EMPLOYEE HANDBOOK

Version 1.0 | March 2026

A FedEx Ground Service Provider

Workman Distributing, Inc.
Chris Workman, Owner

WORKMAN DISTRIBUTING, INC.
EMPLOYEE HANDBOOK

WDI Version 1.0 — March 2026

IMPORTANT NOTICE: This Employee Handbook sets forth many of the benefits and policies of WDI. It is NOT intended to create an employment contract with any employee. WDI is an At-Will employer. Either you or WDI may terminate the employment relationship at any time, for any reason, with or without cause or notice.

Section 1: Employment Policies

1.1 At-Will Employment

WDI is an At-Will employer. Regardless of any provision in this Employee Handbook, either you or WDI may terminate the employment relationship at any time, for any reason, with or without cause or notice. No officer, employee, or representative of WDI is authorized to enter into an agreement—express or implied—for employment other than At-Will, unless in a written contract signed by the Owner.

Note: There are consequences for quitting abruptly or failing to provide and work a full two-week notice. See Section 4.2 — Quitting Without Proper Notice.

1.2 Equal Employment Opportunity

WDI's policy is to hire and promote individuals who best meet the requirements of available positions, without regard to race, color, religion, sex, sexual orientation, national origin, age, or disability. WDI fully complies with:

- Title VII of the Civil Rights Act of 1964
- The Americans with Disabilities Act (ADA)
- The Age Discrimination in Employment Act
- The Equal Pay Act
- The State Fair Employment Practices Act

Applicants and employees are recruited, hired, trained, transferred, promoted, and discharged without regard to any protected characteristic. Persons who believe they have not been afforded equal treatment may contact WDI's EEO Officer, Chris Workman. All complaints will be fully investigated and corrective action taken where required.

1.3 Americans with Disabilities Act (ADA)

WDI fully complies with the ADA. Qualified disabled applicants and employees will be considered for hire, promotion, transfer, training, and benefits without regard to their disability. Reasonable accommodations will be provided where requested, provided they do not impose an undue hardship on WDI or FEC. Contact Chris Workman to request accommodations or report concerns.

1.4 Anti-Harassment Policy

WDI prohibits harassment of any employee by another employee or supervisor based on sex, race, color, gender identity, sexual orientation, religious beliefs, age, ethnicity, pregnancy, disability, national origin, or genetic information.

Harassment includes, but is not limited to:

- Verbal, physical, or written harassment of any kind
- Text messages, emails, social media, drawings, rumors, or gossip
- Mocking comments, pranks, initiations, doxing, bullying, or ridicule
- Sexual flirtations, advances, propositions, or verbal abuse of a sexual nature
- Display of sexually suggestive objects, pictures, or offensive gestures

Harassment of any kind will result in disciplinary action up to and including immediate termination.

Any employee who feels they are a victim of harassment must immediately report the matter to their supervisor. If the supervisor is the alleged harasser, report directly to Chris Workman or FEC's appointed Authorized Officer. All complaints will be handled in a timely and confidential manner. Employees are protected from retaliation for filing a complaint or assisting in an investigation.

Section 2: Employee Status & Benefits

2.1 Probationary Period

All employees serve a 60-day probationary period from their date of hire. During this period, WDI will evaluate whether the employee's performance satisfies FEC and WDI requirements.

Any call-off from work during the first 60 days — regardless of reason — will result in disciplinary action up to and including termination.

Successful completion of the probationary period does NOT change the at-will employment relationship and does NOT automatically entitle the employee to any WDI benefits.

2.2 Employment Categories

- **Full-Time Employees:** Employees who regularly work 5 or more days per week.
- **Part-Time Employees:** Employees who regularly work fewer than 5 days per week.
- **Temporary Employees:** Employees hired for specific jobs not expected to continue regularly. Not entitled to WDI benefits.
- **Contingency Employees:** Employees hired for temporary supplemental work in areas authorized by FEC. Must be willing to travel to areas of need for a predetermined period.

