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EMPLOYEE HANDBOOK

HR Policy Statement

This handbook is intended to provide you with a general understanding of our basic Human Resource policies. You are encouraged to familiarize yourself with our policies, as they will answer many common questions concerning your employment with us.

Our HR Policies cannot anticipate every situation or answer every question about employment. They are not an employment contract and are not intended to create contractual obligations of any kind. Neither the employee nor the company is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, the company reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook at any time.

Company Overview

Anchor Express, Inc. was formed in 2012. We do our best to provide our customers the products and services they need at a competitive price.

We believe in "mutual success." We build mutually beneficial professional alliances with our customers, suppliers, and our employees that help all to grow and prosper.

Our main business office is located 630 Supreme Drive Bensenville, IL 60106. From our location, we want to provide superior customer service.

Probationary Period

The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The company uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the company may end the employment relationship at will at any time during or after the probationary period, with or without cause or advance notice.

All new and rehired employees work on a probationary basis for the first 90 calendar days after their date of hire. Any significant absence will automatically extend a probationary period by the length of the absence. If the company determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the probationary period may be extended for a specified period.

Performance Evaluations and Compensation

Performance evaluations are conducted at the end of an employee's probationary period, to discuss job responsibilities, standards, and performance requirements. Additional formal performance reviews may be conducted to provide both the company and employees the opportunity to discuss job tasks, identify and correct performance deficiencies, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.



The performance of all employees is generally evaluated according to an ongoing 12-month cycle.

Merit-based pay adjustments may be given to recognize truly superior performance and shall be at the sole discretion of the company.

Benefits

Employees who have passed their probationary period are provided the following benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

The following benefits are available to employees:

Paid Holidays, Paid Vacation Time Off, Paid Sick Leave, Paid Personal Days, Health/Dental Insurance, and Retirement Savings Account.

Holidays

The company will grant paid holiday time-off to employees on the holidays listed below:

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

Vacation

Vacation time-off with pay is available to employees to provide opportunities for rest, relaxation, and personal pursuits. The amount of paid vacation time an employee receives each calendar year will be communicated on an individual basis.

- Two weeks paid vacation will be available following 1 year of employment.*
- Three weeks paid vacation following 3 years of employment.* (max. 2 weeks at a time)
- Four weeks paid vacation following 5 years of employment.* (max. 2 weeks at a time)

To take vacation, employees must request approval in advance in writing to accounting@anchorexpressinc.com, please cc x@anchorexpressinc.com. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. Vacations/time off will not be granted when there are insufficient hours available for the employee to use at the time of the request.

Vacation time-off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation. In the event that available vacation is not used by the end of the year, employees will be paid out the remainder of the available hours.

*1 week is equal to 40 hours

*Two weeks of vacation must be taken annually. (When available)



Equal Employment Opportunity Policy

It is the policy of Anchor Express, Inc. to provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. This policy extends to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, compensation, and training.

Sick Leave

A reasonable amount of sick leave will be provided to employees.

-One week annually following the first year of employment. *

Sick time off may be either paid or unpaid and will be granted solely at the discretion of the company. Sick leave is not automatic and will be granted only when absences are due to personal, legitimate illness or injury. Sick leave cannot be used for work related injuries -- those are handled under Workers' Compensation state laws.

If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement may be requested verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition of receiving sick leave benefits.

*1 week is equal to 40 hours

*Sick Time resets annually, will not accumulate or be paid out if unused.

Personal Days

Annually, two paid personal days will be available following the first year of employment.
(Will not accumulate or be paid out if unused)

To take a personal day, employees must request approval in advance in writing to accounting@anchorexpressinc.com, please cc jakub_ligeza@anchorexpressinc.com.

Maternity Leave

It is the policy of Anchor Express, Inc. to provide 6 weeks of Maternity Leave to Eligible Employees. Our Maternity Leave Policy exceeds any legal requirement as at this time there is no legal requirement to provide any Maternity Leave.

The purpose of this policy is to give parents additional flexibility and time to bond with their new child and adjust to their new family situation. Flexibility and family –friendly policies are essential to cultivating an atmosphere where employees can thrive professionally without sacrificing essential family obligations.

Full-Time Employees are eligible for Maternity Leave if they meet the following conditions:

- The employee must have worked Full-Time (35+ hours per week) for the employer
- for at least 12 months.

The employee must also meet the following criteria:

- Have given birth to a child.



Full-Time Eligible Employees who have been employed for at least 1 year (12 months) may take up to 6 weeks* of Maternity Leave for the birth of a child. The rate of compensation is at (x) percent of the employee's regular, straight weekly pay. Please refer to the compensation percentage chart below for (x) based on the number of months of employment:

Compensation Percentage Rate Chart
12-47 months of employment – 0% compensation
48-72 months of employment - 50% compensation
72 months +1 day of employment - 100% compensation

The fact that multiple births or adoptions occur does not increase the length of Parental Leave.

