



TEAM MEMBER HANDBOOK

AJAX TURNER
CO., INC.

Mission & Vision Statement

Mission

To build our reputation “one customer at a time” with exceptional people, quality products and unmatched customer service

Vision

To empower an exceptional, innovative, versatile and diverse team that sets the standard for the sale and distribution of the highest quality brands

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Welcome to Ajax Turner

To: The Ajax Turner Family

We are pleased to offer this handbook for all team members of Ajax Turner Co., Inc.*

If you are new to the Ajax Turner Company Family, welcome. This handbook will guide you through the benefits and responsibilities of joining what we believe to be a fine place in which to work.

For current team members, this handbook will provide a handy refresher and resource guide.

This handbook contains the terms and conditions of your at-will employment and includes information on benefit programs, policies and procedures, rules of conduct, and performance standards.

Since 1961, Ajax Turner Company has been committed to selling the finest quality products, and providing our customers with a degree of service worthy of those products.

Likewise, we will always strive to provide a high quality of work life for all of our people. Our company values each and every one of our team members.

Accordingly, Ajax Turner Company will continue its commitment, consistent with good business practices, to provide its team members with benefits and services, which are among the finest in the industry.

Sincerely,

D. Scott Turner
President

*Throughout this handbook, Ajax Turner Co., Inc. may be referred to as Ajax Turner Company, ATCO, or the Company.

“Team Members” not “Employees”

You will notice that the term “Employee” is nowhere to be found in your new handbook.

While compiling this document we considered that “employee” doesn’t truly describe the nature of the relationship we have always enjoyed with the people who comprise this Company.

After sorting through a long list, we arrived at a name which actually describes our values, and a promise of the manner in which we will deal with one another “Team Member”.

We hope you will learn to think of Ajax Turner Company as a team of which you are a very critical and important member.

You may find this new term hokey, or “politically correct” (it is) but still consider the following truths:

- Every successful team is comprised of individual “members” working together to achieve a common goal.
- Each member of the team understands that they have been chosen based upon their unique talents and abilities.
- While every individual “member” of the team must perform to the best of their ability, the team will never succeed unless they function as unit.
- Each “member” must also acknowledge that they may never reach their personal goals unless the team is successful.
- A team disciplined in executing time proven fundamentals, and techniques, and following established rules will outperform their competitors.
- “Members” can learn from training and instruction received from experienced coaches and team leaders.
- Any team not dedicated to constant improvement, and setting new challenges and goals will become a bunch of second rate “has-beens”.

At Ajax Turner Company we are proud of our successful history, are confident of every member of our team, and are looking forward to new challenges.

“Making Friends is our Business”

This has been a fundamental policy, not merely a slogan, at Anheuser-Busch & Ajax Turner Company for many years. It is one of the policies on which our company's leadership position has been built.

This policy “Making Friends is our Business” is an idea which extends throughout our entire organization. It is a policy for all of the people of Ajax Turner Company.

- It begins with quality products.
- It consists of fair, courteous, and ethical conduct in all business relationships.
- It means that Ajax Turner Company tries to be a good citizen in every community in which we do business.
- It is made up of a million smiles and “thank you's” and all other expressions of personal courtesy and friendship for all of the people who help sell our products.
- It insists upon honesty and fairness in everything we claim for our products and our Company.

“Making Friends is our Business”

Means that in all our dealings, we put the good name of our quality Anheuser Busch products and Ajax Turner Company ahead of other considerations.

Company History



Founded in 1961

Ajax Turner began with one man, one truck, and one brewery. Today we are a multi-generational, family owned, wholesaler that distributes an extensive portfolio of beverages. We are honored to represent Anheuser-Busch, top selling local, regional, and import brewers, premium non-alcohol beverages, and a great selection of award-winning wines and spirits from all over the world. We are proud to continue to build our reputation one customer at a time.

Equal Opportunity Employment Policy

“The Principle of Equal Employment Opportunity”

Establishes that every individual has the right to pursue a job and enjoy whatever benefits are derived from that job without fear of decisions based on matters unrelated to his/her job performance. Federal, state and local laws support this “nondiscrimination” policy in our society.

