

VALLEY EXPRESS LLC



EMPLOYEE MANUAL

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WELCOME TO VALLEY EXPRESS

Thank you for joining us and I'm very happy to welcome you to Valley Express. We hope your employment with us will be an enjoyable experience for you.

Valley Express' vision is to be the leading transportation solutions provider in Northeastern Wisconsin. The vision will be achieved by:

- Employing the best, most professional drivers in the industry.
- Assembling the industries best, most professional, customer driven driver managers, dispatchers and customer service team.
- Providing the highest quality transportation services through operational excellence, innovative solutions and unmatched effort.

This manual provides answers to most of the questions you may have about Valley Express' benefit programs, as well as, the company policies and procedures we abide by our responsibility to you and your responsibility to Valley Express. If anything is not clear, please discuss the matter with your supervisor or human resources. I hope it also gives you an idea of how Valley Express is interested in the welfare of all who work here. Each of us will help to determine the type of company we will be, and all of your input and opinions will be valued.

Please understand that nothing in this manual should be construed as establishing a contract of employment between us. Employment in our organization is "at-will." This means that you are free to discontinue work here, and we are free to release you at any time with or without advance notice.

From time to time, there may be changes in the information in our policy manual. Every effort will be made to keep you informed of these changes.

I extend to you my personal best wishes for your success and happiness at Valley Express.

Sincerely,



Ronald M. Jankowski
President
Valley Express LLC

ADMINISTRATIVE POLICIES

Introduction

This manual has been prepared to inform you about Valley Express' history, philosophy, employment practices and policies, the benefits provided to you as a valued employee and the conduct expected from you.

This manual cannot answer every question, nor would we want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that we can better know each other, express our views and work together in a harmonious relationship.

None of the statements or policies outlined in this manual are meant to imply that Valley Express is guaranteeing employment for anyone. This manual is not nor is it intended to be construed as an employment contract. Final interpretation and implementation of any of the policies in this manual are vested in management. The company reserves the right to modify, revoke, suspend, terminate or change any or all plans, policies and procedures, in whole or in part, at any time, with or without notice. The policies, procedures and benefits will be applied to each particular situation and interpreted by the company at its sole discretion subject to applicable state and federal and local laws. This handbook supercedes all previous verbal and written policies.

We hope this manual will help you feel comfortable with us. We depend on you; your success is our success. Please don't hesitate to ask questions. Your supervisor will gladly answer them. We believe you will enjoy your work and your fellow employees here. We also believe you will find Valley Express to be a great place to work.

We ask that you read this manual carefully and refer to it whenever questions arise. We also suggest that you share it with your family, so they can become familiar with Valley Express and our policies.

“At Will” Statement

Unless otherwise defined by applicable law, any employment relationship with Valley Express, LLC. is of an “*at will*” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time, for any reason, with or without notice. It is further understood that this “*at will*” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by The President of Valley Express, LLC.

Equal Employment Opportunity Policy

Valley Express has always been known as a company that is committed to the spirit and practice of Equal Employment Opportunity. We offer equal opportunity in recruiting, hiring, discipline, training, pay, job assignment, promotion, demotion, transfer, layoff, termination, and recall regardless of race, color, creed, religion, national origin, sex, age, marital status, ancestry, sexual orientation, arrest or conviction record, disability (with or without reasonable accommodation), military or veteran status, special disabled veteran, or any other characteristic protected by federal, state or local law.

Our adherence to this policy is complete. It is a company commitment that all actions will reflect the spirit of this policy and employees are expected to support this effort.

ADA

Valley Express will comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Employment of Relatives

The Company recognizes that the referrals of relatives for employment can be a beneficial source of employees. While employees are encouraged to make such referrals, it is against company policy for an employee to work in a position where his/ her immediate supervisor is a relative. The company does not allow a husband and wife to work at the same office location or in the same fleet at any time.

If such a situation is in existence prior to the issuing of this policy, no action will be taken. If such a situation is created through promotion, transfer, or marriage, one of the affected employees may be transferred within two weeks after the marriage becomes established or known by management.

Communications

Successful working conditions and relationships depend upon successful communication. Not only do you need to stay aware of changes in procedures, policies and general information; you also need to communicate your ideas, suggestions, personal goals or problems as they affect your work.

In addition to the exchanges of information and expressions of ideas and attitudes which occur daily, make certain you are aware of and utilize all Valley Express methods of communication.

Appearance and Personal Care Policies

In most of our work environments employees work with or near other people; common courtesy would direct that everyone take good care of personal hygiene as an expression of respect for others in the work place.

Clothing that has religious, political or has sexist implications are not allowed. Presenting a competent, professional image to our customers is important; clothing must be free of holes and not be revealing this is deemed inappropriate. Employees not adhering to the guidelines set by their supervisor may be sent home and subject to further disciplinary action.

Harassment Policy

Valley Express is committed to providing a work environment in which employees are treated with courtesy, respect and dignity. We expect the workplace to be free from physical, verbal and non-verbal harassment based on any legally protected characteristic. These protected characteristics may include, but are not limited to, an individual's gender, race, color, ethnic origin, national origin, religion, age, ancestry, disability, sexual orientation, marital status, veteran status or use of family or medical leave or workers' compensation benefits. This policy applies to employees, officers, directors, vendors, customers or visitors. Prohibited conduct may include, but is not limited to:

- Unwelcome requests or demands for sexual favors. This includes subtle or blatant expectations to engage in sexual relations and pressures for dates.
- Verbal abuse or unwelcome kidding of a sexual nature, such as telling "dirty jokes" and comments about body parts, appearance or clothing, when such comments go beyond mere courtesy.
- Insults, name calling, slurs, jokes or other remarks that are sexual or offensive in nature or demeaning to an individual's protected characteristics.
- Unwelcome verbal or nonverbal conduct or visual displays of a sexual, offensive or discriminating manner such as e-mails, posters, calendars, photographs, cartoons, graffiti or other offensive graphic displays.
- Unwelcome or unwanted sexual advances, such as patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar contact.
- Making a submission to or rejection of harassment the basis of any employment decision.
- Creating a work environment that is intimidating, hostile, abusive or offensive because of the display or circulation of offensive written materials, unwelcome conversations, suggestions, requests, demands or physical contacts which are sexually oriented.