Upon termination of employment, the employee shall not be eligible for payment for any unused Maternity Leave. Benefits will remain the same while an employee is on Parental Leave. An employer may take disciplinary action, up to and including termination, against an employee who uses Maternity Leave for purposes other than those describe in this Policy.

Notice Requirement –

An Eligible Employee shall initially notify his or her supervisor of the need for Maternity Leave and include the estimated timing and duration of such leave at least 120 calendar days in advance of the need for Maternity Leave, where practical.

If the need for Parental Leave is not foreseeable, an Eligible employee must give notice of the need to his or her supervisor as soon as practical.

*1 week is equal to 40 hours.

Employee Discipline

Anchor Express, Inc. has adopted a progressive discipline policy to identify and address employee and employment-related problems. This policy applies to all employee conduct that the company, in its sole discretion, determines must be addressed by discipline. Of course, no discipline policy can be expected to address every situation requiring corrective action that may arise in the workplace. Therefore, the Company takes a comprehensive approach regarding discipline and will attempt to consider all relevant factors before making decisions regarding discipline.

Most often, employee conduct that warrants discipline results from unacceptable behavior, poor performance or violation of the company's policies, practices, or procedures. However, discipline may be issued for conduct that falls outside of those identified areas. Equally important, the company need not resort to progressive discipline, but may take whatever action it deems necessary to address the issue at hand. This may mean that more or less severe discipline is imposed in a given situation. Likewise, some company polices like sexual harassment and attendance, contain specific discipline procedures.

Progressive discipline may be issued on employees even when the conduct that leads to more serious discipline is not the same that resulted in less sever discipline. That is, violations of different rules shall be considered the same as repeated violations of the same rule for purposes of progressive action.

Probationary employees are held to the highest standards for behavior and job performance. Progressive discipline is the exception rather than the rule for probationary employees.



The Company will normally adhere to the following progressive disciplinary process:

1. **Verbal Caution:** An employee will be given a verbal caution when he or she engages in problematic behavior. As the first step in the progressive discipline policy, a verbal caution is meant to alert the employee that a problem may exist or that one has been identified, which must be addressed. Verbal warnings will be documented and maintained by your [designate either appropriate individual (e.g., "your supervisor" or "your manager")]. A verbal caution remains in effect for [specify time (e.g., three months)].
2. **Verbal Warning:** A verbal warning is more serious than a verbal caution. An employee will be given a verbal warning when a problem is identified that justifies a verbal warning or the employee engages in unacceptable behavior during the period a verbal caution is in effect. Verbal warnings are documented and placed in the employee's personnel file and will remain in effect for [specify time (e.g., three months)].
3. **Written Warning:** A written warning is more serious than a verbal warning. A written warning will be given when an employee engages in conduct that justifies a written warning or the employee engages in unacceptable behavior during the period that a verbal warning is in effect. Written warnings are maintained in an employee's personnel file and remains in effect for [specify time (e.g., three months)].
4. **Suspension:** A suspension without pay is more serious than a written warning. An employee will be suspended when he or she engages in conduct that justifies a suspension or the employee engages in unacceptable behavior during the period that a written warning is in effect. An employee's suspension will be documented and, regardless of the length of the suspension issued, will remain in effect for [specify time (e.g., three months)].
5. **Decision Making Leave:** Generally following a suspension, an employee will be reprimanded then sent home for the day on decision making leave. This is intended to help the employee decide whether they should continue employment with the company. If the employee returns, they will be expected to work harder than before to follow the Company guidelines and continue their employment without interruption. The other option with this leave is the employee may choose to resign because employment with the Company is not a match.
6. **Termination:** An employee will be terminated when he or she engages in conduct that justifies termination or does not correct the matter that resulted in less severe discipline.

Again, while the Company will generally take disciplinary action in a progressive manner, it reserves the right, in its sole discretion, to decide whether and what disciplinary action will be taken in a given situation.



Termination

Unfortunately, termination of employment is an inevitable part of personnel activity within any company, and many of the reasons for termination are routine.

Since employment with the company is based on mutual consent, both the employee and the company have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

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

- Theft or inappropriate removal or possession of company property
- Falsification of timekeeping records, the application form, or any other company records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer leased or owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of employer leased or owned property or customer property
- Insubordination or other disrespectful conduct
- Sexual or other unlawful harassment
- Possession of dangerous or unauthorized materials, such as explosives, in the workplace
- Excessive absenteeism or any absence without notice or approval.
- Three consecutive missed workdays are considered automatic job abandonment.
- Unauthorized disclosure of business "secrets" or confidential information
- Unsatisfactory performance or conduct
- Gambling in the workplace or on company premises
- Failure to immediately report a work-related injury
- Misuse of company funds/money/equipment/property

Any employee found to be operating a company leased or owned motor vehicle while under the influence of alcohol or illegal drugs will be immediately terminated.

