



EMPLOYEE HANDBOOK & COMPANY POLICY

Olympic Moving and Storage / Bekins Northwest

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PURPOSE OF THIS HANDBOOK

What is in this handbook and what is not

This is the master copy of the Employee Handbook of Olympic Moving and Storage and Bekins Northwest and all related entities, hereinafter referred to as Olympic/Bekins. The Handbook applies to all employees of Olympic/Bekins, including supervisors and management. This Handbook is designed as a reference guide and is not intended to be a complete or final statement of all Olympic/Bekins personnel policies and procedures. The Handbook sets out general guidelines for personnel policies and practices of Olympic/Bekins. IT DOES NOT SET OUT PROMISES OF SPECIFIC TREATMENT IN SPECIFIC CIRCUMSTANCES. OLYMPIC/BEKINS MAY MODIFY, DELETE, INTERPRET, OR NOT APPLY THE GUIDELINES IN ANY PARTICULAR SITUATION. THIS HANDBOOK DOES NOT CONSTITUTE A CONTRACT OF EMPLOYMENT AND SHOULD NOT BE INTERPRETED AS CREATING AN EMPLOYMENT CONTRACT. YOU ARE AN "AT-WILL" EMPLOYEE AT OLYMPIC/BEKINS. THIS MEANS THAT YOU OR OLYMPIC/BEKINS MAY TERMINATE YOUR EMPLOYMENT AT ANY TIME FOR ANY REASON, WITH OR WITHOUT CAUSE. No supervisor, manager, or other person has any authority to alter any aspect of the paragraph directly above, except the President and/or Owners, who may do so if it is in writing and signed and dated by them.

This Handbook may be updated periodically. An updated copy is available at all times in each location or by request from a General Manager or the HR Manager at the Corporate Office. Whenever an update is published, reasonable effort will be made to inform current employees of the changes. However, it remains the responsibility of the employee to periodically review the handbook to be certain that they are aware of all their rights and expectations that are outlined in the Handbook.

Additionally, the company has a Policy and Procedure Manual, which is updated on a regular basis. A current, updated copy of the Policy and Procedure Manual is available at all times at each company location by request from a General Manager or the HR Manager at the Corporate Office who can be reached at hr@olympicbekinsnw.com. 252.242.4609

WELCOME TO OLYMPIC MOVING & STORAGE AND BEKINS NORTHWEST

Olympic Moving & Storage and Bekins Northwest pleased that you have chosen to be one of our valued employees. We are proud of the wages, benefits, challenging work, and overall environment we provide. We look forward to a long and mutually beneficial relationship. We know that not all employment relationships work out, and the employee or the employer may find that one of them wishes to cease the employment relationship. Olympic/Bekins expects that you will be an honest, hard-working, and conscientious employee. In the event that you or the company at any time for any reason seeks to end the employment relationship, you and Olympic/Bekins respectively are free to do so. We believe in an open approach to our employees. If you at any time have a question or suggestion about your job or performance, please do not hesitate to mention it to your supervisor, to the Corporate Office, or to me directly. I personally assure you that we will carefully consider any input from you.

Jill Ihly

Jill Ihly, Vice President

1.0 INTRODUCTION

This Handbook and Policy Notebook is designed to acquaint you with Olympic/Bekins and provide you with information about working conditions, benefits and policies affecting your employment.

The information contained in this Handbook applies to all employees of Olympic/Bekins. Following the policies described in the Handbook is considered a condition of continued employment. However, nothing in this Handbook alters an employee's status. The contents of this Handbook shall not constitute or be construed as a promise of employment or as a contract between the Company and of its employees. This Handbook is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding, and complying with the provisions of this Handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

1.1 CHANGES IN POLICY

This Handbook supersedes all previous employee handbooks and memos that may have been issued from time to time on subjects covered in this Handbook.

However, since our business and our organization are subject to change, we reserve the right to interpret, change, suspend, cancel or dispute with or without notice to all or any part of our policies, procedures and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by Olympic/Bekins, and after these dates all superseded policies will be null.

No individual supervisor or manager has the authority to change policies at any time. If you are uncertain about any policy or procedure, speak with your direct supervisor.

1.2 EMPLOYMENT APPLICATIONS

Olympic/Bekins relies upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

1.3 EMPLOYMENT RELATIONSHIP

Your employment is "at will", meaning either you or the company may terminate the arrangement at any time. You enter into employment voluntarily, and you are free to resign at any time for any reason or no reason. Similarly, Olympic/Bekins is free to terminate or conclude its relationship with any employee at any time for any violation or behavior that is against company policy or procedure outlined within, or behavior that is deemed contrary to the best interest of the company, or if continued employment will no longer benefit the company.

****Persons wishing to be considered for employment will consent and authorize Olympic/Bekins to designate a clinic, hospital or technician to conduct a drug screening report that will determine the presence of drugs. If you do not wish to be tested for drugs you will not be considered for employment regardless of qualifications. Please see Drug and Alcohol Policy****

2.0 OPEN DOOR POLICY, EQUAL OPPORTUNITIES FOR EMPLOYMENT

2.1 OPEN DOOR POLICY STATEMENT

Whenever you have a question, comment or suggestion, do not hesitate to bring it to the attention of your supervisor. This can be done in writing or verbally. Olympic/Bekins is committed to an open-door policy in which you can raise concerns, and they will be addressed. Your supervisor should respond promptly to your question, comment, or suggestion. If for some reason you do not feel comfortable raising the inquiry with your direct supervisor, or if the response of your supervisor is unsatisfactory, you may contact your Dispatcher or General Manager directly. The vast majority of employee concerns usually can be fully addressed in this manner.

If for some reason you do not feel comfortable raising your inquiry with the General Manager, or if the General Manager's response is unsatisfactory, you may contact the Corporate Office at (360) 735-2344 and speak with the Corporate Administrator or any Officer of the Company. If you do not feel comfortable speaking with an officer, you may contact the owner, Kris O'Bannon, directly at (360) 507-5892 and he will take your call discretely and in confidence.

Olympic/Bekins sincerely believes that each of you has the right to raise questions and have those questions answered. No employee need fear any reprisal due to raising any question or comment or complaint about their working at Olympic/Bekins.

The company will attempt to keep all such inquiries confidential; however, it must be understood that certain inquiries may lead to internal communications or investigations.

2.2 EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of Olympic/Bekins to recruit, employ, promote, and treat all employees and applicants for employment without unlawful discrimination as to race, color, creed, and/or religion, sex, age, national origin, ancestry, marital status, veteran status, medical condition, or because of sensory, physical, or mental disability, sexual orientation or any other factor protected by the law.

Olympic/Bekins employment practices provide that all individuals be recruited, hired, promoted, compensated, and retained on the basis of their qualifications and demonstrated ability. This includes attitude, attendance, work record, and all other criteria relevant to Olympic/Bekins.

Olympic/Bekins is committed to fulfilling its responsibility as an equal opportunity employer.

2.3 REASONABLE ACCOMMODATION

It is the policy of Olympic/Bekins to comply with the Americans With Disabilities Act (ADA), and other federal and state laws prohibiting discrimination against applicants or employees with disabilities. Accordingly, Olympic/Bekins will make every reasonable effort to accommodate applicants and employees with known physical or mental disabilities to the extent required by law. This reasonable accommodation policy extends to all services, programs, and facilities that are provided through employment with Olympic/Bekins. Olympic/Bekins reserves the right to modify, or make exceptions to, any of its existing policies or practices to the extent necessary to provide a reasonable accommodation to an applicant or employee whom Olympic/Bekins knows to have a disability.

All other personnel matters such as compensation, benefits, transfers, terminations, staff reductions, training, education and social/recreation programs will be administered free from any unlawful discriminatory practices.

3.0 HIRING, EMPLOYMENT STATUS, DISCIPLINE, AND TERMINATION

3.1 HIRING

Olympic/Bekins will look to a variety of sources for applicants for its job openings. By applying for employment, an applicant agrees that Olympic/Bekins has the right to contact all references listed by the applicant and to contact the prior employers of the applicant. All employees must fill out an application packet that includes an Application, Employment Eligibility Verification, W-4, I-9, Employee Data Sheet, Drug Testing Consent & Release form, Employee Confidentiality Agreement and Background check consent.

All proof of eligibility to work in the US documents presented with the I-9 will be verified using USCIS E-Verify website.

In addition, by applying for employment the applicant agrees that he or she may be asked to participate in a drug screen, to take a job-related physical examination and test, and background and driver's record check, etc.

Most newly hired employees will be hired as part time. All newly hired employees are subject to a review period of up to 6 months. After 6 months their performance and hours will be reviewed either formally or informally to determine whether they will continue in a part time capacity or be converted to FT status.

In order to process paychecks, and to meet state and federal employment standards, the Company must have new employee paperwork on file at the Corporate Office within the first three days of employment. A newly hired employee will not be paid until all paperwork is complete and received by Corporate Office.

3.2 PERSONNEL FILE AND OTHER RECORDS

Employee personnel files include all or part of the following: job application, resume, wage history, performance reviews, disciplinary and corrective documentation. Personnel files are the property of Olympic/Bekins and access to the information is restricted. Limited management personnel with a legitimate cause may review a file with reasonable advance notification.

It is the responsibility of each employee of Olympic/Bekins to promptly notify their supervisor or manager of any changes in personnel data such as:

- Mailing address
- Land line and/or cell number
- Legal name, name change, number of dependents
- Emergency contact
- Withholding Amounts (W4)

An employee's personnel data should be accurate and current at all times.