Any employee who believes that he/she has been the subject of racial, sexual or other harassment should immediately report the matter to his/her immediate supervisor or any other member of management with whom he/she feels comfortable. Complaints will be treated as confidentially as possible in light of the company's need to fully investigate the matter and take appropriate corrective action. In all cases, great care will be taken to preserve the dignity and privacy of the persons involved. Employees who report harassment or who assist in the investigation of a complaint of harassment will not be subject to retaliation or reprisal of any kind.

Workplace Violence Policy

All employees have the right to work in an environment free from physical violence, threats and intimidation. The company's position is that violence is a form of serious misconduct that undermines the integrity of the employment relationship. No employee should be subject to unsolicited and physical violence, threats, or intimidation. These acts include in person or via mobile devices such as cell phones and ELD devices.

Employees are to report to work without possessing weapons and to perform their job without violence toward any other individual. For all employees of Valley Express LLC, unauthorized possession of weapons shall constitute grounds for immediate termination.

An employee who witnesses an incident of violence or threatening language or conduct must report the incident to his or her supervisor or Human Resources promptly. No employee who reports an incident to violence or threatening conduct or participates in an investigation of such an incident shall be subject to retaliation.

Smoking

We expect all employees to follow our customers' guidelines with respect to smoking when visiting their facility. Smoking is permitted outside of the company buildings in the designated areas.

Restriction on Solicitation and Distribution

Solicitation by and between employees: In order to prevent disruption of operations, interference with work, and inconvenience to other employees, during working time, employees may not solicit other employees who are on work time.

During non-working time of employees' working hours (for example, during lunch periods or breaks), employees may solicit and distribute literature to other employees who are not on work time.

Off-Duty Employees: Off-duty employees are expected to arrive at and leave the premises within 30 minutes of their respective shifts. The unauthorized presence of any employee on the premises for any purpose is strictly prohibited unless that employee is on duty or scheduled for work.

Outside Employment

If you are employed by Valley Express in a full-time position, Valley Express will expect that your position is your primary employment. Any outside activity must not interfere with your ability to properly perform your job duties at Valley Express. Please notify your supervisor immediately if you are considering, or currently have, a second job. He or she will thoroughly discuss this opportunity with you to make sure that it will not interfere with your job at Valley Express nor pose a conflict of interest. In addition, an employee will not be permitted to work for another employer while on a leave of absence or while absent for illness from our company without prior written approval from their supervisor. Failure to comply with this policy may be grounds for termination.

Personnel File

Keeping your personnel file up-to-date can be important to you with regard to deductions, benefits and other matters. If you have a change please be sure to notify the Human Resource department as soon as possible.

Employees may view their personnel, via request Human Resources and a time that is convenient for the employee and Human Resources will be set up to view the personnel record. Employees have the right to obtain a copy of their file.

Mobile Phone Use Policy

Valley Express reserves the right to monitor employees for excessive or inappropriate use of their cell phones. Whether a work issued cell phone or a personal phone being used during business hours employees are expected to use discretion in using cellular devices. If an employee's phone usage causes a decline in productivity or interferes with our operations, we will address with that employee and may ban the use of their cell phone.

Employees should be aware that Valley Express does not promote the use of mobile phones while operating a vehicle. Safety must come before all concerns; under no circumstances should employees place themselves or others at risk to fulfill business needs.

Employees will be solely responsible for any traffic violations resulting from the use of a phone while driving.

Company Communication Systems

Valley Express provides voice mail, electronic mail ("e-mail") and Internet access to employees, as needed, for use in performing job duties efficiently and productively. All company communication systems, the information maintained on these systems, computer equipment, software and office equipment are the sole property of the company. As the property of the company, Valley Express may intercept, monitor, copy, review and download any communications or files created or maintained on these systems. Employees have no expectation of privacy in the use of any company communication systems.

Time Cards/Records

By law, we are obligated to keep accurate records of employees' time worked. For drivers, a logbook or daily driver's log sheet is used. Office personnel keep track via a time sheet. You are responsible for keeping and reporting an accurate report of your time.

Confidential Information

During your employment with Valley Express, you may have access to commercially valuable technical and non-technical information. In order to protect the legitimate interests of the company, it is necessary that, as an employee, you respect and maintain the confidentiality of information including processes, customer lists, supplies, payroll, e-mails, data, software, profits, costs and any other information are not available to the public. These items listed above, for example, are considered confidential information, even if not specifically marked "Confidential."

Your employment with Valley Express includes an obligation to maintain confidentiality. Any breach of confidentiality seriously injures Valley Express's reputation and effectiveness. Therefore, please do not discuss Valley Express business with anyone who does not work for us and never discuss business transactions with anyone who does not have a direct association with the transaction. Even casual remarks can be misinterpreted and repeated, it is necessary to maintain confidentiality.

Valley Express discourages employees from speaking to any news media in regards to any company information. If someone questions you outside the company and you are concerned about the appropriateness of giving them certain information, remember that you are not required to answer, and that we do not want you to do so. Instead, as politely as possible, refer their request to management.

No one is permitted to remove or make copies of any Valley Express records, reports or documents without prior Human Resources approval.

Gifts

Advance approval from management is required before an employee may accept or solicit a gift of any kind from a customer; supplier or vendor representative if the gift is in excess of \$25. Other gifts can be given with prior management authorization.

Company Parking Lot

Never leave personal vehicles parked in front of overhead doors, handicap area, or in a loading dock area.

If you should damage another vehicle or company property or equipment, while parking or leaving, immediately report the incident, along with the license plate numbers of any vehicles involved and any other pertinent information.

Valley Express does not assume any liability for any loss or damages you may sustain in the parking lot. Employees must park in designated areas. Any unidentified vehicles parked for extended periods of time or in undesignated areas may be removed at the owner's own expense.