Resignation

We ask employees to submit a written, signed notice of resignation for record-keeping purposes. In order to maintain smooth operations of our workplace, we encourage employees to provide three weeks' notice in advance.

Alcohol & Drug Use Testing

The company is committed to providing a safe, efficient, and productive work environment for all employees. In keeping with this commitment, employees and job applicants will be asked to provide body substance samples (e.g., blood, urine, hair) to determine the use of alcohol/drugs. The company will attempt to protect the confidentiality of all test results. Alcohol/drug tests will be conducted in any of the following situations:



POST-EMPLOYMENT - Current employees will undergo urine and/or blood drug/alcohol testing after any of the following incidents:

- An on-the-job injury;
- An on-the-job accident with a motor vehicle;
- When there is reasonable suspicion that an employee may be under the influence of alcohol or drugs, following a serious or potentially serious incident in which safety precautions were violated or unusually careless acts were performed;
- Where there is reasonable cause to believe the employee is impaired. Reasonable cause shall be defined as those circumstances, based on objective evidence about the employee's conduct in the workplace that would cause a reasonable person to believe that the employee is demonstrating signs of impairment. Examples of objective evidence include, when an employee shows signs of impairment such as difficulty in maintaining balance, slurred speech, erratic or atypical behavior, or any other appearance of impairment;
- When an employee returns to work from a layoff of more than sixty (60) consecutive calendar days; and
- When an employee returns from any leave (including medical and occupational injury leave) of more than sixty (60) consecutive calendar days;
- Random drug/alcohol testing where allowed by federal, state or local laws.

The company implements as a condition of employment an employee drug testing program and reserves the right to test for drugs at any time during the course of employment as allowed by applicable federal and state laws. Subject to any limitations imposed by law, a refusal to provide a body substance sample under the conditions described above will result in termination of employment even if this is the first such occurrence.

Use of Company Computers

It is each employee's responsibility to safeguard proprietary company information. Never give your User ID or Password to anyone. Employees are expected to exit and log off all systems at the end of every business day or when a workstation is left unattended for an extended period of time.

It is forbidden to copy or install any illegal software onto company computers.

The company provides access to Electronic Mail and the Internet as business tools. These facilities represent considerable commitment of company resources for telecommunications, networking, software, storage, etc. All existing company policies apply to your conduct when sending and receiving electronic mail and accessing websites through the Internet. The display of any kind of sexually explicit image or document on any company system is a violation of our policy on sexual harassment. In addition, sexually explicit material may not be archived, stored, or distributed using company-owned computing resources. If you receive an inappropriate electronic mail, you should delete it immediately and notify the sender of our policy.



The following list identifies each system that monitors activity and the type of information it monitors:

Computers - the network operating system records the following:

- Date and time of login/logoff, and the location of the computer used to access network.
- Date and time a software application is accessed, documents accessed, and how much is typed.
In addition, the system allows network administrators to access all documents and to restore some deleted documents.
- Date and time Internet is accessed, location of the computer used to access Internet, websites visited, searches performed, and search engines used.
- Electronic mail (e-mail) - the system allows network administrators to access all e-mail files and messages composed, sent, or received by employees.
- Online research - the system records date, time, and duration of access, user identification number, and searches performed.

Telephones - the telephone system records telephone numbers dialed from each telephone, and the system allows the company to access voicemail messages received by employees.

The company reserves the right to retrieve, monitor, or review any information in its electronic or communications systems, including deleted messages or files as allowed by federal and state laws. If the company reasonably believes that employee(s) is/are engaged in illegal activity or misconduct, the company may use electronic monitoring to produce evidence of that activity, without prior notice to the employee(s).

Non-Disclosure

The protection of confidential business information and trade secrets is vital to the interests and the success of the company. Such confidential information includes, but is not limited to, the following examples:

- Customer lists
- Financial information
- Marketing strategies
- New materials research
- Proprietary product processes
- Research and development strategies
- Technological data
- Technological prototypes

Employees who are exposed to confidential information may be required to sign a non-disclosure agreement as a condition of employment. Any employee who discloses trade secrets or confidential business information will be subject to disciplinary action, even if he or she does not actually benefit from the disclosed information.



Receipt of Employee Handbook

This employee handbook describes information and rules regarding the following company:

Anchor Express, Inc.

Name of Employee: _____

Employee Handbook was received on: _____

I acknowledge that the company has the right to change anything in this handbook, if they see it to be necessary. I realize that the information in the handbook is basic guidelines to how the company is run, but they are not guarantees. If changes are made, the company will give me written notification of changes and when the changes will go into effect. If I have any questions on anything in the book, I know I am able to ask the Personnel Department.

I acknowledge that the company can let me go at any time, for any reason. This handbook does not promise job security and is not a contract of employment.

Signed and agreed to this _____ day of _____, 20__.

BY: _____ BY: _____
Employee For the Company