2.3 Employee Benefits Eligibility

WDI offers benefits to eligible employees based on length of service and employment status:

Benefit	Eligibility	Notes
Health Benefits	Full-time, after 90 days	Subject to plan terms and enrollment requirements
401(k) Retirement Plan	After 1 year continuous employment	In accordance with plan guidelines
Vacation	Full-time, after 1 year	See Section 3.3 for details
Paid Holidays	Full-time, after 6 months	See Section 3.2 for eligibility requirements

All benefit eligibility is contingent upon maintaining active employment status and meeting applicable plan requirements.

2.4 Contingency Employee Requirements

Contingency employees must be willing to travel to areas of need for a predetermined period. If a contingency employee:

- Refuses to travel to a designated area, or
- Is unwilling to remain for the predetermined time,

...they will be considered to have resigned. If the employee requests to remain employed, unpaid leave may be offered for up to 90 days. Hotel and travel expenses may be charged back to the employee at WDI management's discretion if the employee is on location and fails to complete the assignment.

2.5 Personal Relationships at Work

WDI respects the right of all employees to a private life and does not prohibit personal relationships between employees. However, employees must ensure that personal relationships do not create conflicts of interest or compromise professional conduct.

A "personal relationship" includes any family, close personal, emotional, romantic, or sexual relationship with a fellow employee, FEC employee, or customer.

WDI reserves the right to:

- Be informed of any personal relationship at work
- Avoid direct reporting relationships between parties in a personal relationship
- Transfer one or both parties where necessary for business operations
- Require all employees to maintain appropriate professional conduct

Failure to timely report a personal relationship as defined above will result in disciplinary action.

2.6 Employee Evaluation & Wage Adjustments

Each employee's performance is subject to a formal annual evaluation by their supervisor, beginning from the date of first employment. The written evaluation record shall include:

1. Performance over the preceding twelve months
2. Comparison with prior performance, noting improvements or lack thereof
3. Employee recommendations for improved operations
4. Wage/salary adjustments resulting from performance

Section 3: Time, Pay & Leave

3.1 Time Records & Payday

Time Records:

All employees must accurately record all time worked in the company-designated scanner/timekeeping app. The workweek runs from Saturday through Friday. Employees must be at their assigned workstation at the scheduled start time, ready to work.

Payday:

Employees are paid weekly on Monday. Review your paycheck for errors and report any mistakes to your supervisor immediately. WDI withholds deductions for Social Security, Federal, State, and City income taxes as required by law. Keep your W-4 information current with the Payroll Department.

3.2 Holidays

WDI is a 365-day-per-year operation. Employees may be required to work the following holidays:

- Thanksgiving
- Christmas Day
- New Year's Day
- Memorial Day
- July 4th (Independence Day)
- Labor Day

Holiday Pay Eligibility

To be eligible for holiday pay, you must:

5. Be a full-time employee
6. Have the holiday fall on a day you normally work
7. Have been employed for 6 months or more
8. Work the full week before and the full week after the holiday, if scheduled

> *If the holiday falls on your scheduled day off, you will not be paid for that day. Failure to work a scheduled holiday will result in disciplinary action up to and including termination.*

3.3 Vacations

All full-time employees who have passed their anniversary date are eligible for vacation:

- **After 1 year of service:** 5 days
- **After 4 years of service:** 10 days

Vacation requests must be submitted in writing 30 days in advance to Chris Workman. Vacations must be taken in full-week blocks.

> **No vacations are permitted from November 1 through December 31. Vacation time is use-it-or-lose-it — it cannot be carried over or paid out upon separation.**

3.4 Leave of Absence

The following general rules apply to all leaves of absence:

- **Unpaid:** All leaves are granted without pay unless otherwise noted.
- **Return to Work:** Failure to report on the first day after a leave expires is considered a voluntary quit.
- **No Benefits:** Employees are not eligible for holiday or vacation pay while on leave, except as required by FMLA.
- **Weekly Contact:** For leaves longer than one week, employees must contact their supervisor weekly to confirm status. Failure to do so is considered job abandonment.