It is Our Company Policy and Practice to:

- Provide equal employment opportunity and to prohibit discrimination in employment on the basis of race, color, sex (including sexual harassment), pregnancy, age, religions, national origin, disability, Veteran status and other prohibited criteria.
- Ensure that all employment decisions further the principles of equal employment opportunity.
- Ensure that all employment decisions are in accord with principles of equal employment opportunity by imposing only business-related requirements for promotional opportunities.
- Ensure that all personnel actions such as compensation, benefits, transfers, staff reductions, rehires, company-sponsored training, education and social recreation programs will be administered without regard to, any legally protected status.

Personnel Records

Maintenance of Records

Team member's personnel records as required by law and deemed essential for efficient operations, will be maintained by the Company. Keeping your record correct and up to date is vital to you as a team member and might affect your insurance benefits, payroll deductions, or how quickly your family might be notified in the event of an emergency. Please notify the payroll department of changes in any of the following:

- Name.
- Home address and/or telephone number (in the event that you do not have a phone show a neighbor's telephone number and indicate that it is such).
- Address and telephone number of the person to be notified in case of an emergency.
- Marital status.
- Number of dependents.
- Selective service classification change and association or disassociation with any of the reserve components of the armed services.
- Beneficiary or dependents listed on your insurance policy.

Periodically, survey forms will be distributed which will request an update of this information. The company recognizes the individual's right to privacy. To achieve this goal the Company adopts these policies:

- The Company will request only that information required for business or legal purposes.
- The Company will protect the confidentiality of all personal information in its records, unless disclosure is required by law.
- The Company will limit the availability of personnel information to those team leaders with a business need to know.
- The Company will refuse to release information to outside sources without the team member's written approval except by court order or subpoena

Access to Personnel Files

Personnel files are the property of Ajax Turner Company, and access to the information they contain is restricted. Generally, only officials and representatives of Ajax Turner Company who have a legitimate business reason to review information in a file, are allowed to do so, with reasonable advance notice. A team member may review his or her personal file, but only in the Company's offices with at least 24 hours advance notice and in the presence of the individual appointed by the Company to maintain the file.

Employment Reference Checks

To ensure that the individuals who join Ajax Turner Company are well qualified, and have a strong potential to be productive and successful, it is the policy of Ajax Turner Company to check the employment references of all applicants.

Ajax Turner Company will respond to all reference check inquiries from other employers and lending institutions, within 24 hours of receipt of the authorized written request.

Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

Employment Applications

Ajax Turner Company relies upon the accuracy of the information contained in the employment application, as well as 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 Ajax Turner Company's exclusion of the individual from further consideration for employment; or, if the person has been hired, termination of employment.

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General Rules of Work Conduct

Any group of people working together must abide by certain rules of conduct based on honesty, proper decorum, fair play and safety. Following these rules is essential if everyone is to work together efficiently and effectively.

Ajax Turner Company will not tolerate conduct that is unprofessional, unethical or illegal.

Although it is not possible to provide an exhaustive list of all types of impermissible conduct, the following are examples of some, but not all, which may lead to disciplinary action up to and including termination:

- Failure to follow company policies, performance standards and procedures as outlined in this employee handbook or any Company policies.
- Failure to report a work-related injury to management.
- Failure to report any accident.
- Abusing, defacing, theft of, or willfully destroying Company tools, equipment, furnishings or delivery trucks.
- Dishonesty, theft or attempted theft of company or customer funds, inventory or property.
- Any act or threat of physical violence against a fellow team member, Company supplier or customer.
- Arguing, being rude, indecent or insubordinate to customers, other team members or management.