Any employee of Olympic/Bekins who works daily or for a specific project within Records Management or Payroll will adhere and comply with the Health Insurance Portability and Protection Act of 1996 (HIPAA). This privacy rule is a set of national standards designed to safeguard protected health information (PHI). Protecting and maintaining the confidentiality of all records in our custody will be handled in strict accordance with HIPAA. Additionally, all records of a legal nature will be handled in accordance with Washington State court requirements for protecting the confidentiality of such information.

3.3 EMPLOYMENT STATUS

Olympic/Bekins hires full time, part time and part time casual employees. An "employee" of Olympic/Bekins is a person who regularly works for OMS or BNW on an hourly wage, salary or commission basis. "Employees" may include exempt, non-exempt, regular full time, regular part time and temporary persons. Others employed by Olympic/Bekins are subject to the control and direction of the Company and in the capacity and performance of their duties.

Exempt - Paid on a salary or earned commissions basis (or combination of both) for their overall job responsibility and/or commissions earned rather than for hours worked. Thus, any overtime worked will be without additional compensation. This is an employee whose position meets specific criteria established by the Fair Labor Standards Act (FLSA) and is exempt from overtime pay requirements.

Non-Exempt - Will be paid overtime pay for overtime hours worked within the various state guidelines. Clerical employees must get approval from their Supervisor before working overtime hours. This is an employee whose position does not meet FLSA criteria and is paid one and one-half their regular rate of pay for hours worked in excess of 40 hours per week.

3.4 PROBATIONARY PERIOD

Any new employee may be evaluated to determine whether further employment beyond the specified probationary period is appropriate. The time frame for the evaluation will not exceed 90 days and will be determined in advance to the first scheduled shift. During this time the employee has the opportunity to evaluate the company as a place of work and the manager or supervisor of the employee has the opportunity to evaluate the employee and their performance in the position. Both the employee and the manager or supervisor has the right to terminate employment without advance notice. When an employee completes the probationary period, the employee will be notified of new status. All employees regardless of classification, length of service or job title are expected to meet and maintain Company standards for job performance and behavior. Any violation of company rule during probationary period may result in immediate termination.

3.5 OUTSIDE EMPLOYMENT

Employees may hold outside jobs in non-related business or professions as long as the employee continually meets the performance standards of their job with Olympic/Bekins and the position does not pose a conflict of interest. Unless an alternative work schedule has been approved by Olympic/Bekins, employees with outside jobs will first honor Olympic/Bekins scheduling assignments.

Office space, equipment and materials of Olympic/Bekins are not to be used for outside employment sources without prior consent from the General Manager of your location.

3.6 CONFLICT OF INTEREST

Olympic/Bekins recognizes and respects the individual employee's right to engage in activities outside his or her employment. However, Olympic/Bekins reserves the right to determine when an employee's outside activities create a conflict with the Company's interests, and to take whatever action it deems necessary to resolve the conflict, up to and including discharge.

Possible conflicts of interest may include:

- **Other Employment:** It is a conflict of interest for a full time regular employee to accept simultaneous employment with another company if that company is a competitor of Olympic/Bekins, or a vendor of Olympic/Bekins, or one that provides the same type of services as Olympic/Bekins on an independent contractor basis. If a full-time employee works on a non-conflict of interest, part time basis for another company, that employee is required to maintain their first responsibility to Olympic/Bekins. If that employee refuses work with Olympic/Bekins when it is available in favor of the other job, then they jeopardize their full-time status and are subject to disciplinary action, up to and including termination.
- **Outside Business:** No regular employee can establish or maintain an outside business interest in a company that is a competitor or customer or vendor of Olympic/Bekins. This includes commission arrangement, fees, royalties, property interests, or payments of any kind.
- **Gifts from Customers:** It is a conflict of interest for an employee to accept a gift of any kind from any customer that is not accompanied by a written, signed receipt from the customer which will be filed with the customer's paperwork.
- **Gifts from Vendors:** It is a conflict of interest for an employee, including those in management, to receive gifts or "kick-backs" or "incentives" from vendors that can reasonably be determined to be of a value greater than \$20. Cash may never be accepted from a vendor in any amount by any employee. If ever there is a question as to whether or not a gift is acceptable, an Owner or Officer of the Company will make the final decision.
- **Legal Requirements:** No employee will do anything in the conduct of business that would violate any federal, state, or local laws, regulation, or ordinance.

3.7 LOSS OF DRIVING PRIVILEGE

Although we hope the need does not arise, however, there may be cases in which a current employee has their license suspended, revoked or their driving privilege otherwise prohibited by our insurance. Olympic/Bekins will make attempts to retain the employee if possible barring current needs of the company. This may include moving the employee into a position that they are not driving company vehicles.

**Such position changes may result in a reduction of compensation. **

4.0 DAILY WORK CONDITIONS

4.1 WORK SCHEDULES

All offices of Olympic/Bekins are open for business from 8:00 am to 5:00 pm, Monday through Friday, except for recognized Holidays.

The moving operation of Olympic/Bekins is open for business on a varying schedule, which may include all hours of the day and night, weekends, and possibly holidays. It is the sole responsibility and a condition for continued employment for all movers to call the nightly dispatch after 5:00 pm every evening and listen to the next day's lineup. This lineup information will tell each mover what time to report to work the following day. Failure to call in may result in corrective action including termination.

Upon hire, all movers will be issued a list of contact information for their respective supervisor, office and nightly dispatch.

4.2 INCLEMENT WEATHER & EMERGENCY CLOSINGS

At times, emergencies such as severe weather or power outages can disrupt the daily operations of Olympic/Bekins. The decision to close the office will be made by the Executive Management Staff. The adopted policy for office closures is as follows:

Office closed due to unexpected circumstances (severe weather, power loss, security or regional emergencies). Employee is permitted to use PTO time if available otherwise it is unpaid regardless of if branch is kept open or whether it's closed by the General Manager for a partial day or for an entire day(s), hourly employees will only be paid for hours worked.

Closures may be due to concerns for the safety of the employees, concerns about having company equipment on the road, a minor or major disaster, or another justifiable reason. If the branch doesn't officially close, some employees may not be able to or feel safe coming into the branch while others may be more able and willing to safely venture out during such days. Office open but employee is unable to make it to the office due to circumstances that make travel unsafe or impossible. Employee is permitted to use PTO time if available otherwise it is unpaid. If possible, Olympic/Bekins may provide a shuttle service for employees to be picked up and dropped off at home to not allow for any interruption of the regular work schedule.

When the decision is made to close the office, employees will receive a notification from a supervisor or the Executive Management Staff. It is the sole responsibility of the employee to ensure that correct contact information is provided to their direct supervisor in order to be notified in a timely manner.

If business necessity requires, on subsequent days the General Manager may arrange for the staff to work extra hours to help offset lost hours.

5.0 STANDARDS OF CONDUCT

Olympic/Bekins has a Code of Conduct. All employees are expected to read and follow the code. Failure to follow these standards of conduct may result in disciplinary actions up to and including termination. A copy of the Code of Conduct is included in this Handbook and is available on the company's homepage or from your supervisor, or by calling the corporate office and requesting a copy.

5.1 PUBLIC IMAGE & UNIFORM POLICY

5.1.1 Uniform

Appearance is important in both the office and anytime an employee comes in contact with customers or potential customers. Employees should be well groomed and dressed appropriately for our business and for their position in particular and not be too revealing.

While working as a mover, OMS/BNW shirts and sweatshirts require a small deposit. OMS/BNW hats, jackets, pants and shorts are available for purchase.

The following items are considered **appropriate** working attire for Movers of Olympic/Bekins and will be referred to as the uniform:

Mandatory Uniform

- OMS or BNW shirt
- Closed toe shoes or work boots (must be safely secured to feet)
- Pants or shorts in either denim, cargo or work wear (dickies or comparable style). All must be worn at waist and belted if necessary. Acceptable colors are black and blue (must be solid in color, no plaid, and free from designs, images and advertising)

Optional Additions to Uniform

- OMS or BNW baseball cap or stocking cap (no personal)
- OMS or BNW sweatshirt (no personal)
- OMS or BNW jacket
- Personal jacket - must be clean, professional, free from holes and tears

The following items are considered **inappropriate** and will **not** be approved for Movers uniform attire.

- Sandals or "flip flops"
- Sweatpants, basketball shorts, wallet chains
- Any apparel with offensive gestures, advertising or logos
- No sunglasses on job site
- No visible piercings with the exception of ears.
- Ear piercings must be studs or plugs, no hoops or dangles.
- Unprofessional hair color or style.

Personal hygiene is also a priority; movers need to maintain a professional appearance while representing the company. The following are a few examples of the daily routine expected for the moving crew.

- Daily shower use deodorant
- Brushed teeth
- Clean hair, trimmed beards and nails
- Long hair pulled back and managed
- Clean clothes, no holes or tears

Maintaining proper appearance is key to the success of our crew while working directly with the customer. Employees who do not adhere to the Public Image & Uniform Policy will be subject to disciplinary and corrective action up to and including termination.

5.1.2 Smoking and Chewing Tobacco

It is the intention of Olympic/Bekins to comply with Washington State's Smoking in public places, Chapter 70.160 RCW, (formerly Washington's Clean Indoor Air Act) which prohibits smoking in public places and in the workplace.

Smoking by employees or customers is not permitted within 25 feet of all entrances, exits, windows and ventilation intakes and is only allowed during designated meal and rest periods. In addition, for insurance and other reasons, smoking is not permitted in Company vehicles, trailers, warehouses or offices. Employees are not permitted to smoke or chew tobacco inside of customer's residences or business facilities. All cigarette butts must be extinguished and disposed of in an approved receptacle and not littered upon the ground.