Specific Leave Types

- **Jury Service:** Unpaid leave. Notify Chris Workman as soon as you receive a summons.
- **Funeral Leave:** Eligible employees receive 3 days of paid leave for the death of an immediate family member (spouse, parent, child, stepchild, or sibling). Proof of bereavement is required.
- **Military Leave:** Unpaid leave. Reinstatement rights are governed by federal law, requiring an honorable discharge and reapplication within 90 days.

3.5 Workers' Compensation

WDI pays all Workers' Compensation premiums, covering you under Ohio's Workers' Compensation program for any work-related injury found to be compensable.

Reporting Requirements

- **Mandatory Reporting:** Any injury — no matter how minor — must be reported IMMEDIATELY to your immediate supervisor, WDI's Authorized Officer, or FEC's Authorized Officer.
- **Documentation:** Complete an Employee Injury/Accident Report within 12 hours of the injury.
- **Drug Testing:** An employee injured on the job will be subject to an immediate drug screen. Failure to comply is grounds for termination.
- **Weekly Availability Reporting:** Injured employees must report their availability to work to their supervisor once per week regardless of injury severity. Failure to follow reporting instructions will result in a No Call/No Show violation.

Failure to immediately report an injury may result in disciplinary action up to and including termination.

3.6 Reasonable Accommodations for Pregnancy-Related Disabilities

WDI will explore reasonable accommodations for employees with disabilities caused by pregnancy or childbirth upon request, provided it does not impose an undue hardship on WDI.

- **Medical Documentation:** The employee must supply timely medical documentation defining restrictions and their duration.
- **Failure to Provide Documentation:** No accommodations will be granted, or the employee will be sent home without pay until documentation is provided.
- **Review and Changes:** Any accommodation granted is subject to regular review and may be changed or discontinued based on business needs.
- **Leave Transition:** When WDI can no longer accommodate a request or the employee stops working, a meeting will be held to determine next steps.

3.7 Unemployment Insurance

Under Ohio State and Federal Unemployment Compensation laws, employees are protected against unemployment at no personal cost. Jobless benefits are derived from a payroll tax paid by WDI and administered by the Ohio Bureau of Job and Family Services.

Section 4: Conduct, Discipline & Separation

4.1 Corrective Counseling & Progressive Discipline

WDI utilizes a progressive disciplinary system to correct problems and maintain an orderly and efficient operation. The disciplinary scale includes:

- **Written Reprimands:** Two or more written reprimands may lead to unpaid time off or immediate termination.
- **Time Off Without Pay:** Duration determined by the severity of the infraction.
- **Immediate Termination:** For serious violations as outlined below.

The appropriate action is determined by the seriousness of the offense, the employee's overall record, and any prior disciplinary actions.

> *Disciplinary Records: Non-safety-related written reprimands remain on file for 12 months. All reprimands related to safety violations, property damage, or injury claims remain on the record INDEFINITELY.*

4.2 Quitting Without Proper Notice

WDI reserves the right to lower your pay on your final paycheck(s) to the State minimum hourly wage if you:

- Quit without providing a written, signed, and dated two-week notice, AND
- Fail to complete the full two-week notice period

Job Abandonment Includes:

9. Failure to show up for consecutive scheduled workdays without notifying management
10. Failure to respond to texts, calls, or emails regarding work availability or injury status
11. Returning a delivery vehicle with packages still on it and failing to alert management

> **Accrued vacation time CANNOT be used in lieu of working through your two-week notice. WDI requires you to work every scheduled day of your final two weeks.**

4.3 Attendance, Tardiness & Reporting Off

Regular attendance is essential. Excessive absenteeism or tardiness will lead to termination.

- **Call-Off Procedure:** You must CALL your supervisor or the Authorized Officer. No texting, emailing, or social media.
- **Deadline:** No later than 7:00 AM on the scheduled workday.
- **No-Call/No-Show:** Calling after 7:00 AM or failing to call is an unexcused absence and may result in disciplinary action.
- **Medical Proof:** Any absence of two or more days requires a doctor's note. Failure to provide medical proof may be treated as job abandonment.