- Disclosure of confidential Company information.
- Harassment of fellow team members, Company suppliers or customers.
- Tardiness or absenteeism. Unexcused absences or absences without notification.
- Falsification Company records and/or use of company assets for personal gain.
- Falsification of time card or punching another team member's time card.
- Possession, use, being under the influence of, or distribution of illegal and/or non-medically prescribed drugs on company premises and/or in a Company vehicle.
- Violation of federal or state laws (other than minor traffic) while on Company property and/or in company vehicles is prohibited.
- Unauthorized possession of firearms while on company premises and/or in a company vehicle.
- Use of any person, other than a team member of Ajax Turner Company, to help fulfill job obligations is strictly prohibited.
- Unauthorized passengers are prohibited from riding in any Ajax Turner Company delivery vans or route trucks that require a CDL license for its operation (vehicles over ¾ ton in weight).
- Unsatisfactory work performance.
- Sleeping or loitering during assigned work periods.
- Abusing telephone privileges.
- Relationships between team members of a romantic or intimate nature are prohibited.

Your handbook also includes several policy and procedural statements, performance standards and working rules.

Should you have any question regarding how these policies apply to you, please discuss with the Human Resource Manager or your Team Leader.

Initial Employment Period

There is an initial employment period of sixty (60) working days for all newly hired full time team members. Days working your normal assigned duties are counted toward your 60 days. Sick days, holidays, and days worked on modified duty are not counted toward your 60 days. You should use this period to get accustomed to your position and job responsibilities, and fine tune some of the factors involved in your ability to make a positive contribution to Ajax Turner Company. These include, but are not limited to: productivity, quality of work, punctuality, attendance, ability to learn and follow instructions, initiative, attitude and conduct.

“Hands on”, on the job experience is a great teacher in our business. Naturally we want to help you perform your job the right way by providing proper instruction. Your team leader is an experienced team member who will give you every opportunity to learn the best way of fulfilling your job obligations. Should you have difficulties or questions regarding any aspect of your employment, please discuss these with your team leader.

During your initial employment period, your team leader will conduct a series of performance reviews with you. These sessions will give you a chance to learn ways of improving your job performance. Also, an opportunity to express your own opinions and considerations will be offered during these reviews.

After the initial employment period, team members become eligible for benefits including sick leave, vacation, etc., retroactive to their hire date.

Separation from employment by Ajax Turner Company may take place at any time during the initial employment period if the Company's evaluation of the team member's job performance is not satisfactory. Likewise, the team member during this period may decide to resign without stating any reason.

New team members are eligible to apply for medical, dental, life and disability benefits after 60 days from the original hire date, starting at the beginning of the next month. According to the insurance company requirements, this enrollment window will last for 60 days at which time your paperwork must have been received. Please refer to the benefits section of your handbook for more information.

Notwithstanding your successful completion of the initial employment period, your employment with Ajax Turner Company continues to be at-will and can be terminated with or without cause at any time, at your option or that of the Company.

Secondary Employment

In most instances, Ajax Turner Company offers full-time employment (minimum of forty hours) for all positions.

However, persons who desire to supplement their income through employment with other companies or self-employment should consider several factors:

- Will the scheduling demands of the second job position ever conflict with staffing needs of Ajax Turner Company?
- Will I be able to mentally and physically meet the demands of my position at Ajax Turner Company based upon additional hours worked at another job?

Though we strongly discourage second jobs, we understand that under some circumstances weekend second jobs may be acceptable.

However, if your team leader believes a second job is having a negative impact on your performance, attitude or focus you will be asked to choose between the two positions.

Other Rules Regarding Secondary Employment

Failure to report for work at Ajax Turner Company based upon other employment demands may result in immediate termination.

Serving as an employee of a retail customer is considered a clear conflict of interest and is prohibited.

Secondary employment of any type is prohibited if the ATCO team member is away from work due to an injury or illness, or is participating in the “return to work” program. “Moonlighting” under these circumstances could result in a denial of insurance benefits.

Harassment

Ajax Turner Company is committed to providing a work environment that is free of discrimination and unlawful harassment. The term “harassment” includes, but is not limited to slurs, jokes and other verbal, graphic, or physical conduct on the basis of race, color, religion, sex, national origin, age, disability, or any other legally protected status. This policy applies to everyone, including team leaders, and team members, to third parties such as customers, vendors, and contractors with whom team members may interact in the course of business.