Employees must adhere to all rules and regulations associated with Smoking in public places well as all additional policies established by Olympic/Bekins. Failure to do so will result in corrective action, up to and including termination.

5.1.3 Personal Telephone Use

Personal telephone calls whether on company phones or on private cellular phone s should be made during meal breaks and rest periods whenever possible and should be short in duration. Long distance phone calls should never be made on Company phones without making prior pre-payment arrangements.

5.1.4 Property Belonging to The Company and Customers

During your employment, you may have contact with items that belong to Olympic/Bekins or its customers, including keys, boxes, trucks, and possibly cash. You should never take with you at the end of your work shift, any such items unless you have the specific permission of your General Manager. If ever the opportunity arises to receive a gift (such as unwanted furniture, knick-knacks, etc.) from a customer, a written and signed receipt from the customer is required. That receipt must be filed with the paperwork of that move. A copy may also be placed in your personnel file.

If after investigation there is reasonable cause to believe that an employee may have item(s) belonging to a customer or the Company for which they do not have permission or a receipt, the Company reserves the right to discipline that employee up to and including termination.

****All employees are subject to a reasonable cause or random search of any locker or desk they use at work any items they have with them while on Company property. ****

5.1.5 Records Management & HIPPA Compliance

Any employee of Olympic/Bekins who works daily or for a specific project within Records Management will adhere and comply with the Health Insurance Portability and Protection Act of 1996 (HIPAA). This privacy rule is a set of national standards designed to safeguard protected health information (PHI). Protecting and maintaining the confidentiality of all records in our custody will be handled in strict accordance with HIPAA. Additionally, all records of a legal nature will be handled in accordance with Washington State court requirements for protecting the confidentiality of such information.

5.1.6 Government Contracting Training

Olympic/Bekins can provide training for those employees who may be involved in contracts with the government. If you do or will work with government contracting contact your supervisor and/or the corporate office so we can arrange training. Employees may never use company phones to make pay-for-service calls, or any other type of call that could reasonably be considered to be a "900 number" type call.

Employees who misuse company phones are subject to disciplinary action up to and including termination.

5.1.7 Solicitation, Distribution, And Access

For any reason other than for charitable/school fund raising, an employee of Olympic/Bekins may not distribute nor solicit anywhere on Olympic/Bekins premises during his or her working time, nor may they distribute to or solicit employees who are on their working time.

Persons who are not employees of Olympic/Bekins may not distribute or solicit anywhere on Olympic/Bekins premises at any time. Employees should notify their supervisor immediately if someone who is not an employee of Olympic/Bekins is observed in violation of this policy. Service and supply vendors or other salespeople may be permitted to visit Olympic/Bekins facilities only upon the invitation of Olympic/Bekins management, or by prior appointment.

5.1.8 Bulletin Boards

Company notices that affect employees will be posted on the bulletin boards, including information on safety, job openings, policy changes, etc. No one may post information on the bulletin boards without obtaining prior permission from the General Manager.

6.0 ATTENDANCE

Olympic/Bekins expects every employee will be regular and punctual in attendance. This means being in the warehouse/office at your scheduled start time each day. Absenteeism and tardiness places a burden on other employees and may cause for delays in the days scheduled moves. Staying in communication allows Olympic/Bekins to arrange for coverage of your duties and also helps other employees to continue work in your absence.

If you are unable to report for work for any reason you must notify your supervisor immediately, giving proper notice before your scheduled starting time. You are responsible for communicating your absence with your supervisor, not another employee. In the case of leaving a voice-mail, a follow up call must be made as soon as possible to ensure that your message was received. All necessary phone numbers will be issued upon hire and will also be provided on the nightly dispatch recording.

6.1 PROPER NOTICE OF ABSENCE

- Scheduled time off for vacation, appointments or other planned engagements: We require at least 48 hours notice before your planned absence/s. Time off must be approved by your supervisor. Denial may be given if coverage cannot be arranged, or if requested time off becomes excessive, more than 1 occurrence within a 30-day period.
- Unscheduled time off for illness, emergency or other unplanned absence: We require at least 1-hour notice before your scheduled shift. An occurrence of more than 1 absence within a 30-day period will be considered excessive and may result in corrective action including termination.
- Employees who do not adhere to the Proper Notice for Absences Policy will be subject to disciplinary and corrective action including termination. Failure to inform your supervisor of an intended absence will be considered an absence without notice and subject to corrective action including immediate termination. If after two consecutive days of absence and the employee has not notified or communicated altogether with a supervisor, it will be assumed that the employee has resigned and will be removed from employed status.

6.2 TARDINESS

Showing up late for work causes difficulties for the Company, the customer, and fellow employees. It is the employee's responsibility to contact the branch office to inform them if he/she will be coming into work late, and to contact the supervisor to inform him/her how soon the employee will arrive. Tardiness may lead to disciplinary action, up to and including termination.

7.0 PERFORMANCE EVALUATIONS

All regular employees may receive formal written evaluations. Evaluations normally take into account several factors, including quality of work, quantity of work, efficiency, commitment to your work, ability to work with peers, ability to work with customers, following safe work policies and attitude. Evaluations may be given periodically throughout the year, as well as at management's discretion. Performance Evaluations are an evaluation of your performance that does not necessarily include an evaluation of your pay.

If an evaluation is completed, your supervisor will normally discuss it with you, including a discussion of your areas of strength, as well as suggestions for improvement. Although specific problems should be brought to your supervisor as they occur, the appraisal period is also an excellent opportunity to discuss problems, if any. Remember, appraisal times provide an opportunity for the interchange of ideas beneficial to both you and your supervisor.

8.0 LAYOFF, RECALL, REDUCTION OF HOURS

Olympic/Bekins hopes that it will not become necessary to lay off or reduce the hours of any employees at any time. However, given the annual and seasonal fluctuations in demand for services, some employees may have to be laid off or have their hours reduced on occasion.

If employees are to be laid off or given reduced hours, various factors may be taken into consideration including business necessity, job classification & qualifications, branch location, length of service, etc. Olympic/Bekins reserves the ultimate right to decide whether layoffs or reductions will occur and who will be affected.

Whether the layoff or reduced hours is considered permanent or temporary, the resulting effect on benefits will be addressed at the time when the layoff or reduction in hours occurs.

9.0 DRUGS AND ALCOHOL

9.1 ALCOHOL AND SUBSTANCE ABUSE POLICY STATEMENT

While at work, each of our employees has a responsibility to our customers, our employees and the general public to perform his/her work and to deliver services and products in a safe conscientious manner. Our employees must be able to work in a drug-free environment and themselves be free from the effects of alcohol and other job-impairing substances. Accordingly, the use, sale, manufacture, transfer, or possession by an employee of liquor, a controlled substance, drugs not medically authorized, or other substances, any of which may impair job performance or pose a hazard to the safety and welfare of the employee, the public, or other employees, is strictly prohibited and may result in immediate termination.

9.2 SUBSTANCE SCREENING

It is the policy of Olympic/Bekins to provide a drug and alcohol-free work place.

- Employees shall not report to work under the influence of alcohol or drugs, nor shall they possess or use such substances while they are on duty.
- Employees shall not sell or provide drugs to anyone under any circumstances, nor shall s/he sell or provide alcohol to any person while such employee is on duty.
- Employees shall not allow their ability to work to be impaired as a result of the use of alcohol or drugs.
- "Impaired" is defined as being under the influence of a substance such that the employee's motor senses (i.e., sight, hearing, balance, reaction, reflex or judgment) are or may be reasonably presumed to be affected. It is also defined as failing a drug or alcohol screen.
- "Work site" means any office, building, vehicle, or property (including parking lots) owned or operated by the employer, or any other site in which an employee is to perform work for the employer.
- "Possess" means to have either in or on an employee's person, personal effects, motor vehicle, tools, and areas substantially entrusted to the employee's control such as desks, files, and lockers.

Authorized substances include only:

Lawful over the counter drugs (excluding alcohol) in reasonable amounts; Other lawful (prescription) drugs in which the prescription is clearly issued to the possessor and the medication is taken in the amounts prescribed.

As Per DOT regulations, "Marijuana remains a drug listed in Schedule I of the Controlled Substances Act. It remains unacceptable for any safety-sensitive employee to drug testing under the Department of Transportation's drug testing regulations to use marijuana." Furthermore, DOT states that even physician recommendations for use do not excuse the use of the drug under DOT rules. Per 49 CFR Part 40, section 40.151 (e) of the DOT regulations,

Medical Review Officers will NOT verify a drug test as negative based upon information that a physician recommended that employee for "medical marijuana."

The above regulations pertain to all employees, as Olympic/Bekins is a DOT regulated company engaging in interstate transportation.

Employees must NEVER be under the influence of any intoxicants while working and on work related business.

Employees who violate this policy are subject to disciplinary action up to and including immediate discharge.

Persons wishing to be considered for employment will consent and authorize Olympic/Bekins to designate a clinic, hospital or technician to conduct a drug screening report that will determine the presence of drugs. If you do not wish to be tested for drugs you will not be considered for employment regardless of qualifications.