> **Two unexcused absences OR two tardies are grounds for disciplinary action and potential immediate termination. A No-Call/No-Show for two or more consecutive days is considered a voluntary resignation.**

4.4 Immediate Termination Offenses

The following actions are grounds for immediate termination without progressive discipline:

- Job Abandonment — returning a vehicle with packages without management permission
- Negligent or unsafe operation of a vehicle
- Distracted Driving — smoking, eating, cell phone use while operating equipment
- Falsification — false statements on applications, scanning records, or forging signatures
- Dishonesty & Theft — theft or misappropriation of property from WDI, FEC, customers, or employees
- Gas Card Misuse — personal purchases or failure to return the card
- Unauthorized Vehicle Use — personal errands in a WDI vehicle without approval
- Scanner Misuse — using FEC scanner for personal use, harassment, or personal opinions
- Insubordination — refusing assigned work or failing to respond to management communications
- Disorderly Conduct — fighting, threatening, or using obscene language toward employees or customers
- Weapons — possession of weapons, ammunition, or explosives on WDI/FEC property
- Indecency — immoral or indecent conduct while on duty
- Drug/Alcohol Violations — possession, consumption, or being under the influence on company premises
- Refusal to Drug Test — immediate refusal of any required drug screen
- Tampering — altering safety/security electronics on vehicles or scanners
- Vehicle Security Violations — leaving a commercial vehicle running while unattended

4.5 Conflicts of Interest

Employees must avoid situations where personal interests conflict with WDI's interests. Prohibited activities include:

- Disclosing trade secrets or proprietary information to unauthorized third parties
- Owning, operating, or working for a business that competes with WDI
- Having a financial relationship with a competitor, customer, or supplier (excluding minor public stock ownership)
- Engaging in outside employment using WDI equipment or during WDI work hours

If you are unsure whether a situation constitutes a conflict, bring it to the attention of Chris Workman or your supervisor immediately.

4.6 Outside Employment

WDI's work requirements take precedence over any outside employment. If you are considering a second job, you must advise WDI.

Hours of Service (Federal Safety Requirement):

Drivers may only accrue up to 60 on-duty hours in 7 days OR 70 hours in 8 days (with a 34-hour reset). These limits apply across ALL jobs combined. Exceeding federally mandated hours is a safety violation and will result in disciplinary action.

Section 5: Safety & Vehicle Operations

5.1 General Workplace Safety

Every employee is responsible for their own safety and the safety of others. Safety is the primary concern in every task.

- **Reporting:** All work-related injuries — no matter how minor — must be reported to management immediately and an injury report completed.
- **Prohibited Conduct:** Horseplay and unauthorized mechanical work on WDI equipment are strictly prohibited.
- **Device Use:** Cell phones and two-way communication devices are prohibited during loading and unloading operations.
- **Lifting & Carrying:** Bend the legs, keep the back straight, keep the load close to the body, and pivot with the feet rather than twisting at the waist.
- **Facility Safety:** Do not jump from docks; use ramps or stairs. Do not stand or walk on conveyors.
- **Vehicle Status:** Engines must be turned off and vehicles securely parked before loading or unloading begins.
- **Footwear:** Proper non-slip footwear must be worn at all times.

5.2 Driver Safety & Vehicle Security

By accepting a driving position, you agree to be a safe, responsible, and secure driver. Violation of any of the following will result in disciplinary action up to and including immediate termination.

- **Seatbelts:** Must be worn 100% of the time the vehicle is in operation.
- **Traffic Laws:** Drivers must obey all traffic laws and drive defensively at all times.
- **Distracted Driving:** ABSOLUTELY NO texting or talking on a cell phone while driving — including hands-free or Bluetooth. To use a phone, you must pull over, place the vehicle in park, and turn the engine off.
- **Authorization:** Only authorized WDI employees may drive or ride in WDI vehicles.
- **Accident Reporting:** All accidents and injuries must be reported immediately. A written report must be submitted within 12 hours.
- **Licensing & Tickets:** All traffic tickets (including in personal vehicles) and any license suspensions must be reported to WDI management immediately.