As an equal opportunity employer, it is our Company policy to protect and safeguard the rights and opportunities of all people to seek, obtain, and hold employment without subjugation to sexual harassment or discrimination of any kind in the workplace.

Sexual harassment refers to behavior that is unwelcome, that is offensive, and that fails to respect the rights of others.

Examples of harassment include, but are not limited to:

1. Verbal – sexually suggestive comments, jokes of a sexual nature, requests for sexual favors, sexual propositions, and threats.
2. Non-verbal – sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures.
3. Physical – unwanted physical contact, including touching, pinching, brushing the body, coerced sexual actions, assault.

If you feel that you are subjected to any kind of harassment, coercion, or intimidation by anyone, whether by one of your co-workers, a customer, supplier, or even a member of the management, you should promptly notify the Human Resource Department, Senior Management or your Team Leader.

Team members who report allegations of harassment will be protected from any reprisal, or retaliation.

Any team leader who becomes aware of possible sexual or other unlawful harassment is required to immediately advise the Human Resource Department, Senior Management or the President of Ajax Turner Company.

All inquiries will be treated confidentially and the matter will be investigated and dealt with expeditiously.

Disciplinary Action:

If the investigation reveals that the complaint is valid, prompt attention and disciplinary action designed to stop the harassment immediately and prevent recurrence shall be taken.

The form of disciplinary action shall be considered and decided upon by the appropriate departmental authority. Based on the seriousness of the offense, such action may include, but is not limited to, verbal warning, written reprimand, suspension, demotion, or termination.

We trust that all team members of Ajax Turner Company, Inc. will continue to act responsibly to establish and maintain a pleasant working environment, free of all discrimination, for all. If you have any questions regarding this policy, please consult your team leader, or any other member of management.

Business Integrity – Conflicts of Interest

The most valuable and hardest earned asset of Ajax Turner Company is its reputation for integrity in business matters. The protection of this reputation becomes every team member's responsibility in our dealings with one another, our customers, Anheuser-Busch, members of the media, representatives of government and the general public. We expect that all suppliers and individuals that conduct business with Ajax Turner Company keep this reputation foremost to ensure that everyone adheres to the highest ethics and business practices.

We respect and comply with all laws, rules and regulations of federal, state and local governments affecting our company and our team members. Ajax Turner Company team members are required to avoid any activities which could involve or lead to the involvement of the Company or its team members in any unlawful or illegal practice, either civil or criminal.

To avoid the appearance of a conflict of interest, as well as to ensure compliance with state laws, team members are prohibited from having any ownership interest in an account which holds a retail beer permit. This restriction also includes part time employment with such an account.

Any action may be perceived to be improper, regardless of motive or intent should be avoided. Such actions include, but are not limited to, solicitations, gifts to Company officials with whom we have a business relationship, conflict of interest situations, falsifying records, sexual harassment, discrimination or breach of confidentiality.

An actual or potential conflict of interest occurs when a team member is in a position to influence a purchasing decision that may result in a personal gain for that team member or for a relative as a result of ATCO'S business dealings.

As a team member of Ajax Turner Company, you are instructed to purchase goods and services principally on the basis of (1) quality, (2) services and (3) price. The Company likes to develop a good working relationship with its suppliers. However, a good and friendly relationship with a supplier is not considered as an obligation or reason for continued purchases.

Failure to exhibit honesty and integrity in our business affairs may lead to disciplinary action up to and including termination.

Compliance with Laws Concerning Sales and Distribution of Beer

It is the policy of Ajax Turner Company to comply strictly and absolutely with all federal, state and local laws, which regulate the sale of beer.

Included in your handbook is a copy of Tennessee's statutes as they relate to sale of beer at the brewer, wholesaler, and retail level.

Since local beer laws often vary between counties and municipalities, their relevance to our operation will be explained to you on a route by route, person to person basis by your team leader.

Compliance with these beer laws is the responsibility of every team member.

Any team member in doubt over the legality of any conduct should consult with sales management or the president before any questionable action is taken.