10.0 PROGRESSIVE DISCIPLINE/CORRECTION

In order to provide our customers with the best possible service, and to provide a pleasant, safe environment for our employees, Olympic/Bekins may follow a progressive discipline/corrective action approach to job related performance or conduct problems. Although progressive discipline is a method used to correct inappropriate behavior before it becomes more serious, Olympic/Bekins reserves the right to deviate from this preferred approach:

- a verbal warning or written warning for a first violation of a Company rule of conduct or other unacceptable action
- a written warning for a repeat violation (the repeat conduct should be similar, but need not be identical)

Warnings should specify what the supervisor or manager identifies as the problem, and the employee should be given the opportunity to sign the written warning, acknowledging receipt and making a statement if he/she chooses to do so.

If an employee is found to have repeated the same or similar conduct and has received a warning, that employee may be subject to:

- a suspension without pay
- a termination

If an employee is on a disciplinary suspension they will forfeit the right to any holiday pay during the time of the suspension. Employees on disciplinary suspension are also ineligible for paid PTO time during the duration of the disciplinary suspension.

Following are some, but not all types of conduct which normally would result, on first offense, in verbal or written warnings and which, in some circumstances, may result in termination:

- Failure to call in to advise of intended absence
- Excessive or continual tardiness or absences
- Failure to call in to advise of being late
- Failure to properly fill out time card
- Abuse of Company property
- Failure to adhere to no solicitation, no distribution, no access rule other than charitable solicitation
- Failure to observe safety and health rules
- Low quality or quantity of work
- Inappropriate conduct, including verbal statements or discourteous actions, with any customer or employee
- Failure to promptly carry out a clear directive
- Failure to follow safe work practices
- Failure to follow Olympic/Bekins policies and procedures
- Failure to follow smoking & chewing tobacco policy as stated in this handbook or by not following or complying with RCW 70.160, Smoking in Public Places.
- Solicitation of tips or goods from customers

Below are some, but not all, types of conduct which normally would be considered to be so serious as to warrant possible immediate termination even for first offense:

- Fighting or Harassment of any kind
- Dishonesty, including, but not limited to, falsification of employment application, time card, or any report or document to the Company
- Theft of any kind
- Unauthorized use of company credit and/or gas card
- Unauthorized use of a company vehicle including taking one "home" or to some other non-work-related site without permission
- Personal possession of a weapon or explosive on Company premises whether working or not working
- Failure to qualify, or remain qualified for insurance purposes
- Possession of, use of, or being under the influence of an illegal substance.
- Improper use or possession of prescription drugs.
- Working under the influence of alcohol or other judgment impairing substances (legal or illegal), prescribed or non-prescribed narcotics or illegal drugs; possession, distribution or intent to sell illegal drugs; personal use of illegal drugs. Drug testing will result from suspected illegal drug use during working hours or personal time. Termination will result from a positive result or if the employee refuses to undergo testing.
- Insubordination - willfully disobeying an authority.
- Rude, uncooperative, or disrespectful conduct toward a co-worker, supervisor, customer, etc.
- Careless or negligent performance whether or not results in damage to company or customer property
- Failing a drug/alcohol screen
- Failure to be able to get, or failure to remain qualified for the position held.
- Failure to follow state and/or federal regulations
- Failure or refusal to work assigned hours or assigned job
- Vandalism
- Purposeful destruction of company property
- Using company equipment for purposes other than company business (inappropriate internet usage, using vehicles without permission)
- Personal gain on company time (cell/company phone usage, personal conversation, or anything that otherwise encompasses the use of company time while conducting personal business).
- Not adhering to meal and break periods.

** All employees are employed at will. This means that either Olympic/Bekins or the employee may terminate the employment relationship at any time for any reason, with or without cause. **

11.0 HARASSMENT

Prohibition of Harassment - Within Olympic/Bekins, harassment of fellow employees, members of the public, or other persons will not be tolerated, particularly where such harassment is because of the individual's race, color, creed, and/or religion, sex, age, national origin, ancestry, marital status, veteran status, medical condition, or because of sensory, physical or mental disability, sexual orientation or any other factor protected by law. Harassment is a serious matter and employees engaging in conduct determined by an Officer of the Company to be harassment of another may be subject to discipline up to and including termination.

Notice of Harassment - If any employee of Olympic/Bekins believes that he or she is being subjected to harassment, he/she should advise those individuals engaged in the offensive behavior that their behavior is regarded as being offensive. Additionally, persons within Olympic/Bekins who feel they have been a victim of harassment in any manner are strongly encouraged to advise their supervisor, the Corporate Administrator, the President, or other officer personally of the incidents or occurrences which the employee find to be offensive and amounting to harassment. While written reports are encouraged, it is not required that complaints of harassment be made in writing. Employees must take action to report if they believe they have been subject to harassment. Their report is the best and often the only notice to the employer that corrective action may be necessary.

What Constitutes Harassment & Types of Harassment - Harassment is behavior that is offensive to another person. Harassment is behavior which is motivated by a misguided point of view embracing offensive sexual, racial, national, religious, age- based, sexual orientation or other class associated stereotypes and perceptions of social behaviors. Harassment can be verbal, non-verbal, or physical. It is not necessary that an individual intend his/her conduct to be harassing or act with a malicious or mean- spirited motive.

- Sexual Harassment - Employees are cautioned that any type of sexual behavior in the workplace may be interpreted as being negative. Sexual behaviors include flirting, courting, unwelcome sexual advances, offensive comments, jokes, obscene or lewd suggestions/comments, inappropriate touching, suggestive looks or leers, offensive pictures in magazines, calendars, or other items displayed in the workplace, sexual innuendos or an outright threat that a job or job benefit is dependent upon acceptance of this type of offensive behavior.
- Other Types of Harassment - Harassment may include jokes that belittle or are based upon an individual's or a group's race, color, creed, and/or religion, sex, age, national origin, ancestry, marital status, veteran status, medical condition, sensory, physical or mental disability, sexual orientation or any other factor protected by law. Employees are cautioned that any behavior in the workplace that focuses on an individual's or a group's membership in a protected class may be interpreted negatively. Such conduct could include, but is not limited to: sexual, racial, or ethnic jokes, mocking an accent or manner of speech, denigrating an individual because of membership in or an affiliation with a protected class, displaying cartoons or literature containing racially, sexually, or ethnically offensive clichés, or outright threat that a job or a job benefit would be denied because of membership in or affiliation with a protected class.

Supervisor's Responsibilities - Supervisors must be attuned to incidents in the workplace and report instances of questionable conduct to the Corporate Administrator, the President or any Officer of the Company. Supervisors who ignore harassment in the workplace or who fail to report these instances are subject to discipline, including dismissal. Retaliation against employees who complain of harassment is prohibited, even if insufficient evidence is found to support the complaint.

12.0 TERMINATION OF EMPLOYMENT

Termination of employment is inevitable within any organization. Below are a few examples of the most common circumstances which employment is terminated:

- Resignation
- Lay Off
- Termination

Employment with Olympic/Bekins is based on mutual consent, both the employee and Olympic/Bekins have the right to terminate employment at will, with or without cause during the Probationary Period for new employees.

12.1 RESIGNATION OR QUIT BY EMPLOYEE

If you are considering resigning or quitting your employment at Olympic/Bekins, we hope that you first will talk it over with your supervisor or General Manager. If you decide to cease your employment, we hope that you will give Olympic/Bekins as much advance notice as possible, with two weeks' notice considered the minimum acceptable.

12.2 TERMINATION DATE

For purposes of our records, normally the last date worked will be the date of termination.

12.3 RETURN OF COMPANY PROPERTY

When an employee terminates, all Company items, including keys, uniforms, etc., must be returned on or before their last day of work or before receipt of final paycheck. The cost of non-returned items will be deducted from the employee's final pay as well as all outstanding financial obligations such as garnishments, draws and payment of benefits.

13.0 WAGES AND SALARIES

13.1 COMPETITIVE PAY

Olympic/Bekins seeks to pay its employees at a level that will attract and retain the finest team in the industry. Your pay generally will be reviewed annually although this may not always be the case.

Some employees may be eligible to receive an allowance as compensation for use of a personal vehicle or personal cell phone.

13.2 PAY PERIODS

Olympic/Bekins issues payroll twice monthly. The methods of payment available at your location are determined by the corporate office.

- Olympic - Pay periods from the 1st to the 15th, paid on the 20th. Pay periods from the 16th to the end of the month, paid on the 5th.
- Bekins - Pay periods from the 1st to the 15th, paid on the 22nd. Pay periods from the 16th to the end of the month, paid on the 7th.
- When a pay day falls on a Saturday, employees will be paid on the Friday before.
- When a pay day falls on a Sunday, employees will be paid on the following Monday.
- Bank closures due to Holidays may alter the pay day schedule. Employees will be notified as soon as possible of any changes.

Paychecks will not, under any circumstances be given to any person other than the employee without prior written authorization from the employee.

13.3 TIMEKEEPING

Accurately recording time worked is the responsibility of each employee. Time worked is the actual time spent on the employee's assigned duties or specific job.

Olympic/Bekins does not pay for extended breaks or time spent on personal matters.

Office Staff

- Record time in ¼ hour increments (i.e.: worked **8:40 to 3:13**, the time will be recorded as **8:45 to 3:15**)
- Overtime is paid for hours worked in excess of 40 hours in one week. Rate of pay for overtime is 1.5 x the employee's regular rate of pay. Overtime is not authorized for office staff, however in rare situations may be approved if necessary.
- Taking full lunch is mandatory.
- Forfeiting your lunch time, starting shift early or staying late to alleviate time loss due to personal time off or time off that is otherwise not compensated for, is not allowed. However, under extreme and rare circumstances, arrangements may be made between management and employee to minimize or avoid time loss.