Vehicle Security Protocol

- Always place the vehicle in park and set the parking brake
- Turn off the engine and remove the keys before exiting
- Close and lock all windows and doors every time you exit the vehicle
- Leaving a vehicle unlocked anywhere outside a secured FEC facility is a major security breach

Conduct in Vehicle

- No smoking in WDI vehicles at any time
- Eating and drinking permitted only when parked with the engine off
- Do not read maps or take notes while the vehicle is in motion
- Anti-theft devices and VDER camera/data devices must not be altered; report defects on the VIR

Post-Accident Drug Testing: Any driver involved in a vehicle accident — regardless of injury or property damage — is subject to an immediate drug test. Failure to submit immediately or a failed test will result in immediate termination.

5.3 Prohibited Substances

Possession, consumption, or being under the influence of alcohol or drugs (including marijuana and mood-altering substances) on company/FEC premises or in WDI vehicles is strictly prohibited and constitutes grounds for immediate termination.

5.4 FEC P&D Safe Operating Practices (Schedule I)

All WDI employees operating a company vehicle are covered under the FEC P&D Safe Operating Practices Program (Schedule I). Disqualification from this program by FEC will result in immediate termination by WDI. All moving or traffic violations must be reported to WDI management immediately, regardless of whether they occurred in a WDI or personal vehicle.

FEC Disqualification Offenses

- **Major Offenses (12-month disqualification for 1st offense; lifetime for 2nd):** Operating under the influence of alcohol/controlled substance; refusal of DOT drug/alcohol screen; hit-and-run; using a vehicle to commit a felony; operating a CMV with a revoked, suspended, or expired license; causing a fatality or serious bodily injury through CMV operation.
- **Controlled Substance — Lifetime Ban:** Using any vehicle (including personal) for a felony involving manufacturing, distributing, or dispensing controlled substances.
- **Serious Traffic Offenses (60–120 day suspensions):** Speeding 5+ mph over the limit, reckless/aggressive driving, improper lane changes, following too closely, seatbelt violations, texting/using a hand-held device while operating a CMV.
- **Railroad-Highway Grade Crossing:** Suspensions from 60 days to 12 months for failing to slow, stop, or obey traffic controls at railroad crossings.

Section 6: Responsibilities to WDI & FEC

6.1 Uniform Policy

All drivers and jumpers must adhere to the uniform standards agreed upon in the FEC contract (ISP). Failure to comply results in monetary penalties from FEC that will be passed on to the violating employee.

Return of Uniforms:

Employees who quit or are terminated must return ALL uniform pieces within one week of separation. Failure to do so will result in the fair market value of the unreturned pieces being deducted from the final paycheck.

6.2 Personal Conduct & Attendance

- **Promptness:** Be at your assigned area, ready to start work at your scheduled time.
- **Delivery Mandate:** All packages on a vehicle at the start of the day (or received during a rescue) must be attempted for delivery in good faith — physically going to the address and attempting to leave the package, regardless of whether primary mapping resources are functioning.

Returning to the terminal with packages that were not attempted in good faith will result in disciplinary action up to immediate termination.

6.3 Integrity of Deliveries & Documentation

Falsifying Signatures

Under no circumstances may an employee forge or falsify a customer's signature. If a signature is required and the customer is unavailable, the package must be returned to the terminal with the proper delivery code. Falsifying a signature will result in disciplinary action up to and including termination.

Coding Accuracy

- **Incorrect Delivery Codes:** Intentionally using incorrect codes (e.g., claiming road conditions when none exist) to avoid a delivery is an integrity violation.
- **Mass Coding:** Coding multiple packages as undeliverable at end of day without a good faith delivery attempt is prohibited.
- **Pick-Up Integrity:** Drivers must not input false pick-up times to manipulate system windows.

