: Before reaching out to your Managers and/ or P&C, gather all relevant information about the conflict. This may include specific incidents, dates, and individuals involved. Documenting these details will help your managers better understand the situation and facilitate a more effective resolution.
3. Choose the appropriate method of communication: Determine the best way to contact your Managers and/ or P&C. This could involve sending an email, scheduling a meeting, or utilizing the employee submission survey.
4. Remain professional and objective: When contacting your Managers and/ or P&C, maintain a professional and objective tone. Clearly and concisely explain the conflict, avoiding personal attacks or emotional language. Stick to the facts and provide any supporting evidence you may have.
5. Request a confidential conversation: If the conflict involves sensitive or confidential matters, express your need for confidentiality when contacting your Managers and/ or P&C. Confidentiality is essential for fostering trust and ensuring a fair resolution.
6. Be open to resolution options: your Managers and/ or P&C may propose different methods for resolving the conflict, such as mediation, facilitated discussions, or other appropriate approaches. Be open to these suggestions and actively participate in finding a resolution that satisfies all parties involved.
7. Follow up on guidance: After contacting your Managers and/ or P&C, follow any instructions or guidance provided by the HR representative. This may include providing additional information, participating in further discussions, or engaging in conflict resolution processes.
8. Maintain professionalism and respect: Throughout the conflict resolution process, maintain a professional and respectful attitude. Treat all parties involved with courtesy and adhere to any expectations or guidelines set forth by your Managers and/ or P&C.

V. EMPLOYEE CONFIDENTIALITY AGREEMENT

This Confidentiality Agreement is entered into on (date) _____ by and between Nellis Auction and (emp.- printed) _____.

As an employee, you will be shown and gain access to certain proprietary and confidential information regarding the Company's business operations, trade secrets, and other confidential information during the course of your employment; as well as access to employee files and personal information.

Nellis Auction wishes to protect such proprietary and confidential information from unauthorized disclosure or use by our employees or any third party; therefore, this agreement is established to guarantee that all employees acknowledge that they have been informed of Nellis Auction's proprietary and confidential information and that such information is of significant value and importance to the Company; and that the employees are to maintain the confidentiality of such information in accordance with the terms and conditions outlined in this Agreement.

The following is a list of points expected to be agreed upon to ensure the confidentiality of Nellis Auction's proprietary and confidential information regarding the company's business operations, trade secrets, and other confidential information.

Confidential Information. The term "Confidential Information" shall mean all information, whether written, oral, or otherwise, relating to the Company's business, financial condition, trade secrets, processes, products, operations, customers, reporting tools, and other proprietary or confidential information that is disclosed to the Employee or learned by the Employee in the course of his/her employment.

Non-Disclosure. The Employee agrees to maintain the confidentiality of all Confidential Information and to not disclose such information to any person or entity without the Company's prior written consent.

Use of Confidential Information. The Employee agrees to use Confidential Information solely to perform his/her duties and responsibilities for the Company and for no other purpose.

Return of Confidential Information. The Employee agrees to return to the Company all Confidential Information, in whatever form, including but not limited to all documents, records, data, drawings, and other materials, upon the termination of his/her employment with the Company.

Ownership of Confidential Information. The Employee acknowledges and agrees that all Confidential Information is the Company's exclusive property and that he/she has no rights or interest in such information except as expressly outlined in this Agreement.

Remedies. The Employee acknowledges that any breach of this Agreement would cause irreparable harm to the Company and that the Company shall be entitled to injunctive relief, in addition to any other remedies available at law or in equity, for any breach or threatened breach of this Agreement.

Entire Agreement. This Agreement contains the entire understanding of the parties with respect to the subject matter hereof. It supersedes all prior negotiations, understandings, and agreements between the parties relating to the such subject matter.

I, (emp.) _____, understand and agree to the terms and conditions listed above.

Emp. Signature: _____

Date: _____

Mgr. Signature: _____

Date: _____

P&C Signature: _____

Date: _____

VI. EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM

The following Policy Acknowledgments are for all policies outlined in this Employee Handbook. If you have questions or concerns regarding these policies, please see your immediate supervisor or contact a member of the People & Culture Team.

Please initial all reviewed policies, read the statement below, sign/date and return this page to your manager.

- Nellis Auction Handbook Policies & Revisions Statement
- Equal Opportunity Employer (EOE) Statement
- Americans with Disabilities Act (ADA)
- Health & Safety Policy (OSHA Compliance)
- Personal Weapons
- 5S, General Housekeeping & Floor Marking Policy
- Warehouse Floor Food & Drink Policy
- Tobacco Usage on the Warehouse Floor
- Work Authorizations (USCIS Compliance)
- Worker's Compensation Policy
- Anti-Harassment Policy
- Attendance Policy
- Family and Medical Leave Act (FMLA)
- Bereavement Leave
- Military Leave
- Personal Leave of Absence Policy
- Pregnancy & Parental Leave
- Company Equipment & Property Policy
- Key Holder Policy & Agreement
- Dress Code, Personal Bag & Locker Policy
- Drug & Alcohol Policy
- Personal Devices Policy
- Progressive Discipline Policy
- Green, Yellow, Red Safety Guidelines
- Discipling & Performance Improvement Plan
- Emergency Preparedness Guidelines
- Customer Property Damage Guidelines
- Time Clock Procedures
- Internal Job Transfers

By signing this acknowledgement form, I confirm that I have received a copy of the employee handbook, I have familiarized myself with all of its contents and will adhere to the policies outlined. I understand that failure to comply with these policies may result in disciplinary action, up to and including termination of employment.

I understand that I must act in the best interest of Nellis Auction and its affiliates.

Employee Printed Name: _____

Employee Signature: _____

Date: _____