Personal Property

Please understand that Valley Express cannot assume any responsibility for loss or damage to personal property of any employee on company premises.

Security Checks

Valley Express will exercise its right to inspect all packages and parcels entering and leaving our premises.

Employment Classifications

The following employment classifications are recognized by the company to assist in the determination of eligibility for benefits and overtime:

Each employee's position is designated as either exempt or non-exempt:

- **NON-EXEMPT** employees are eligible to receive overtime pay at the rate of one and one-half (1 ½) times their regular rate of pay for all time worked in excess of forty (40) hours in a workweek (overtime is not paid based on the number of hours worked in a given day).
- **EXEMPT** employees are not covered by minimum wage and overtime requirements. Exempt employees perform statutorily defined duties and are compensated on a salary basis. Exempt employees are expected to work the number of hours necessary to fulfill the duties and responsibilities of their positions. They will not receive overtime pay for time worked in excess of forty (40) hours in a workweek.

In addition to the above categories, each employee belongs to one of the following employment categories:

1. Full-time Employee-Employee who is regularly scheduled to work 40 or more hours per week.
2. Part-time Employee-Employee who is regularly scheduled to work less than 40 hours per week.

At the time you are hired, you are classified as full-time, part-time or temporary and are also told whether you qualify for overtime pay. Unless otherwise specified, the benefits described in this manual apply only to full-time employees.

Pay Policy

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work over (45) hours must have the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime will be paid at one and one half times your regular hourly wage after forty (40) hours worked in a workweek.

As required by law, overtime pay is based on actual hours worked. Time off, funeral leave or any leave of absence will not be considered hours worked or purposes of performing overtime calculations.

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

Company Meetings

On occasion, we may request that you attend a company-sponsored meeting. If at all possible, we request that you attend these informational meetings as they may be for your benefit. These meetings include informational meetings about Valley Express, company events, safety and insurance information.

Mandatory Deductions from Paycheck

Valley Express is required by law to make certain deductions from your paycheck. Among these are your federal, state and local income taxes and your contribution to social security as required by law. These deductions will be itemized on your check stub. The amount of the deductions may depend on your earnings and on the information you furnish on your W-4 form regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number, marital status or number of exemptions must be reported to your supervisor or the Human Resource Department immediately, to ensure proper credit for tax purposes. The W-2 form you receive for each year indicates precisely how much of your earnings were deducted for these purposes.

If any other mandatory deductions are to be made from your paycheck, such as court-ordered assignments, child support or garnishments, deductions for damages to the vehicle or fines were issued, you will be notified. You will remain responsible for the accuracy of mandatory deductions.

Direct Deposit

Valley Express encourages you to deposit your paycheck directly into your saving or checking account at a participating bank. For direct deposit, contact the Human Resources department for details and the necessary authorization forms.

Performance Reviews

Your supervisor is continuously evaluating your job performance. Day-to-day interaction between you and your supervisor should give you a sense of how your supervisor perceives your performance.

Performance Reviews will be conducted as necessary.

Termination of Employment

When you leave Valley Express, you will be paid for actual time worked, plus any annually accrued but unused PTO, as specified under “PTO” in the “Benefits” section of this manual.

Termination Policy

The company encourages an employee contemplating leaving the company to discuss their reasons with their supervisor or Human Resources.

Termination of employment from the company will fall into two general categories: voluntary and involuntary.

Voluntary termination includes voluntary quit and resignation. Involuntary terminations involve termination due to lack of work, work reorganization, misconduct, or poor job performance. The details of these types of terminations are discussed as follows:

Voluntary Termination

If an employee quits and has taken all of their PTO, we will deduct the amount they did not accrue from their final paycheck. If an employee has accrued more time than taken and provides a two-weeks notice; we will pay them out that allotment on their final paycheck.

Valley Express retains the right to dispose of an employee’s belongings in the event they leave their position and do not obtain all of their personal effects.

Involuntary Termination

Termination Due to Lack of Work –

Should circumstances exist where there is inadequate work available for a certain group or classification of employee, the company may elect to lay off employees. Employees will be selected for and recalled from layoff according to the employee’s skills for the available work. Employees will be paid for any unused earned PTO at the time of the layoff.

Termination Due to Misconduct –

The company reserves the right to terminate an employee without notice due to misconduct on the job. If such an action is seen as necessary by management, the employee will be informed in person or by telephone. If we are unable to reach an employee by telephone, a certified letter of termination will be sent to the employee's last known address. Employee will not be paid for unused earned paid time off.

Former Employees on Company Property –

Former employees of the company are not permitted in the work areas without prior approval of a supervisor or human resources. Under most circumstances, visitors are to be escorted by a company employee at all times.

Before you leave, contact the Human Resource Department to be sure your address, phone number and other information are correct so that we may forward your W-2, any last check and insurance information to your attention in a timely fashion. Make sure that all company items in your possession are returned to the company. Charges will be assessed to employees who do not return all company property.

The Human Resource Department can work with you on the continuation privilege that is part of our insurance plan and can explain when your insurance coverage terminates and what rights you have under State and Federal law.

Exit Interviews

In instances where an employee voluntarily leaves our company, Valley Express management would like to discuss your reasons for leaving and any other impressions that you may have about Valley Express. If you decide to leave, you will be asked to grant us the privilege of an exit interview. During the exit interview you can express yourself freely. It is hoped that this exit interview will provide insights into possible improvements. All information will be kept strictly confidential and will in no way affect any reference information that Valley Express management may provide to another employer about you.

Return of Company Property

Any Valley Express property issued to you, such as keys, fuel cards, toll cards, telephone, locks, straps and load bars, uniforms and your copy of the Employee Manual and/or Driver handbook must be returned to Valley Express at the time of your dismissal or resignation, or whenever your supervisor requests it. We will withhold pay from your final paycheck until all items are properly returned.

You are responsible to pay for any lost or damaged items.