Violations of any beer laws based upon ignorance are not acceptable.

Neither the company nor its team members will violate the letter of, or breach the spirit of the beer laws in order to maintain or increase sales of company products, or to otherwise benefit the company.

Team leaders are expected and required to maintain close control of compliance by their subordinates and will be held accountable for any failure to do so.

Any team members who participate in a violation of the law or of company policy, and/or team leaders who fail to ensure compliance by their subordinates will be subject to disciplinary action, including dismissal if warranted.

Ajax Turner Company is only allowed to sell our beer brands to retail customers who hold a current and valid beer license in the county/municipality where they are located.

All company team members who conduct sales transactions are personally responsible for ensuring the retail customer holds a valid license.

To reiterate, full compliance of the law is of utmost importance to the Company and is expected of every team member.

Attendance

Regular attendance and punctuality contribute greatly to the efficiency and smooth operation of our business. We particularly stress the importance of developing good work habits, which add to your desirability as a team member.

It is essential for you to have a good attendance record and to be on time for work. Unsatisfactory attendance may result in disciplinary action including suspension or termination; this will also have an adverse effect on any promotional consideration.

There are times, of course, when illness or some other reason makes it necessary to be absent. Your promptness in reporting an absence permits your team leader to plan accordingly, avoiding possible customer service problems and inconveniences to your fellow team members.

Absence

Notification of Absence

If you are going to be late or absent for any reason, please notify the team leader responsible for staffing your department as far in advance of our starting time as possible.

A one-hour minimum notice of absence is required except in cases of extreme emergency. Explain why you are going to be absent and when you expect to return to work. Unless otherwise approved by your team leader, you are required to repeat this procedure for each day of your absence.

It is your responsibility to ensure that proper notification is given. Asking another team member, friend, or relative to call the Company voice mail is not considered proper (except under emergency conditions). Emails or text messages are not considered appropriate forms of notification.

Unauthorized Absence

A team member with an unreported or unauthorized absence may be automatically separated from payroll after three working days of such absence. Dismissal under such circumstances is considered to be initiated by the team member and will be regarded as a voluntary quit.

Failure to notify the appropriate team leader will be treated as an unpaid leave of absence.

Medical Statements

A physician's statement may be required where absence is continuous for a period of three working days, when absenteeism is considered excessive, and after surgery or accident, regardless of the length of absence. If an absence has been due to illness or injury requiring a physician's care, a statement of release from your doctor certifying the period of disability, and when you are able to return to your normal duties may be required.

Attendance Records

All levels of management have a responsibility to ensure that the company's attendance records are completed accurately. Questions concerning your attendance record should be directed to the Human Resources Department.

Disciplinary Policies

Few Ajax Turner Company team members ever require what is considered “formal” disciplinary action for failure to follow established standards, procedures, or rules.

However, if needed Company Team Leaders normally follow a system of progressive disciplinary steps and meetings to identify and address unsatisfactory work performance, attitudes, or behavior.

The process is designed to remedy the problem through a reasonable application of first discussion and counseling, followed by written warnings, suspension and termination if warranted.

Team leaders will determine the type of discipline needed based upon the individual circumstances of each particular problem and team member.

Verbal Warnings

A verbal warning is a notation in the personnel file of the team member, made by your team leader, of the date, time and circumstance of a problem situation, which has been discussed with you.

Written Warnings

A written warning is prepared by the team member’s team leader, often reviewed with the President of the Company or other Senior Management Officers and then discussed privately between the team member and his/her team leader. The warning is then signed and dated by both the team member and the team leader and placed in the team member’s personnel file. The purpose of signing and dating the written warning is to show that it has been received, not that the team member necessarily agrees with the comments.

Probation/Suspension

If a problem is serious enough at its first occurrence (or is a recurring problem), a probation/suspension without pay may be issued. Probation/suspension will normally not exceed one week in length, depending on the severity of the situation and prior record of the team member. Probation/suspension will be approved by the President of the Company or other Senior Management and documented in the team member’s personnel file.