Moving Staff

- Record time in ¼ hour increments (i.e.: worked **8:40 to 3:13**, the time will be recorded as **8:45 to 3:15**)
- Overtime will be paid for hours worked in excess of 40 hours in one week. Rate of pay for overtime is 1.5 x the employee's regular rate of pay.

Altering, falsifying or tampering with time records will result in corrective action, including termination of employment. Any modifications or changes to an employee's schedule that resulted in altered time worked must be documented on the time card. Such as leaving early, requested time off, etc.

13.4 OVERTIME

Hourly and non-exempt salaried employees who work more than 40 hours in a workweek will be paid time and a half for those overtime hours. Where state law requires payment of overtime under a different arrangement, then state law will control. Olympic/Bekins workweek starts at 12:01 a.m. Sunday morning and goes until midnight Saturday.

Overtime worked by Clerical employees should be specifically approved in advance by the supervisor. It is the responsibility of the employee to keep a record of their overtime hours worked on their daily online attendance records.

Hours must be worked in order to qualify toward overtime. Therefore, paid PTO hours and paid holiday hours will not apply toward hours needed to be worked in order to be paid for overtime.

Olympic/Bekins will attempt to provide to employees who are needed for overtime work, reasonable advanced notice.

Hours worked at all Olympic/Bekins locations are considered towards overtime.

Olympic/Bekins tries to accommodate personal requests regarding work hours. However, the final decision of whether or not an employee works on a specific day or time is made by the supervisor. The failure of an employee to be available for work when scheduled is grounds for disciplinary action, up to and including termination.

13.5 MEAL AND REST PERIODS

All hourly employees working more than five hours in a workday are entitled to and are required to take a mandatory meal break of not less than 30 minutes or more than 60 minutes. This break should be taken approximately 5 hours after the workday begins or as close to that as possible. This meal break is un-worked and unpaid time. Under no circumstances is an employee allowed to work a shift of over 6 hours and add a lunch break at the end of the day.

Also, hourly employees working 3 or more hours over the normal workday (8 hours), are entitled to one additional 30-minute meal break within that overtime period. Again, this is un-worked and unpaid time.

Additionally, employees who work 4 hours or more are allowed one 10-minute paid rest period for each 4 hour worked. Consequently, if an employee works 8 hours, they are entitled to two 10-minute paid rest periods (breaks). Employees who work 12 hours are entitled to 3 paid rest periods, etc.

Driving a company vehicle from the job site for the personal purpose of getting lunch, cashing payroll checks, etc. is prohibited.

It is the responsibility of the hourly employee to follow policy and to complete their timesheets properly. It is the responsibility of management to enforce the policy and to make certain that the timesheets are completed correctly & truthfully. If there is no lunch recorded on the timesheet for a work period of over 5 hours, the manager/ops manager/supervisor must go back to that employee to find out why a lunch was not recorded. If the employee actually worked through their lunch time, they must be paid for that time and the employee will be disciplined.

Personal business should be conducted during employee's meal or rest break.

Employees who do not adhere to the meal and break policy will be subject to disciplinary and corrective action including termination.

13.6 PAYROLL ADVANCES

Payroll advances must have prior approval from an Owner or Officer of the company. Payroll advances will only be granted for payroll errors or sincere emergencies. All information must be forwarded the Payroll and HR Manager.

13.7 PAYROLL RE-PROCESSING FEES

Olympic/Bekins is charged for each time a stop-payment is requested on a payroll check. Therefore, for any reason other than company fault, all charges associated with re-issuing a paycheck will be passed on to that employee by deducting that amount from the re-processed check. Some, but not all, of the reasons employees may request that a check be reissued resulting in a re-processing fee are: lost checks, checks destroyed by washing or other means, checks never received because the employee requested that the check be mailed but it was never received, stolen checks, direct deposit checks sent to a closed account, etc.

13.8 MILEAGE REIMBURSEMENT

Some employees may need to use their personal auto in the course of doing their daily work activities. These employees are sometimes paid an Auto Allowance or mileage reimbursement as compensation for the use of their personal vehicle. Some but not all of the requirements to drive a POV on behalf of the company are having a valid state driver's license, periodic reviews of their driving record based on specific criteria and carrying minimum limits of insurance. If ever their license is suspended or revoked, they must inform their manager immediately. Their Auto Allowance may be suspended during the time that the employee does not have a valid driver's license. If it is discovered after-the-fact, disciplinary action will result including, but not limited to: loss of Auto Allowance opportunities; re-payment of past Auto Allowance money; and/or other disciplinary action up to and including termination of employment.

Minimum insurance coverage for a POV to be used regularly on behalf of Olympic/Bekins is:

Bodily Injury:	\$100,000 each person / \$300,000 each occurrence	Property Damage:	\$100,000
Medical payments:	Optional	Comp/Collision:	Optional

Mileage will be reimbursed on regular paycheck at current IRS Mileage Reimbursement Rate (www.irs.gov)

13.9 CELL PHONE ALLOWANCE

Some employees may need to use their personal cell phone in the course of doing their daily work activities. These employees are sometimes paid a Cell Phone Allowance. Employees receiving a Cell Phone Allowance from the company must have an active, current cell phone and plan. If their phone is missing (due to loss, damage, theft or for other reasons), and/or their plan is cancelled, suspended, or otherwise made inactive for a period of two (2) weeks or more, it is that employee's responsibility to inform their supervisor. If it is discovered by the company after-the-fact, disciplinary action will result including, but not limited to: loss of Cell Phone Allowance opportunities; re-payment of past Cell Phone Allowance money; and/or other disciplinary action up to and including termination of employment.

14.0 BENEFITS

14.1 MEDICAL, DENTAL and LIFE

Olympic/Bekins offers the following health and life insurance programs for regular full-time employees meeting a minimum average of 30 hours per week per year for Medical, Vision Dental and Life Insurance.

The employee's portion of the monthly premium will be split up and deducted from their semimonthly paycheck and will begin on the 1st pay period of the month in which the coverage is effective.

14.1.1 Health, & Vision Insurance

- 90-day probationary period.
- Enrollment is voluntary.
- Eligible for enrollment on the first day following completion of the probationary period.
- Enrollment must be done within a 30-day window following the completion of the probationary period.
- Employees are responsible for inquiring about enrollment and completing enrollment within the 30-day window with Human Resources.
- Coverage will be effective on the first day of the month following the probationary period.
- Annual Open Enrollment will be in April for a May 1st effective date and is offered to eligible employees who want to renew coverage and eligible employees who want first time coverage who did not complete enrollment within the 30-day window following the probationary period.
- All eligible employees will be notified of the Annual Open Enrollment by Human Resources.
- The Company will cover 75% of the premium, for the eligible employee only. Spouse and Dependents coverage is the responsibility of the employee
- Employees cover 25% of the premium by payroll deduction.

14.1.2 Dental & Life Insurance

- 90-day probationary period.
- Enrollment is voluntary.
- Eligible for enrollment on the first day following completion of the probationary period.
- Enrollment must be done within a 30-day window following completion of the probationary period.
- Employees are responsible for inquiring about enrollment and completing enrollment within the 30-day window with Human Resources.
- Coverage will be effective on the first day of the month following the probationary period.
- Annual Open Enrollment will be in April for a May 1st effective date and is offered to eligible employees who want to renew coverage and eligible employees who want first time coverage who did not complete enrollment within the 30-day window following the probationary period.
- All eligible employees will be notified of the Annual Open Enrollment by Human Resources.
- Employees cover 100% of the premium

****Please note with the legislation passed in October 2012, changes will be made to the Health Care Benefits to comply with the Federal Health Care Reform Initiative. ****

14.2 HOLIDAY OBSERVANCE

Olympic/Bekins observe the following holidays:

- New Year's Day
- Christmas Eve Day (applies to office only)
- Christmas Day
- Thanksgiving Day
- Independence Day
- Labor Day
- Memorial Day

The offices of Olympic/Bekins will be closed for these holidays. The moving operations are typically closed for these holidays, however if there is a great need for our service and at the discretion of Olympic/Bekins, we will remain open. When the holiday falls on a weekend, the Monday or Friday nearest the holiday will be designated as the holiday at the discretion of Corporate Office.

14.2.1 Holiday Pay

After the first-year anniversary, regular full-time and part time employees who work a minimum of 30 hours per week are paid 8 hours for each holiday observed, paid on the next regular paycheck. Holiday pay is not available to temporary employees. Holiday pay for Christmas Eve is available to Office Staff only. If the mover is eligible to receive holiday pay and also works on the holiday, mover will receive full holiday pay in addition to hours worked.

OMS/BNW will make every reasonable effort to accommodate special religious holidays of an employee's faith, provided an undue hardship is not created for OMS/BNW. OMS/BNW will attempt to grant employees time off without pay for attending worship services or to celebrate holidays consistent with their expressed faith. Time off without pay may be taken, or the employee may elect to use earned PTO leave with approval from their supervisor or the employee may be asked to switch days off with a willing co-worker. Management will make every reasonable effort to approve an employee's request to schedule such time off, provided it is submitted in writing at least two weeks in advance to allow for the scheduling of work to meet operational requirements.