Standards of Employee Conduct

In any organization, it is necessary to establish standards of conduct for the well being of all. Any infraction of Valley Express policies or federal and state Department of Transportation regulations will result in disciplinary action. The purpose of the disciplinary system is to be constructive. It is designed to eliminate undesirable work habits and conduct and to enhance employee performance and attitudes.

The following factors may be considered. Seriousness of the offense, facts and circumstances surrounding the incident, the company's practice in similar situations, past individual employee disciplinary action, the likelihood of repetition, the attitude of the employee as it relates to the offense, the effects upon the safety and morale of co-workers, and the employee's general performance on the job.

Disciplinary action such as oral warning, written warnings, suspensions or discharge will be based upon the above factors, but the company is not limited to these factors. The company, at its sole discretion, may skip or repeat disciplinary steps.

Grounds for disciplinary action listed below are not an all-inclusive listing, but are intended as examples of the type of behavior that is not permissible.

Attendance

Regular attendance is expected of every employee! It is your responsibility to be on the job on time each day, fully able and ready to work. The company values prompt and regular attendance and consider the employee's attendance as a factor in their performance when conducting performance reviews. This policy applies to all hourly employees:

If you are unable to report to work, office staff must notify your supervisor as soon as possible. Drivers please call the driver line to report an absence.

- All employees are allowed two (2) incidents per 12 months.
 - If you are absent for any reason, you should notify your supervisor indicating the reason for the absence and an indication of when you will be back to work. You must personally call in (unless physically unable to do so), no less than one (1) hour prior to your scheduled starting time. If your absence continues for more than one day, you are required to telephone your supervisor on a daily basis until the probable duration of your absence is established.
 - If you are absent three (3) consecutive days due to illness or injury you will be required to provide a doctor's note indicating that you are able to return to work. This must be provided before returning to work. The note should be given the Human Resources Department.
 - If you are absent before or after a holiday and obtain a doctor's note, you will receive holiday pay for the holiday missed upon a supervisor's approval. If you wish to use personal time off before or after the holiday due to an illness, you will need approval from your immediate supervisor.

- If you personally fail to call in and are absent for two consecutive scheduled shifts, we will assume that you voluntarily terminated your employment unless you are able to provide a reasonable, acceptable excuse for failing to give proper notice for the absences.

Unused absences will not be carried over to the next year.

Absence Guidelines

An employee who receives 3 absences within 12 months, will receive a verbal warning. An employee who receives 4 absences within 12 months, will receive a first written warning.

An employee who receives 6 or more absences within 12 months, may be terminated.

Tardiness

Some amount of tardiness cannot normally be avoided, but it is the responsibility of our company to still deliver our services as expected and conduct a smooth and efficient operation. Therefore, the company must be promptly notified of any late arrivals. Excessive tardiness planned or otherwise, will be addressed according to the absence guidelines: More than four instances of tardiness in a 12-month period are considered excessive and will result in disciplinary action

Record of Absence or Lateness

If you are absent because of illness or injury, your supervisor may request that you submit written documentation from your doctor. If you are absent three (3) or more days because of illness or injury, you will be required to provide written documentation from a doctor that you are able to resume normal work duties before you will be allowed to return to work. You will be responsible for any charges made by your doctor for this documentation.

Your supervisor will make a note of any absence or lateness, and the reason, in your personnel file. Your attendance record will be considered when evaluating requests for, transfers, leaves of absence and approved time off, as well as scheduling layoffs, etc.

Leaves of Absence

The company realizes that employees sometimes need time away from work for personal reasons.

Requests for leaves must be made in writing to the Human Resources Department, stating the reason for the leave, the starting date requested and the anticipated return to work date. Generally, the maximum time allowed for a leave of absence will be three months. If applicable, you may be required to provide certification regarding the need for the leave and the approximate length of time needed. In most cases, the leave is unpaid. In most instances, employees will be required to substitute paid time off before taking

unpaid time. Unless the leave is regulated by law, primary consideration will be the company's ability to conduct its business when determining whether or not a leave will be granted.

Every effort will be made to re-employ you in your former position upon your return from an authorized leave. However, we cannot guarantee that your position will remain open in your absence. If there is no vacancy, you will be offered another opening as required by law or for which you are qualified, if available. For the purposes of eligibility for paid time off and other benefits, time off on an unpaid leave of absence will not count toward "time worked."

These general provisions apply to all types of leaves. However, more detail with regard to each type of leave is addressed in the following pages.

Family and Medical Leave Policy

Valley Express, LLC, provides family and medical leave in accordance with the federal Family and Medical Leave Act (FMLA), and the Wisconsin Family Medical Leave Act (WFMLA). Under both state and federal law, employees are allowed unpaid leave as a result of a birth, adoption, or foster care placement of a child with an employee or when a serious health condition is experienced by the employee or the employee's parent, child, or spouse. If an employee takes leave for one of these reasons, the company may designate the absence as family and medical leave. If an employee is receiving workers' compensation or disability insurance benefits for a reason that qualifies as a serious health condition, the period of leave for which the employee receives that compensation may be counted as leave under this Policy. The fact that an employee has taken leave under this Policy will not be considered in any employment decision. Leave under this policy will be unpaid unless an employee elects to substitute accrued paid leave, such as paid time off, for the unpaid time, as explained below.

Eligibility for Leave

Employees are eligible for family and medical leave if they have been employed by the company for at least twelve (12) months and have worked 1,000 hours (Wisconsin) or 1250 hours (federal) in the twelve (12) month period prior to the time leave begins.

Health Care and Other Benefits

The employee's health coverage in effect at the time family and medical leave begins will continue during the leave unless the employee elects to terminate the coverage. If an employee continues coverage, the employee is responsible for the employee's portion of the cost. If an employee is substituting paid time while on leave, the company will deduct the premium amount under its normal payroll deduction procedures. If an employee is taking an unpaid leave, then the employee should arrange a payment schedule with the company. Any portion of premiums that are the responsibility of the employee and that are not received by the company during an employee's leave will be deducted from the employee's paycheck upon return from leave. If an employee fails to return to work after the family and medical leave, the employee may be required to repay the company for his/her portion of health and dental premiums paid on his/her behalf by

the company during the leave, and the company may recover the premiums it paid for its portion of the premiums.