Termination

Repetition of a problem for which any prior warnings and/or suspension have resulted, or severe situations may result in termination from employment with Ajax Turner Company.

Your Team Leader will answer any questions you may have regarding corrective measures which must be taken by you to avoid future disciplinary actions for the same type of performance or mistake.

When delivered, and received in a constructive fashion, these steps may help to keep team members' future with the company on the right tract.

While progressive discipline is normally preferable, nothing in this handbook requires the company to apply progressive discipline in any or every particular circumstance. The decision whether to apply progressive discipline is at the complete and sole discretion of the Company and the Company reserves the right to bypass progressive discipline in an appropriate circumstance and impose immediate termination.

Company Dress Code

Brand Identified Uniforms – Personal Appearance Standards

At Ajax Turner Company we strive to put forth an image in the community which reflects the quality of the products we sell. Therefore, the appearance of our team members, fleet, offices, and warehouse should establish the standard for excellence in the industry.

To guarantee a quality appearance for our sales, delivery, warehouse, and management team, Ajax Turner Company provides brand identified uniforms at no cost to the following groups of team members.

- A. Package and draught beer route salesmen and relief route salesmen.
- B. Package route drivers
- C. Day and evening warehouse shifts.
- D. Package and draught route team leaders
- E. Sales support personnel

Uniform Allowance

In each two-year period, all sales, delivery, and warehouse personnel will receive the following uniforms:

- Five (5) Long Sleeve Shirts
- Five (5) Short Sleeve Shirts
- Five (5) Pair of Trousers
- Five (5) Pair of Shorts
- One (1) Jacket and one (1) Liner
- One (1) Vest or Lightweight Jacket
- Caps on as needed basis
- Warehouse team members whose duties involve outdoor loading, unloading, or truck check-in will be provided winter coveralls.

Team Leaders:

- Five (5) Long Sleeve Dress Shirts
- Five (5) Pairs of Trousers
- Five (5) Short Sleeve Golf Shirts
- Two (2) Long or Short Sleeve Uniform Shirts
- Two (2) Pair Shorts
- One (1) Jacket
- One (1) Vest or Light Weight Jacket

Uniforms are issued with the expectation of receiving two (2) years wear. If the uniforms are faded, torn or receive excessive wear, they may be replaced at the discretion of the team leader responsible for ordering uniforms.

In some cases, however, the life of the garment may exceed two (2) years. Those garments which still have a good appearance should not be replaced simply because a two (2) year period has elapsed.

Before receiving new replacement uniforms, team members must bring in their old uniforms.

This practice ensures that our sales team presents a quality image in the most current style of uniforms available.

Safety Shoe Program

Team members will be required to purchase and wear shoes with a non-skid sole that is designed to help prevent slips and falls.

This policy applies to package and draught beer route salesmen, relief salesmen, full-time helpers, and day and night shift warehousemen.

Team leaders will also be required to purchase this footwear for our Company “All Aboard” program.

Members of the Company safety committee have tested several different pairs of safety shoes, produced by different manufacturers and selected those from two different shoe providers.

Payment for purchases may be made through payroll deduction.

All team members will be required to purchase one replacement pair each year, although another pair may be needed based upon individual use.

A version of these shoes which also has a steel toe feature is also available.

Personal Appearance Standards

Since one of our objectives is to portray a similar appearance for all of our Company team members in the marketplace, we have established several standards for the use and wear of all uniforms. These are as follows:

1. Although a team member may purchase brand-identified garments from Anheuser-Busch's promotional products group catalog, only garments described on our uniform allotment list including heavy or light weight jackets, or vests may be worn during working hours.
2. Team members must ensure that uniforms are clean, pressed and in good repair.
3. Only white T-shirts may be worn under uniform shirts. Colored T-shirts or those with ringers at the sleeves and neck detract from the uniform.
4. Shoes must be clean, polished and in good repair.
5. Uniform shorts are worn only during daylight saving time months, (approximately April through October).
6. White socks shall be worn with uniform shorts.