14.3 MOVING BENEFITS

As an added benefit to Olympic/Bekins employees, employees may use the services of Olympic/Bekins to move their immediate family within the following guidelines:

- Employees will pay Olympic/Bekins' cost, plus 10%.
- For insurance purposes, Olympic/Bekins employees being moved will be treated as regular customers; This means s/he may not help with the move once the household goods are outside of the home. If the employee is qualified and scheduled on the move as a regular paid employee, s/he may help with the move, but may not drive Olympic/Bekins equipment during the move even if a qualified driver.
- Valuation Protection Insurance on HHG in transit will be basic \$.60/lb. or the employee may choose to buy additional full replacement protection coverage at
- \$8.50 per \$1,000 of actual replacement shipment value (this rate is subject to change.)
- An employee moving at 10 % over cost must be moved by the branch that employs them or arrangements must be made directly with the General Manager from a different branch.
- For purposes of this benefit, immediate family members are defined as parents, spouse, domestic partner, child, brother, sister, or any person domiciled at the employee's residence.

14.4 PAID TIME OFF (PTO) - Effective January 1, 2018, Olympic/Bekins existing Paid Time Off (PTO) policy will be upgraded to include new benefits to employees and new 'Paid Sick Leave' state law requirements contained in RCW 49.46.200, 49.46.210, and WAC 296-128.

- Commissioned Sales Staff are exempt from this policy and should refer to their sales agreement.
- Employee will now earn PTO based on the hours worked.
- Items not considered in calculating hours worked would include: tips, gratuities, service charges, holiday pay, or other considerations.
- Employee will earn .025 hours of PTO for every hour worked. This matches the new state requirement of employees earning 1hour of PTO for every 40 hours of work.
- Accrual starts on the first day of employment, however the employee must be employed for 90-days before they will receive the PTO benefit.
- Starting on the next pay period of the employee's 3rd year Anniversary date, employee will receive an additional .014 hours of PTO for every hour worked.
- There is no cap on the number of PTO hours an employee may earn in a calendar year.
- There is no minimum number of hours an employee needs to work to qualify for PTO.
- PTO will be paid at the employee's normal hourly wage. At no time will PTO be paid at an overtime rate. PTO can be taken and will be compensated in 15-minute increments, if requested.
- PTO may not be "cashed out". Employees may request PTO hours when they are short hours due to lack of available work and is approved by the manager. A maximum of 40 hours may be paid in a pay week, when PTO is used. *Example, if an employee has worked 20 hours in a pay week (Sunday through Saturday), he/she may only use 20 hours of PTO, for a total of 40 hours paid in this week.*
- On the last day of every year, December 31st, a limit of 80 hours of un-used PTO can be rolled over to the following year, any additional PTO will be lost.
- Employees may not redeem more PTO than what is earned and available.
- If an employee's employment is terminated, any accrued un-used PTO hours will be unpaid.
- If a terminated employee is rehired within one year of the date of separation, any previously accrued, unused PTO will be reinstated. All days worked from the previous hire date will be counted towards the new hire date 90-day wait requirement. The 90-day requirement is satisfied if it had been met during the first employment.
- Employees are required to receive manager approval when requesting time-off as "unpaid" when they have PTO available. PTO may be used for time missed for a variety of reasons, including but not limited to: vacation, caring for themselves or a family member, mental or physical illness, injury, medical diagnosis, care, preventative care, when the employee's place of business has been closed for weather related circumstances or by order of a public official for any health-related reason, when an employee's child's school or place of care has been closed for such a reason, children's activities and any other absences that qualify for leave under the state's Domestic Violence Leave Act (DVLA).
- Employees must provide reasonable notice of any absence from work regardless if it was taken as PTO or non-paid. Any information provided will be kept confidential.
 - If an employee's absence is foreseeable, they are required to submit a *PTO Request* form, with the expected duration of the absence, to their supervisor for approval, at least 10-days or as early as practicable before the first PTO day being used.

- If an employee's absence is unforeseeable, the employee (or a person acting on their behalf) must contact their Direct Supervisor at least one hour before the start of their shift. The notification should include the expected duration of the absence. The employee is required to submit a *PTO Request* form to their supervisor as soon as they return to work.
- If an employee is unable to give advanced notice because of an emergent or unforeseen circumstance related to the employee or the employee's family member being a victim of domestic violence, sexual assault, or stalking, the employee or their designee must give oral or written notice to their supervisor no later than the end of the first day that the employee takes such leave.
- If an employee has used PTO for an unforeseeable purpose for more than three (3) consecutive days during which the employee is required to work, the employee must provide verification that establishes or confirms that the use of PTO is for an authorized purpose. Acceptable verification may include: any written or oral comments, a doctor's note, a signed statement by a health care provider or any other documentation demonstrating the use of PTO.
- Verification must be provided to Employee's Direct Supervisor within 10-calendar days of the first day an employee used PTO to care for themselves or a family member.
- When an employee or the employee's family member has been a victim of domestic violence, sexual assault or stalking, the employee's choice of any one or more of the following documents satisfies this verification requirement: a written statement, a police report, evidence from a court or prosecuting attorney or a court order of protection. The documentation may be from any of the following persons:
 - An advocate for victims of domestic violence, sexual assault, or stalking;
 - An attorney;
 - A member of the clergy; or
 - A medical professional.
- In the event that advance notice cannot be given in the event of an emergency, or for unforeseen circumstances, due to domestic violence, sexual assault, or stalking, verification must be provided to the employer within a reasonable time period during or after the leave.
- In the event the employee's place of business, or the employee's child's school or place of care, is closed by order of a public official for any health-related reason, acceptable verification may include: written notice of closure by order of a public official that the employee received.
- For any verification required, please note: the employee is not required to provide any details concerning the specific nature of their health condition in order to use PTO, unless otherwise required by law. Any information the employee provides will be kept confidential.
- If an employee believes that obtaining verification for use of paid PTO would result in an unreasonable burden or expense on the employee, the employee must contact their Direct Supervisor orally or in writing. The employee must indicate that the absence is for an authorized purpose and explain why verification would result in an unreasonable burden or expense on the employee.
- If an employee chooses to put this in writing, options for doing so include, but are not limited to: Completion of the PTO Request form; or Sending an e-mail to hr@olympicbekinsnw.com.
- Within 10-calendar days of receiving the employee's request, the Employee's Direct Supervisor will work with the employee to identify an alternative for the employee to meet the verification requirement in a way that does not result in an unreasonable burden or expense.

- Possible options may include but are not limited to: company-provided transportation, sharing the cost of getting a note from a medical provider, providing a note of explanation in lieu of other forms of verification or exempting the employee from the verification requirement based on the explanation provided.
- The Company may choose not to pay an employee for PTO taken for such absences until verification is provided.
- An employee has the right to contact the company Human Resources Manager, at hr@olympicbekinsnw.com or 253-242-4609 if the employee believes the proposed alternative still results in an unreasonable burden or expense.
- If an employee is not satisfied with the Company's proposed alternatives, they may consult with the Washington State Department of Labor & Industries.
- Online: www.Lni.wa.gov/WorkplaceRights
- Call (toll-free): 1-866-219-7321
- Visit: www.Lni.wa.gov/Offices
- Email: ESgeneral@Lni.wa.gov
- Managers do reserve the right to deny PTO during Peak Season (May – Sept.) if an employee is requesting time off for vacation or non-emergency purposes, so long as the denial does not violate employee rights under the L&I Sick Pay Labor laws.
- Employees will be notified of their PTO balances each month on their pay stub or direct deposit statement.
- Any discrimination or retaliation against an employee for lawful exercise of PTO rights is not allowed. Employees will not be disciplined for the lawful use of PTO. If an employee feels that they are being discriminated or retaliated against, the employee may contact the Human Resources Manager at hr@olympicbekinsnw.com or 253-242-4609. If the employee is not satisfied with the company's response, the employee may contact the Washington State Department of Labor & Industries.
- If an Employee has questions about PTO, he/she should discuss with their direct supervisor, or may contact the Human Resources Manager.

15.0 TERMINATION OF BENEFITS [COBRA]

When employment terminates, benefits normally will cease as of the date of termination. Medical benefits may be carried through the last day of the month – this is determined by the type of plan being offered or by the insurance carrier itself. If you are considering termination, talk to your manager or the corporate office to determine when the last date of coverage will be. Coverage will not be extended due to final PTO or severance pay.

The Federal Consolidated Budget Reconciliation Act (COBRA) give employees and their qualified beneficiaries the opportunity to continue existing health insurance coverage under Olympic/Bekins health plan when a “qualifying event” would normally result in the loss of eligibility.

Qualifying Events for Employees:

- Voluntary or involuntary termination of employment for reasons other than gross misconduct
- Reduction in the number of hours of employment

Qualifying Events for Spouses:

- Voluntary or involuntary termination of the covered employee's employment for any reason other than gross misconduct
- Reduction in the hours worked by the covered employee
- Covered employee's becoming entitled to Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee

Qualifying Events for Dependent Children:

- Loss of dependent child status under the plan rules
- Voluntary or involuntary termination of the covered employee's employment for any reason other than gross misconduct
- Reduction in the hours worked by the covered employee
- Covered employee's becoming entitled to Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee

Under COBRA, the employee or beneficiary pays the full cost of coverage at Olympic/Bekins group rates plus any administration fees. Olympic/Bekins provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Olympic/Bekins health insurance plan. The notice contains important information about the employee's rights and obligations.

Employees who do not work for 90 days or more will have their benefits terminated even if they are still considered employed by Olympic/Bekins. Reasons for not working may be for personal reasons, or because of an on-the-job injury, or because of an approved leave of absence, or any other type of leave. In order for the employee to continue benefits for up to 90 days while not working, the employee must pre-pay their own and their dependent portions that normally would be deducted from their paycheck. If their own and/or their dependent portions are not paid in full, they are subject to having the company back-date their termination of benefits back to the last date for which benefits were paid. At any time if an employee is 30 days or more in arrears of payment of their co-payment/premium, then their benefits are subject to termination back dated to the last date for which they were paid.