The employee will be responsible for the cost of other company or employee paid benefits (dental, vision, life, etc) while on leave, in accordance with our unpaid leave of absence policy.

Additional Certifications and Notices

The company may request that an employee provide a second health care provider certification from a health care provider chosen, and paid for, by the company. The company may also request that an employee recertify as to the continuation of a serious health condition at reasonable intervals, when extensions are requested or when the circumstances in the original medical classification have changed.

Return to Position At End of Leave

At the end of an employee's family and medical leave, he/she will be returned to his/her former position, or if the position is filled, to equivalent employment with the company in accordance with law. Employees who wish to return to work before their leave is to end must notify the Human Resources Department at least two business days prior to the desired return date, and, unless other arrangements have been agreed to in writing by the company, the employee must return to work on the first business day following the exhaustion of the leave. If the reason for leave was due to the serious health condition of the employee, a return to work authorization must be provided to the Human Resources Department before returning to work. If the return to work authorization is not received, the employee's return to work may be delayed until it is received.

Extensions of Leave

If an employee is not able to return to work at the time his/her original leave expires, the employee must notify the Human Resources Department of his/her intent to extend the leave period. A request for an extension must be in writing accompanied by a new medical certification form, and approved by the company prior to the expiration of the original leave. Employees who need more than twelve (12) weeks of leave should consult the Human Resources Department. Continuation of benefits, substitution of other paid leave and job availability may change if an extension is granted.

This policy will be administered in compliance with the requirements of state and federal law.

Failure to Meet Policy Requirements

Employees who request leave and fail to meet the requirements of this Policy for family and medical leave may be denied or delayed leave until the requirements are met.

If you have any questions regarding the operation or interpretation of this Policy, please contact the Human Resources Department.

Return to Work Slips

A return to work slip signed by the treating doctor must be presented to your immediate supervisor or the Human Resource department prior to the start of your shift on the first day you return from:

- Any industrial injury or industrial illness (Workers' Compensation)
- A Medical leave of Absence
- An Absence of three or more consecutive workdays
(Excluding paid time off, military duty, or other excused absences)

If you do not have a return to work slip from the treating doctor, you will not be allowed to return to work until a slip is presented. If you are unable to return to full duty, but are able to return to restricted duty, the return to work slip must indicate your restrictions. The Human Resource Department must approve restricted duty.

Leave of Absence

Personal leave of absences are granted in 30-day increments at management's discretion. When a person is granted a leave of absence the following events occur:

A. Longevity date.

A new date for longevity and wage rate increases may be awarded.

Longevity is held at the point at which the employee was granted a leave of absence. When an employee returns to work, he/she must work the remaining weeks to complete a full year and to move to the next level.

You must be back to work an equal amount of time you were off, before any paid time off will be granted.

B. Benefits

Health insurance would be available under the COBRA requirements during the personal leave of absence. Employees can reenter the plan when they return from the leave without a waiting period. If, however, the individual has a lapse of at least 63 days of health coverage during the period they are on leave, then they would be treated as a new hire with regard to insurance eligibility. Other company related insurance policies would be discontinued during the leave.

401(K)

Following a personal leave of absence, a person can reenter the plan at the next available reentry date. A person may or may not be eligible for the company match depending upon the number of hours worked in the calendar year. Please refer to the plan documents for further information on these calculations.

Funeral Leave

Full-time employees, who have completed 60-days of employment, shall be eligible for funeral leave as follows:

Eligible employees shall be allowed to take up to three (3) work days to attend the funeral and take care of personal matters related to the death of a member of their immediate family (a parent, spouse, spouse's parents, child, stepchild, or sibling).

The first three days of leave shall be paid; any other days shall be unpaid.

Eligible employees shall be allowed to take one (1) work day to attend the funeral and take care of personal matters related to the death of a grandparent. Any additional time shall be unpaid or PTO may be used if available.

You may take up to one full day without pay to attend funerals of other relatives and friends. If you prefer to use one day of earned paid time off, you may do so for this purpose.

If you are an hourly paid employee, a day's funeral pay shall be paid at the rate of the employee's regular rate of pay for eight (8) hours.

If you are not an hourly paid employee, the salary would be equivalent to your daily wage.

To qualify for paid funeral leave, the employee must:

1. Attend the funeral unless unable and there are extenuating circumstances;
2. Notify the company as soon as possible that there will be an absence because of death; and
3. Provide the immediate supervisor with verification of death by means of a copy of the Death Certificate or obituary in the local newspaper.

Funeral leave pay will not be paid in addition to other allowable pay for the same day, such as holiday pay, non-paid leaves of absences, worker's compensation, etc. The only exception to this will be when a death occurs in the family while an employee may request paid time off, in which case, additional paid time off may be granted to compensate for those days used as funeral leave.

Jury Duty

It is your civic duty as a citizen to report for jury duty whenever called. If you are called for jury duty, we will permit you to take the necessary time off without pay.

You must notify your supervisor within forty-eight (48) hours of receipt of the jury summons.

On any day or half-day you are not required to serve, you will be expected to return to work.

Military Leave

The purpose of this policy is to provide a leave of absence to comply with all legal requirements regarding military service in the armed forces of the United States. All employees are eligible for a leave without pay to complete the necessary obligation in any of the branches of the armed services.

All employees are eligible for an unpaid leave in the Reserves or National Guard, normally not to exceed two weeks in any calendar year to attend required training programs.

An employee on military leave will be permitted to return to his/her job or a comparable position with such credited company service, status and pay, as if the employee had not been away on military leave. These veterans' rights are available provided that the employee complies with the veterans' reemployment eligibility requirements under the law.

Military Differential Pay

All full time employees who have been employed at Valley Express for at least one year and are members of the Reserves or National Guard are eligible for military differential pay if they are ordered into **active** military service. Valley Express will pay differential pay, to bring the employees wages to a level comparable to their average weekly wage in the previous three-month period. This benefit will be payable for up to the first twelve weeks of active military service.