7. Team members who choose to wear long sleeve thermal shirts should also wear long sleeve shirts.
8. Jacket liners should never be worn without the jacket.
9. Shirts must be buttoned, and shirttails should be tucked into one's trousers at all times.
10. Only Anheuser-Busch brand identified hats are acceptable for wear.

Grooming Standards

The personal grooming and hygiene habits of our team members makes a statement about the level of respect we hold for ourselves, the products we sell, and the customers we service.

Therefore, we have established a set of grooming guidelines as well as standards of wear for all brand identified apparel:

1. Hair should be clean, neatly trimmed, and combed. Gentlemen's Length of hair should not exceed over the top of one's collar in the back, nor more than one inch over the top of the ear.
2. Sideburns are permitted, yet should be neatly shaped and not extending past the earlobes.
3. Beards and moustaches are acceptable, yet should be well trimmed. Length of moustaches should not extend over the top lip, nor past the corners of one's mouth.
4. Exotic coloring of hair is not allowed, i.e., bright purple, orange, green, etc.
5. The excessive use of jewelry is prohibited.
 - This will include the use of multiple earrings worn by female team members.
 - Gentlemen are not allowed to wear earrings.
 - Neither male nor female team members are allowed to wear other facial "body piercing" style jewelry.
6. Makeup should be tastefully and moderately applied.

The Company has also established a dress code for team members who do not wear brand identified uniforms while performing their duties.

Team members are encouraged to wear conservative clothing, which presents a neat and professional appearance.

The grooming standards which are outlined in this policy statement apply to every Ajax Turner Company team member.

Ladies should avoid extreme lengths in skirts, or necklines in blouses.

A few articles of clothing which do not convey the desired appearance include blue jeans, tank tops, warm-up suits, and tennis shoes.

For those persons working in our offices, the Company will allow for a “casual day” each Friday when the dress code will be relaxed.

However, team members should remember that their appearance still reflects on their attitude towards themselves, their Company, and our customers.

Good judgement and reason should still apply on “Casual Fridays”.

Team members who appear for work inappropriately dressed may be sent home and directed to return to work in the appropriate attire. Under these circumstances, the team member will not be compensated for time away from work.

Resignation/Termination

If a team member decides to leave Ajax Turner Company, a written resignation should be submitted to his/her team leader with as much advance notice as possible. Before leaving the Company, an exit interview may be scheduled to discuss the reasons for resignation.

The effect of the resignation on benefits will be reviewed with the insurance coordinator. If the team member is participating in the 401(k) savings plan, distribution of funds will take place in accordance with the plan provisions and state law.

In the event of resignation or termination, a final paycheck including any accumulated personal days or vacation days will be processed within two weeks. Insurance premiums for the remainder of the current month, cash or product shortages, loan balances, etc., may be deducted from your final paycheck.

Team members who are already covered under group medical insurance will be eligible for continued benefits under COBRA (consolidated omnibus budget reconciliation act) for a period of 18 months. Some qualifying events could extend coverage up to 36 months. To participate in the cobra plan, a team member must pay the full cost of the

insurance premium in advance by the first day of each month. For more information about COBRA, refer to the insurance section.

Return of Property

Team members are responsible for the following items issued to them or in their possession or control

Vehicles	Hand Trucks
Phones	Electronic Equipment
Uniforms	Access/Gas Cards
Equipment	Keys
Manuals	Tools

Team members must return all property of the company that is in their possession or control in the event of termination, resignation or layoff.

In the event of termination for theft, the stolen items will be treated as a product shortage. Payroll deductions will be made from any or all payments due to the terminated team member, including: vacation pay, personal days, wages, salary, commissions, bonuses, contest winnings, incentive pay or any other type of pay. Recovery of the cost of stolen items will not preclude any legal action deemed appropriate.

3

Information Systems Policy

All team members are required to abide by the Company's Information Systems Policy as stated in this Handbook or other Company policy statements and procedural manuals. Information systems include but are not limited to: all computer systems, network devices, printers, safety, security, phone equipment, cell phones and other mobile devices, intranet and internet access, data files and programs. Information Systems are in place for business purposes only and to assist team members in the performance of their job. Anything a team member creates, receives or loads on to any of these systems becomes Company property.