Use of incorrect delivery codes or times will result in disciplinary action.

6.4 Professional Language

All employees must use respectful, professional language when communicating with or about coworkers, management, FEC personnel, customers, and the public. The use of abusive, obscene, or offensive language is strictly prohibited — even if intended in jest. This policy applies at the FEC terminal, during deliveries and pickups, on the phone, and in all written communications.

6.5 General Requirements

- **Confidentiality:** Divulging confidential information regarding WDI operations or costs to unauthorized third parties is strictly prohibited.
- **Reporting:** All unsafe conditions or injuries requiring first aid must be reported immediately to a supervisor.
- **Personal Information:** You are required to notify WDI of any change in address, telephone number, or marital status.
- **Compliance:** All danger signs, NO SMOKING regulations, and safety rules must be strictly observed.

Section 7: Financial Responsibility & Equipment

7.1 CMV Accident Reimbursement

If a driver is involved in an accident or incident deemed a serious safety violation, the driver may be required to reimburse WDI for all expenses incurred, including:

- Out-of-pocket costs for administration or settlement of the claim
- The insurance deductible charged to WDI by FEC or WDI's insurance carrier

Failure to report property damage of any kind immediately to your supervisor will result in immediate termination.

7.2 Package Claims

Drivers must exercise reasonable care in handling all shipments. The dollar value assigned by FEC to any loss or damage will be reimbursed to WDI by the responsible driver. Examples include:

- Falsifying a customer's signature on a package they never received
- Placing packages in unauthorized areas resulting in theft or damage
- Misdelivering a package that cannot be recovered
- Destruction of a package through inattention or negligence

7.3 Scanner Equipment Use & Return Agreement

Issued Equipment

WDI scanners are permanently assigned to specific WDI vehicles and remain the sole property of Workman Distributing, Inc. Scanners are issued to drivers on a day-to-day basis solely for work duties. At the end of each workday, the scanner must be returned to and secured inside the designated onboard lock box of the assigned vehicle, unless otherwise directed by management.

Driver Responsibilities

- Use the scanner only for work-related purposes
- Properly care for, maintain, and protect the scanner from loss, damage, theft, or misuse
- Keep the scanner charged and functional
- Immediately report any damage, malfunction, or loss
- Ensure the scanner is returned and secured in the onboard lock box at end of shift

If a scanner assigned to a vehicle is missing at the start of the next workday, the driver who last operated that vehicle will be presumed responsible unless evidence demonstrates otherwise.

Return of Equipment

The driver agrees to return the scanner immediately upon termination, resignation, removal from work duties, or any separation from WDI. Failure to return the scanner may result in withholding of final pay, equipment replacement fees, and/or legal action.

Cost of Loss or Damage

If the scanner is lost, stolen, or damaged beyond normal wear due to negligence, misuse, or failure to properly secure it, the driver may be held financially responsible as permitted by applicable law.

Item	Replacement Cost
Scanner Device	$600.00
Scanner Battery	$50.00

Section 8: Compliance & Monitoring

8.1 Alcohol Delivery Protocol

State law requires that drivers MUST verify a valid ID and obtain an adult signature for every alcohol delivery, regardless of the recipient's apparent age.

Failure to follow this protocol will result in immediate termination.

8.2 Workplace Monitoring & Video (VEDR)

WDI and FEC conduct workplace monitoring to ensure safety and quality control. Drivers are subject to video monitoring (VEDR). Footage may be used in disciplinary proceedings or investigations. Tampering with or altering safety/security electronics on a vehicle or scanner is strictly prohibited and will result in immediate termination.

8.3 Timekeeping App

As a condition of employment, employees must use the designated timekeeping application on their personal mobile device to clock in and out for every shift.

- **Location Services:** You must allow the app to access location services on your phone. This data is recorded ONLY at the exact moment you clock in and ONLY at the exact moment you clock out.
- **Privacy:** The app does not track your location throughout the day, nor does it access any other personal data on your phone. All information received by WDI is used strictly for timekeeping and payroll purposes.
- **Compliance:** Failure to download the app, grant location access, or clock in/out correctly will result in disciplinary action.