Valley Express will also continue to pay the employer's share of the health insurance for three months following activation. The employee will continue to be responsible for their share of the health insurance premium during this three-month period as well. At the end of the three-month period the employee would be eligible to continue coverage through COBRA.

Valley Express will also continue to pay for life insurance during this three-month period. Other employee paid benefits will be the employee's responsibility.

Paid time off

PTO is provided to give a period of rest and relaxation during the year. All employees will be eligible for paid time off in accordance with their length of continuous service with the company, as measured from the employee's anniversary date as determined as follows:

<u>Continuous Service</u>	<u>Hours</u>
1 year	40 hours
2 years	80 hours
8 years	120 hours
15 years	160 hours

If you are an hourly employee, you shall be paid time off pay based on your regular hourly rate at the time you take paid time off. If you are not an hourly employee, you shall be paid time off based on the rate set forth on your pay schedule. Paid time off must be scheduled in advance with your supervisor. Your supervisor, who will take into account the needs of the business, will determine the number of personnel PTO at any one time.

If an employee leaves employment with the company before he/she has completed one (1) full year of employment he/she will not receive any pro-ration of PTO for time worked.

If an employee leaves employment with the company after his/her first anniversary date with appropriate notice (2 week min), earned unused PTO shall be paid out. Employees will not be allowed to carry over PTO from one year to the next. Therefore, the paid time off must be taken during the twelve (12) month period following the employee's anniversary date each year.

Holiday Benefit

Full-time employees who have completed 60-days of employment, except those on permanent layoff, workman's compensation, leave of absence or disability, are granted the following holidays with pay each year:

New Year's Day	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	Christmas Day

If you are an hourly paid employee, holiday pay shall be paid at the rate of your regular hourly rate of pay for each holiday. If you are not an hourly paid employee, holiday pay shall be paid at the rate set forth in your pay schedule.

If Valley Express requires you to work a holiday or the holiday lands on a weekend, you will receive a floating paid day off to be taken within 30 days before or after the holiday. If a holiday falls during your scheduled PTO, you will be permitted to take an extra day of PTO. To be eligible for holiday pay, you are required to work your scheduled work day prior to and your scheduled work day after the holiday unless you have an excused absence.

Violations of Policies

You are expected to abide by the policies in this manual. Failure to do so will lead to appropriate disciplinary action. A written record of all policy violations is maintained in each individual's personnel file.

BENEFITS

Eligibility for Benefits

If you are a full-time employee, you will enjoy all of the benefits described in this manual as soon as you meet the eligibility requirements for each particular benefit.

If you are a part-time employee, you will enjoy only those benefits that are required by law to be afforded to you, provided that you meet the minimum requirements set forth by law and in the benefit plans.

No benefits are available to you during your orientation period, except as otherwise provided by law.

Insurance Coverage

The Company offers comprehensive insurance programs for regularly scheduled full-time employees. (Full time is defined as 30 hours for the purpose of insurance coverage). Once an employee has been classified as meeting the requirements for insurance coverage on a regularly scheduled basis, eligibility is the first of the month following 60-days of continuous employment. We are pleased to offer the following insurance programs:

Health, Vision and Dental Plan Group Life Insurance

Detailed information and application forms are available through the Human Resources department. Supplemental coverage is available. Contact Human Resources for more information.

Medical, Dental and Vision Insurance

The group insurance plans offered by the company provide the employee and their eligible dependents with comprehensive protection for hospital, physician bills, and dental expenses. Participation in the program is optional. If you waive participation when you are first eligible, you must have a qualifying event to enroll or you may be required to provide evidence of insurability by our health insurance carrier. You may also be subject to a waiting period and a reduction in the level of benefits you receive.

Group Life Insurance

The company provides life insurance for all full-time employees.

401(k) & Roth Savings Plan

As an employee of Valley Express who is eligible to participate in the Valley Express 401(k) or Roth Savings Plan, you have the opportunity to save through convenient payroll deductions and invest.

A Roth IRA is an employer-sponsored investment savings account that is funded with after-tax money up to the contribution of the plan.

Investment in a 401(k) savings plan or Roth Savings plan, when joined with Social Security and your other investments can help provide financial security at retirement. By participating you,

- Build an **Excellent source of supplemental income** for your future
- **Lower your current taxable** income by deferring a portion of your pay
- Pay **no taxes** on this money or the earnings **until you withdraw the money**

You are credited with a year of eligibility service at the end of your initial year of employment if you work at least 1,000 hours during your first anniversary year. If you do not meet this requirement, you will be credited with a year of eligibility service at the end of the first calendar year during which you work at least 1,000 hours.

SAFETY

OSHA

Federal laws, including the Occupational Safety and Health Act (“OSHA”) require that we keep records of all illnesses and accidents that occur during the workday. The Wisconsin State Workers’ Compensation Act also requires that you report any illness or injury on the job, no matter how slight. If you hurt yourself or become ill, please contact your supervisor for assistance.

If you fail to report an injury, you may jeopardize your right to collect workers’ compensation payments as well as health benefits. OSHA also provides for your right to know about any health hazards that might be present on the job. Should you have any questions or concerns contact the Human Resource department or your supervisor for more information.

While prevention is the best way, there are important steps to take should you become injured.

1. No matter how minor it seems, an injury must be immediately reported.
2. The employee must fill out in full an injury report within 24 hours and bring it to the Human Resources Department. You must furnish the name and address of the doctor or clinic providing medical treatment.

A representative of the Human Resource Department will sit down with you and discuss all aspects of your injury.

3. If you will be off work for any amount of time, or if there are any limitations as to the type of work you can perform, it is important that you obtain a written report from your doctor to submit to your supervisor authorizing the reason for time off. You are also required to furnish written authorization when you are able to return to work. Also, if you will be off work for any extended amount of time, it is important you call in to the Human Resources department at least once a week.

Restricted Areas

In the interest of confidentiality, safety and security, certain portions of Valley Express facilities may be restricted to authorized personnel only. Such areas will be clearly marked. If you enter these areas without authorization you are subject to discipline up to and including discharge.