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16.0 LEAVE OF ABSENCE

16.1 LEAVES OF ABSENCE (General Information)

Specific types of leave may have different requirements and consequences, however below are some items that all leaves have in common. Leaves of absence are unpaid unless specifically stated. Olympic/Bekins follows the laws of the states and federal government, so wherever laws differ from our stated policy, the federal or state law will prevail:

- All requests for a leave of absence must be submitted in writing and approved by the employee's General Manager and are subject to final approval by the Corporate Office. The request must state the reason for the leave, the commencement date, and the expected date of return. "Request for Leave of Absence" forms can be requested from your supervisor, or by calling the Corporate Office. Exceptions to this may be allowed due to emergencies.
- Unless exceptions are created by law, only Full-Time employees who have been employed on a full-time basis for one full year or more are eligible for Leaves of Absence regardless of the type of leave.
- Employees on any type of leave will not receive any pay for holidays that occur during the time which they are on the leave.
- Employees on any type of leave will not receive salary, auto allowance, or cell allowance while on leave. Commissions earned before the leave started may be paid while the employee is on leave as long as all reconciliations have been made. If uncertain if reconciliations are outstanding, commissions may be held for up to 60 days to ensure proper processing.
- Employees on an approved leave of any type, including a workers' comp leave, will be allowed to continue their benefits for up to 3 months/90 days if they pre-pay their portion of the benefits co-payments that normally would be deducted from their paychecks. If their portion of the premium is not paid and becomes 30 or more days in arrears, their benefits may be terminated back dated to the last day of the full month for which their full premium for benefits was paid. Benefits will not be extended due to a partial payment. If termination due to lack of full payment occurs, partial payments will be refunded. Advance payments may be paid in full to cover the entire length of the leave, or in advance by the month, or in advance semimonthly. Available PTO hours may be used to pre-pay benefits co-payments/premiums. Employees anticipating a leave should discuss options with their Supervisor or with the Corporate Administrator.
- Employees who do not work for 3 months/90 days or more will have their benefits terminated. The reason for not working may be for personal reasons, or because of an on-the-job injury, or because of an approved leave of absence, or because of any other type of leave
- An employee desiring to return to work prior to the date of expiration of the leave must give at least one week's notice as to the expected date of return.
- Failure to return from a personal leave of absence on the specific date will be considered a voluntary resignation.
- Employees may be subject to substance testing before returning back to work after any leave of absence.
- Some leaves may require a doctor's certification before they may return to work.
- Any Full-Time employee on any type of pre-approved leave (as allowed by law) will be subject to having their PTO accrual adjusted based on their time away from work. Once the full-time employee returns from their pre-approved leave and is again active with Olympic/Bekins, he/she will once again start accruing and earning paid PTO time and service time credit. Paid PTO time that was accrued and earned before the approved leave started will not be lost.
- Dates for consideration of possible future merit increases may be adjusted in accordance with the amount of time the employee is away from work. Credit will be given for service time worked before the approved leave began.

16.2 FAMILY AND MEDICAL LEAVE ACT [FMLA]

On August 5, 1993, the Family and Medical Leave Act (FMLA) took effect. This legislation is an attempt by the Federal government to balance the demands of the workplace with the needs of the families. This act allows workers leave for family needs. *(NOTE: For purposes of this benefit, Spouse and Qualified Domestic Partner are considered the same.)*

In order to be eligible for Family Leave, an employee must have:

- Been employed for at least 12 months before the leave is requested; and
- Provided at least 1,250 hours of service during the 12 months before the leave is requested.

Leave must be granted (if the employee meets the eligibility requirements) for the following reasons:

- The birth or placement for adoption or foster care of a child
- The serious health condition of a spouse, child, or parent
- The employee's own serious health condition
- On January 28, 2008 Amendments to FMLA, among other things, amended FMLA to permit a "spouse, son, daughter, parent, or next of kin" to take up to 26 workweeks of leave to care for a "member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness".

General provisions of the leave are as follows:

- Duration of Family Leave. 12 weeks is the maximum (or as required by law) amount of leave time that Olympic/Bekins is required to provide to the employee.
- Applicable to Both Sexes. The Family Leave applies equally to male and female employees. If spouses employed by the same employer wish to take leave to care for a newly arrived child or a sick parent, their aggregate leave is limited to 12 weeks. If the leave is requested because of the illness of a child or of the other spouse, each spouse is entitled to 12 weeks of leave.
- Intermittent Family Leave. Family Leave may be taken on an intermittent or reduced basis for the birth or adoption of a child and for the serious health condition of either a family member or the employee. If an employee's request for intermittent leave is foreseeable based on planned medical treatment, Olympic/Bekins may require the employee to transfer temporarily to an alternative position with equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular position.
- Use of PTO Time for Family Leave. Employees may use all available PTO before using Unpaid time off. PTO time that is used, whether required or voluntary, will be considered as part of the Family Leave, it will be counted toward the 12-week maximum. Time will be backdated up to the last date worked before the leave started, even if the paperwork is not completed until a later date.
- Notification of Intent to Leave. In the case of leave for birth or placement of a child, an employee must provide 30 days advance notice before the date on which the leave would begin. In the case of leave for a serious medical condition, if the leave is foreseeable based on planned medical treatment, employees are required to make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the Company and to give as much advance notice as possible.
- Certification of Necessity of Leave. Olympic/Bekins requires certification of the necessity of leave for a serious health condition of the employee or a family member before Family Leave will be granted. Forms for certification can be obtained from your supervisor or from the Corporate Office. Olympic/Bekins may request a second and third opinion from a health provider of the Company's choice and at the Company's expense before leave is granted.
- Employment and Benefits Protection. An employee returning from an approved FMLA leave is to be returned either to the same position or to a position equivalent in pay, benefits, and other terms and conditions of employment. Family Leave will not result in a loss of any previously accrued seniority or employment benefits.
- Key Employee Exemption. Employees, who are "key" to the Company and meet certain qualification of that status, are considered exempt from the Employment Protection of the FMLA. A key employee is one whose absence would cause "grievous economic injury to the Company's business." A key employee who takes leave is still eligible for continuation of benefits, even if he/she has been notified that reinstatement has

been denied. Notification must be given at the time the determination is made, and if the leave has begun, the employee must have the option of deciding whether or not to return to work after receiving the notice.

- Maintenance of Health Benefits during Leave. Olympic/Bekins will maintain health and other benefits during an approved Family Leave of any full-time employee who was receiving benefits at the time the leave began; however, prepayment of co-payments for benefit coverage must be made through the Corporate Office, or benefits may be terminated.
- Employees returning from a FMLA leave granted because of a serious health issue will be required, at their own expense, to provide a Certification from their physician or health care provider stating that they are able to return to work.
- Exceptions: If the Company is aware of a need for leave, it may apply FMLA standards to that leave without documentation from the employee, however documentation must be presented at the earliest feasible time. However, return to work documentation must be presented prior to employees return to work.

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16.3 MILITARY LEAVE

Olympic/Bekins will follow all aspects of the Uniformed Services Employment and Reemployment Rights Act (USERRA). If what is written in this Handbook differs than the law as it is written, then State and Federal laws will prevail.

Full Time employees may be granted a military leave of absence, not to exceed ten (10) working days per year (or as required by law, whichever is greater), for fulfilling their obligations as members of a U.S. military reserve unit or the National Guard during which time such employees will be paid the difference between their regular base pay and the amount of military base pay received (not including subsistence, housing, transportation, or other allowances). Upon return to work, the employee must submit the military pay voucher to the payroll office for deduction of applicable wages from the employee's paycheck. There will be no loss of status, seniority, benefits, or position while an employee is on this approved military leave of absence.

Employees called for military duty must advise their supervisor on the next working day by presenting a copy of their orders to report for service to be included in employees Personnel file. When an employee is unable to provide prior notice due to an emergency, the supervisor should be verbally notified as soon as possible, and the orders must be again submitted upon the employee's return to work.

All full time regular employees who are called to active military duty for a period of time will be re-instated as a regular full-time employee in the same or similar position, after their release from duty and after proper documentation has been verified. There will be no loss of seniority, benefit status or level of pay as a result of being on a military leave.

If an employee is called to military service for a period longer than ten (10) working days, this will be considered an "Other Leave of Absence" and as such, be subject to standard Leave of Absence guidelines as stated in this section under "Other Leaves of Absence".

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16.4 BEREAVEMENT LEAVES OF ABSENCE

Full-time employees may be granted up to two weeks of leave upon the death of an immediate family member. Immediate family members for this leave are defined as parents, spouse, child, brother, sister, or any person domiciled at the family residence. Up to one day may be granted for secondary family members such as grandparents, the spouse's parents, or spouse's brother or sister. Request for bereavement leave of absence should be submitted to the General Manager.

16.5 JURY DUTY

Except as required by state law, non-exempt hourly FT, PT, clerical or commissioned employees will not be paid while performing Jury Duty service even if that duty is required by the local, state, or federal government. With manager approval, exempt salaried employees may not suffer any loss of base compensation for up to two work weeks per year while performing required jury duty and are expected to complete their normal workload outside of their jury duty service hours. If exempt salaried employees are required to perform jury duty for more than two work-weeks per year, their base pay may be reduced as allowed by law.