Section 9: Summary & Handbook Acknowledgment

9.1 At-Will Employment Reminder

This Employee Handbook does NOT create a contract of employment. WDI is an At-Will employer. Either you or WDI may terminate the employment relationship at any time, for any reason, with or without cause or advance notice.

9.2 Right to Modify

WDI may suspend, modify, or cancel any policy, practice, or benefit at any time without advance notice, as required for continued business success. WDI will make every effort to provide written notice of changes as soon as practicable.

9.3 Superseding Agreement

This Handbook replaces and supersedes any previous versions, oral agreements, or written documents you may have received regarding your employment. No verbal statement by any employee can change these policies. Any official modification must be made in writing and signed by Chris Workman, President of WDI.

WORKMAN DISTRIBUTING, INC.
WORKPLACE INJURY REPORTING POLICY & PROCEDURE

1. Immediate Reporting Requirement

All employees are required to report any workplace injury, regardless of severity, immediately and no later than one (1) hour after occurrence, unless physically unable to do so.

Failure to report within this timeframe may result in disciplinary action up to and including termination, independent of any workers' compensation rights.

2. Reporting Procedure

Upon injury, the employee must:

- Immediately notify management via phone or text
- Provide a brief description: what happened, location, time, and activity
- Submit photos if applicable

3. Required Documentation

All reported injuries must be documented the same day and include:

- Written incident report
- Employee statement
- Supervisor documentation
- Signatures from all required parties

4. Medical Treatment

If medical attention is required, the employee may be directed to an approved provider. Refusal must be documented.

5. Drug & Alcohol Testing

Post-incident drug and/or alcohol testing may be required. Failure to comply may result in disciplinary action.

6. Late Reporting

Late reports must include an explanation and will be flagged for review. Disciplinary action may apply. Late reporting does not eliminate workers' compensation rights.

7. Safety Policy Enforcement

Employees must follow all safety procedures. Violations of safety policy may result in disciplinary action independent of any workers' compensation claim.

WORKMAN DISTRIBUTING, INC.

ACKNOWLEDGMENT OF RECEIPT

Employee Handbook | Safety Schedule I | Equipment Use & Return Agreement | Workplace Injury Reporting Policy

[Employee Copy]

This document acknowledges your receipt and understanding of the provisions contained within the Workman Distributing, Inc. (WDI) Employee Handbook, the FEC P&D Safe Operating Practices (Schedule I), the Equipment Use & Return Agreement, and the Workplace Injury Reporting Policy & Procedure.

By signing below, you acknowledge and agree to the following:

- **Non-Contractual Status:** You understand that the policies and statements contained in this Employee Handbook are NOT an employment contract.
- **At-Will Employment:** You acknowledge that WDI is an At-Will employer. You have the right to terminate your employment at any time, and WDI retains the same right to terminate your employment at any time, with or without cause or advance notice.
- **Schedule I Compliance:** You acknowledge receipt of the FEC P&D Safe Operating Practices (Schedule I) and understand that disqualification by FEC from this program will result in your immediate termination.
- **Equipment Use & Return Agreement:** You acknowledge receipt of and agree to comply with WDI's Equipment Use & Return Agreement. You understand that loss, damage, misuse, or failure to return equipment may result in disciplinary action and financial responsibility as permitted by applicable law.
- **Final Pay Provisions:** You acknowledge that failure to provide or fulfill a proper notice period may result in reduction of final pay to State minimum wage as described in this Handbook.
- **Modifications:** You understand that WDI may make changes to these policies in writing at any time. No verbal modification of these policies is effective.
- **Responsibility to Read:** You acknowledge that you have received copies of the Handbook, Schedule I, and Scanner Use and Return Agreement, and it is your responsibility to read, understand, and comply with all policies contained herein.

Employee Name (Printed)	Date
Employee Signature	Date
WDI Authorized Officer	Date