Vehicle Incident Policy

See Drivers manual for accident/incident procedures.

Worker's Compensation

The company pays for insurance in the event an employee suffers an on-the-job injury or illness. The insurance is called Worker's Compensation Insurance. As a company employee, you are covered by the provisions of the Worker's Compensation Laws. The Laws provide for the payment of hospital and medical expenses incurred as a result of illness attributable to your work or to an injury occurring at work. It also provides compensation for wages lost as a result of a work related illness or injury.

Employees must report each accident when it occurs, no matter how minor, to their supervisor or Human Resources department. Failure to report a work-related accident, no matter how minor, will result in discipline.

An employee who believes they may have an illness or injury that is work related is required to notify their supervisor. The employee will be required to complete an injury report and sign a copy of the Guidelines of Work Related Injuries form (unless physically incapable). Under state law, employees are eligible for lost time compensation if their claim is approved according to the following guidelines:

Wisconsin: After 3 days lost
Michigan: After 7 days lost
Illinois: After 3 days lost

If you have injured yourself away from work, but feel well enough to perform your job, report this condition to your supervisor so that the supervisor may be aware of your safety needs.

The company will make every effort to have you return to work should you be injured. The job that we provide for you may or may not be the job that you had prior to your illness or injury. Upon returning to work after a work-related illness or injury, you may be required to provide certification from your treating physician verifying that you are able to safely perform your regular job functions. In the event your treating physician identifies restrictions and/or limitations on your ability to perform your job duties, the company will attempt to provide a temporary restricted duty position. In providing such a position, it is the company's intent to facilitate recovery and reduce the time away from work.

Light Duty Policy

Light duty positions will not be created to make work for employees. Rather, where the company determines that it has a need to have light duty work performed; it will make such work available, giving preference to employees with temporary medical restrictions. The purpose of providing these light duty assignments is both to ensure that certain work is performed and that employees experiencing a short-term medical problem will receive assistance in returning to work. For this reason, the company will not make light duty assignments available on a permanent basis. No one will be considered for light duty assignments without a statement from a health care provider indicating that such work is within the employee's limitations and without the employee being able to perform the light duty assignments without additional training.

Driver's License & Driving Record

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to our insurer. A copy of your driving record will be obtained from the Department of Motor Vehicles on a regular basis and kept on file. Any changes in your driving record must be reported to your supervisor immediately. Failure to do so may result in disciplinary action, up to and including dismissal.

For those employees whose position requires a CDL License and receives an OWI or DWI, their employment with Valley Express will result in immediate suspension pending the outcome of a full investigation of the incident and the court report. If an employee is convicted of an OWI or DWI, they will be terminated effective immediately.

DRUG AND ALCOHOL POLICY (ALL EMPLOYEES)

I. Philosophy

Valley Express is strongly committed to providing a safe workplace and to providing programs promoting high standards of employee health. Consistent with this commitment, the company will strive to maintain a work environment that is free from the effects of alcohol and illegal drugs.

II. Scope

A. All Employees Including Truck Drivers

This policy applies to all Valley Express and affiliated company employees.

B. Truck Drivers

Certain employees, such as drivers of some corporate vehicles, are subject to special rules regarding the use of alcohol and drugs. (See Drug and Alcohol policy (Specific Rules for Commercial Drivers in the Driver manual, and Valley Express LLC Substance Abuse policy). In the event any provision of this policy and related procedures are less strict than these special rules, the special rules shall govern for these employees operating corporate vehicles.

III. Purpose

The purpose of this policy is to outline the company's standards on the use of alcohol and drugs and to guide employee conduct so as to ensure a safe work environment, promote the greatest efficiency of company employees, protect the company from liability and protect the company's assets, products, product image, and other employees from damage caused by an employee under the influence of alcohol or drugs.

IV. Rules Regarding Drugs and Alcohol

A. Use, Possession, Transportation, Sale Distribution

The use, possession, sale, or distribution of drugs or alcohol by anyone while on company property or company business will be cause for immediate discharge. Appropriate law enforcement agencies will be notified.

B. Drugs & Alcohol

Possession, use, sale or consumption of any controlled substance or illegal drug as defined by state or federal law (including marijuana) while on company property or while in the course and scope of employment is prohibited. Employees are prohibited from driving a vehicle for work-

related purposes, or operating equipment, while impaired or under the influence of any controlled substance and/or illegal drugs (including marijuana).

Employee who is prescribed medication by a healthcare provider that may affect or impair the employee's ability to safely or competently perform his or her job, must inform his or her supervisor of the situation. Valley Express reserves the right to temporarily or permanently re-assign the employee to another position if it is determined such re-assignment will protect the safety of the employee, other company employees, company customers and the general public. Information provided by the employee will be kept confidential by management.

V. Other Rules

A. Searches

The company reserves the right to search, for reasonable cause, any company property provided for employee use, including but not limited to tractor/trailers, lockers, desks, files and equipment, regardless if locked by company-provided or employee-provided locks.

B. Reporting Violations

It is each employee's responsibility to immediately report unsafe working conditions or hazardous activities that may jeopardize his or her safety or the safety of fellow employees. This responsibility includes the responsibility to immediately report any violation of this policy. An employee who fails to report such a violation is subject to disciplinary action, up to and including discharge.

C. Job Applicants

Applicants for employment with the company may be given blood, urine, or other diagnostic tests to detect alcohol and/or drugs (or drug metabolites) in their systems. Positive test results for drugs will be considered in making the final employment decision.

A. Reemployment/Reentry Into Work Force

Any individual who leaves the company either through layoff, resignation, termination, or disability for a period exceeding thirty (30) days will be subject to blood, urine or other diagnostic tests to detect alcohol and/or drugs (or drug metabolites) in their systems prior to reentry into the workplace. Positive test results for alcohol or drugs will be considered in deciding whether the employee shall be permitted to return to work.

B. "Company Property" Defined

For purposes of this policy, the term “company Property” shall include all land, buildings, structures, parking lots, job sites, vehicles, and other means of transportation owned by or leased to the company.