At no time will auto allowance be paid to exempt salaried employees for days served on jury duty. For all days that the exempt salaried employees had jury duty but were paid by Olympic/Bekins, they are required to endorse the "jury" paycheck or fees to Olympic/Bekins Northwest and submit it to their manager.

There will be no loss of status, seniority, benefits or position while any employee is on approved jury duty leave.

Employees called for jury duty must advise their supervisor as soon as possible by presenting the "Notice to Serve". This will ensure a sufficient amount of time to properly rearrange work schedules or work distribution. This will be included in the employees personnel file.

All employees are expected to check in with their supervisor to determine if they are needed for work during the portion of any days they are released from jury duty during working hours. Available PTO days can be used in place of time off without pay for required jury duty days.

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16.6 OTHER LEAVES OF ABSENCE

Leaves of absence for reasons other than those covered in this section may be granted without pay to accommodate personal needs that can only be satisfied through a temporary absence from work. A personal leave of absence is defined as a scheduled absence for up to ninety (90) days duration, and may be granted for reasons such as education, marriage, military, legal involvements, or settling family estates.

Personal leave may not be used for purposes of seeking or engaging in other employment. Longer periods of leave may be granted in special circumstances.

Olympic/Bekins will attempt to provide an opportunity for employees on approved leave of absence to return to work; however, Olympic/Bekins will normally not guarantee that the same job, pay and benefits will be available to the employee upon return from an approved absence. Business circumstances, including significant changes in the business may result in no job openings, or a different job, pay, or hours, for an employee attempting to return from leave.

Employees on an approved leave of absence may be allowed to keep their benefits for up to 90 days provided that they prepay all required premiums. After 90 days, benefits will be determined per policy.

17.0 SAFETY, HEALTH & WORKERS COMPENSATION

17.1 SAFETY & HEALTH

It is Olympic/Bekins policy to provide a safe and healthful work environment in compliance with federal, state and local requirements.

It is the responsibility of all supervisors to:

- Train employees under their supervision in safe work practices and procedures;
- Require that safe work practice and procedures be followed at all times;
- Identify and eliminate observed job hazards; Participate in and promote Olympic/Bekins safety and health program.

It is the responsibility of all employees to:

- Observe all Olympic/Bekins' safety rules and procedures;
- Report any job-related injury, illness, hazardous condition, or act to their supervisor;
- Learn the location of all emergency facilities' equipment, such as fire extinguishers, and fire escapes;
- Follow proper lifting procedures;
- Support and participate in Olympic/Bekins safety and health programs;
- Follow safe work practices.

For more detailed information on Olympic/Bekins safety policies, please see the "Olympic/Bekins Safety Policies" section of this Handbook.

17.2 WORKERS COMPENSATION

Olympic/Bekins pays the full amount of the applicable employer contribution to each state's unemployment compensation program. As allowed by law, employees may be required to pay a portion of the state premiums.

Olympic/Bekins values the safety, health and wellbeing of all employees, and we strive to provide safe and healthy working conditions in all operations and to follow the laws and regulations about the safety and health of our employees. Olympic/Bekins also recognizes the need to control all costs associated with on-the-job injuries and has designated a HR Manager who works at the Corporate Office to manage claims' activities and to oversee the Company's Stay-At-Work Program. The HR Manager works under the direct supervision of the executives and officers of the company.

When an employee suffers an injury while on duty, the following procedures must be followed.

- Report it to their supervisor as soon as possible, but no later than within 24 hours.
- Whether the injury is minor or serious the injured employee must submit to a drug screen when they receive medical attention.
- Injured workers needing medical attention must obtain a Olympic/Bekins Injured Worker packetto present to the treating physician.
- Worker must complete all forms in the Injured Worker Packet and follow all directions contained therein. Failure to do so may result in disciplinary action up to and including separation from the company.

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17.3 INJURY REPORTING

Reporting Requirements:

- Report all incidents and/or injuries to your manager as soon as possible prior to leaving the work-site. If problems arise after leaving the work-site, you are required to report them the following business day or via other methods as instructed.

Treatment Instructions:

Prior to receiving *non-emergent medical treatment*:

- Complete and sign the internal Employee Accident Report form
- Review the contents the Injured Employee Packet and take the contents with you to your initial doctor appointment
- Seek treatment with a provider of your choosing for the initial appointment and filing of the claim
- For ongoing care, ensure your provider is an approved L&I provider

Complete a Washington State Report of Industrial Injury or Occupational Disease (claim form) with your provider & request that the provider review and complete the following:

- Activity Prescription Form and any applicable job analyses or job description(s)
- Return the completed forms to HR and / or your manager as soon as possible, including a copy of the claim form

After receiving *emergent medical treatment (follow steps as they are applicable)*:

- Contact your manager with the following information:
- Date and time of the injury
- Description of your injury
- Name, address and phone number of your provider
- Your return-to-work status
- Report in person (when you are physically able to do so) to complete an Employee Accident Report form and to provide a copy of the claim form

Post-treatment Instructions:

- Arrange follow-up medical care, to include diagnostic testing and/or therapeutic services, etc., outside of scheduled work-hours.

In addition, please maintain contact with your manager after each appointment you have with your attending provider. An updated written work-status note should be provided post each appointment. This is vital in coordinating appropriate and safe return-to-work accommodation.

17.4 RETURN TO WORK PROGRAM

Olympic/Bekins participates in the Washington State Department of Labor and Industry Return to Work Program.

A Claim Manager from The Department of Labor & Industries (L&I) will be assigned to your claim and will be able to answer any questions regarding benefit determination(s). You may also contact L&I directly at 800-831-5227.

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18.0 VEHICLE ACCIDENTS

Vehicle accidents, including forklift accidents, must be reported immediately but no later than 24 hours after occurrence. Accidents will be investigated, and if appropriate, employee(s) involved in the accident may be disciplined, up to and including termination. ALL accidents/incidents must be reported regardless of the monetary damage amount.

If a Olympic/Bekins employee was involved as the driver of the vehicle/forklift, the employee must be sent in for a post-accident drug screen regardless of who was at fault for the accident.

The Corporate Office will determine whether or not the repairs or claim will be handled internally or through the company's insurance carrier.

When required by law or policy, vehicle accident histories may become a permanent part of the driver's qualification file that is kept at the Corporate Office. Information maintained in that file will be shared with other companies requesting past employment information through the appropriate channels and per the DOT regulations.

19.0 EMPLOYEE USE OF COMPANY PROPERTY, EQUIPMENT AND VEHICLES

19.1 USE OF EQUIPMENT AND VEHICLES

At no time, under no circumstances, are Olympic/Bekins employees allowed to borrow or use Olympic/Bekins property, equipment or vehicles for personal use without specific approval from an owner or officer of the company.

Olympic/Bekins will offer a discount to any employee who chooses to use Olympic/Bekins as their moving company should the opportunity arise.

If ever an employee takes a vehicle or equipment without prior specific approval they will be subject to immediate disciplinary action up to and including termination. Additionally, if the employee damages the vehicle or equipment, the employee shall be liable for the costs to repair the damages or to replace the damaged vehicle or equipment up to 100% of the costs.

19.2 PARKING PERSONAL VEHICLES ON COMPANY PROPERTY

The parking of personal employee vehicles on or around Company property during working hours is monitored by the individual General Managers. If an employee has permission to park in a designated area on Olympic/Bekins Company property, he or she does so at their own risk of damage to their personal vehicles/property.

19.3 ABANDONMENT OF COMPANY PROPERTY

If ever an employee abandons a vehicle or property belonging to Olympic/Bekins for any reason, that employee is subject to immediate termination and/or may be required to reimburse the company for expenses required to reclaim the abandoned property.

20.0 TECHNOLOGY AND SOFTWARE

20.1 SOFTWARE

It is the policy of Olympic/Bekins to respect all computer software copyrights and to adhere to the terms of all software licenses to which Olympic/Bekins is a party.

Olympic/Bekins users may not duplicate any licensed software or related documentation for use either on Olympic/Bekins premises or elsewhere unless Olympic/Bekins is expressly authorized to do so by agreement with the licensor. Unauthorized duplication of software may subject users and/or Olympic/Bekins to both civil and criminal penalties under the United States Copyright Act.

Users may not give software to any outsiders including clients, contractors, customers, and others. Olympic/Bekins users may use software on local area networks or on multiple machines only in accordance with applicable license agreements.

20.2 INTERNET / COMPUTER USE

Olympic/Bekins employees are allowed use of the Internet as a necessary tool to serve our customers and conduct Company business. When accessing the Internet employees are representing the company therefore all rules of conduct apply.

Acceptable uses:

- Communication with other business partners
- Gathering information on industry trends
- Conducting company research
- Gaining access to company information, publications and statistics.

Non Acceptable uses:

- Non- company related chat groups, social media sites or games.
- No music streaming or downloads without prior management approval.
- Soliciting money from customers for personal gain
- Transmitting unprofessional communications
- Viewing, downloading or soliciting offensive or harassing statements, sexually oriented messages/ images or the promotion of violence
- Other unprofessional uses as deemed by management

Using Company computers, networks or other computing service for personal gain is not authorized. For example, it would be improper to use a company resource to promote a personal business, private advantage or unlawful activities.

Any evidence of illegal activities or threats of violence will be turned over to the appropriate authorities as soon as possible after detection.

Olympic/Bekins employees are reminded the Internet is a resource and maintenance, repair and operation of this connection occasionally may result in monitoring of transmitted or stored messages and activities. Additionally, messages and activities may also be monitored during the course of an investigation of inappropriate use.

******Current Version of Policies are available in office and at olympicbekinsnw.com******