VI. Chemical Dependency as a Treatable Illness

The company makes a distinction between chemical dependency on alcohol or drugs, which it considers a treatable illness and the abuse of alcohol or drugs. Employees with alcoholism or drug dependency are encouraged to seek medical treatment or counseling. However, even though dependency on alcohol or drugs is considered a treatable illness, the company will not permit employees under the influence of either to endanger their own or others’ safety or to cause damage to company property by continuing on the job.

Medical care for alcoholism or drug dependency is covered under the company’s health care plan, subject to the provisions of the plan. Employees suffering from alcoholism or drug dependency are eligible for medical leave and/or short-term disability benefits, subject to the provision of those plans.

It is not the intent of this policy to jeopardize an employee’s job security if the employee requests help when the employee is suffering from alcoholism or drug dependency or has a use problem. However, satisfactory job performance is still mandatory and an employee has the primary responsibility for seeking help and for maintaining treatment program as necessary.

An employee seeking treatment, either from a physician or through a counselor, will not avoid disciplinary action if he or she does not meet satisfactory job performance standards and other conditions of employment.

VII. Testing

The company reserves the right to require any employee to submit to a drug and/or alcohol test for reasonable suspicion consistent with this policy.

Reasonable suspicion will be based upon observable actions, alone or in conjunction with other factors including, but not by way of limitation; (1) dangerous or accident prone conduct; (2) decreased job performance which is unexplained; (3) unexplained increased absenteeism; (4) complaints from co-employees and other problems with interpersonal relations; (5) drug related signs such as paraphernalia; (6) reduced short-term memory; (7) physical symptoms such as blood shot eyes, dilated pupils, stuffy or runny nose; (8) anxiety; and (9) inability to concentrate.

VIII. Employee Consent To Testing

Each employee/applicant will be required to complete and sign a form by which he or she consents to and authorizes testing and disclosure of test results to the company. If the employee refuses to complete and sign the consent/authorization form or the chain of custody form at the collection site or if the employee refuses to provide the specimen for testing, such refusal will constitute grounds for termination.

IX. Collection of Specimens

The company respects its applicants and employees and therefore subscribes to the collection protocol set forth by the National Institute on Drug Abuse (hereafter called NIDA) and the guidelines of the Department of Health and Human Services (hereafter called DHHS), which protects the privacy, and confidentiality of the donor. This protocol allows for the submission of the specimen under closely structured conditions but behind either a closed door or a privacy partition. It must be understood, however, that under circumstances established by NIDA and DHHS the donor may be asked to provide a fresh specimen in the presence of a witness if the collector has reason to believe: (1) that the specimen is not that of the donor; (2) that the specimen has been adulterated or altered; (3) that the collection is part of a post-treatment monitoring program; or (4) that the donor has been known or suspected of adulterating previous specimen(s). All specimens are collected and processed by social security number and accession number for complete confidentiality.

X. Custody and Control Form

All specimens will be processed and monitored by way of an approved custody and control form, which is used to track the specimen from point of submission to point of destruction. Employees will be required to sign the chain of custody form. Failure to do so will result in the need for a retest. However, an employee who refuses to sign after being requested to do so will be subject to discipline up to and including discharge.

XI. Laboratory Aspects of Drug Testing

In order to assure our applicants and employees the greatest accuracy and confidentiality, all drug testing is to be conducted by a laboratory certified by the National Institute on Drug Abuse (NIDA), and will be conducted in two parts: (1) screening for five classes of drugs by EMIT testing procedures-amphetamines, benzoylecogine (cocaine metabolite), opiates, PCP, THC (marijuana metabolites); and (2) confirmation by GC/MS. However, the company reserves the right to perform tests for other illegal substances as well. No specimen will be considered "positive" (positive is defined as the presence of one or more controlled substance at or above

levels determined by NIDA/DHHS) until it has been confirmed at the cut-off levels established by NIDA/DHHS. In the event that no such levels have been established for that drug, the company will rely on the laboratory and its consultants to establish a “forensically accepted level”

XII. Confidentiality

Results of all drug/alcohol tests will be kept separate from personnel files and treated as confidential information and access to such results shall be limited. Results will not be communicated to others outside of the employee’s direct supervisory chain except where necessary in connection with any rehabilitation in relation to the drug/alcohol test.

XIII. Conclusion

The company is committed to the health, productivity and stability of the company, its employees and the safety of the general public. It is with a sense of sincere concern that this policy is implemented. The company is firmly committed to the fair and equal treatment of all employees under this policy and expects that all employees will participate fully, willingly and with the knowledge that a safe, healthful and productive work environment is to the benefit of all.

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VALLEY EXPRESS, LLC.

EMPLOYEE MANUAL

EMPLOYEE ACKNOWLEDGEMENT FORM

Detach and return this page to the Human Resources Department after you have read and understood this policy.

While Valley Express, LLC believes wholeheartedly in the policies, practices, programs and procedures described in your employee handbook, the company reserves the right to modify, revoke, suspend, terminate or change any of the policies, practices, programs, rules and employee benefits, in whole or in part, at any time, without notice. The language used in your employee handbook is not intended to create a contract between Valley Express, LLC and any one or all of its employees. The information contained in this employee handbook is presented in summary form as a matter of information only. It is our responsibility to be familiar with these policies and procedures. If questions regarding the application of benefit information in this employee handbook should arise, reference may be made to the appropriate unabridged policy maintained in the Human Resources Department.

The final decision on any questions regarding interpretation of Valley Express, LLC policies rests with the executive management of Valley Express, LLC. No person other than the President has authority to make any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

We ask that you sign this form indicating that you have available to you, a copy of the handbook, that you understand it will be used as a guideline only. You also understand that you may terminate your employment at any time and that the company also retains the same right to terminate your employment at any time.

This employee handbook supercedes all previous written and verbal policies.

This will acknowledge that I have reviewed a copy of the Valley Express, LLC Employee Handbook dated _____.

Signed: _____ Dated: _____

Witnessed: _____ Dated: _____