Ajax Turner Company reserves the right to, and may periodically, intercept, access, monitor, search, copy, review and download any communications or files a team member receives, creates or maintains on these systems, at any time, without prior notice to the team member. The Company reserves the right to disclose any such communications or files to others at Company discretion. Team members have no right or expectation of privacy in such communications even if they are marked confidential or password protected.

Ajax Turner Co., Inc. is NOT responsible for personal files stored on any computer or electronic device. Team members are responsible for saving personal files to their own storage devices. Computers and electronic devices are purged on a regular basis and extraneous files are deleted. Data storage for your user account is limited, please respect the limit. If you need more space for a special project, contact the IT Department.

Network use

When using the intranet or internet, do not attempt to access, copy, view, print, forward or download confidential information. Team members with authorized access to confidential information are accountable for the appropriate use and protection from unauthorized modification, disclosure or destruction of this information.

Information on the World Wide Web may be protected by copyright law. All team members must obey copyright laws. Team members are prohibited from uploading or downloading any copyrighted information to/from the internet or creating links to copyrighted material without prior written approval from the copyright owner and senior management.

Respectful Communication

All communications and use of Company Information Systems must comply with the Company's anti-discrimination and anti-harassment policies. Specifically, team members should not engage in conduct that could be viewed as discriminatory, threatening, intimidating, or harassing as set forth in the Company's EEOC and Harassment Policies. Such conduct includes any discriminatory postings that are based on a person's race, sex, religion, national origin, age or other protected classes. Furthermore, team members are prohibited from accessing, viewing, downloading, disseminating any sexually orientated or offensive material at any time on any device.

Safe Computing Practices

Computer malware can cause economic damage by triggering system failure, wasting computer resources, corrupting data, increasing maintenance costs, stealing Company and team member personal information, etc. Ajax Turner Company expects its team members to use good judgment in the use of its systems. If a team member receives an email from an unknown or unfamiliar source, they should NOT open the email. The IT Department or Human Resources Department should be notified of any suspicious or offensive materials received on any of these systems.

A team member is not permitted to use any other team member's password or access code at any time for any reason.

User Guidelines

When using ATCo Information Systems the following activities are strictly prohibited:

- Careless or negligent computing practices which negatively affect ATCo's Information Systems.
- Practices that are illegal or violate the terms of any software licenses or Company policies. Including unauthorized duplication, sharing, or use of copyrighted materials, such as music, images, text, multimedia, commercial software, etc.
- Excessive non-business use of network bandwidth.
- Unauthorized reading, copying, or modification of Company or any team member's files or electronic mail.
- Intentional tampering, disabling, or damage to hardware, software, security devices or any device for any reason.
- Intentional creation or distribution of malware, viruses, spyware, bugs, worms or other forms of electronic mayhem.
- Unauthorized access to Information Systems from other locations.
- Carelessness leading to excessive waste of print or copy supplies. Abuse of printing privileges including unauthorized use of print or copy supplies for personal use.
- Unauthorized installation of unapproved software or applications on any Company device.
- Unauthorized Information Systems use for commercial or not-for-profit activities not associated with Ajax Turner Co., Inc.

A team member's consent to and compliance with this Information Systems Policy is a term and condition of employment. Failure to abide by or comply with this policy is grounds for discipline up to and including termination.

Social Media and Social Networking Policy and Guidelines

Social media is websites and applications that enable users to create and share content or to participate in social networking. When using social media, team members are expected to abide by the same policies embodied in the Team Member Handbook. Team members should use common sense and act with respect and personal responsibility in all social media participation. Team members should assume that the content of their social media participation will be read by their colleagues, superiors and subordinates, as well as potentially by Ajax Turner Company's customers, suppliers and competitors.

While at work, team members are authorized to access social media for business purposes only. This includes access to the Company's official social media accounts. Team members may not engage in social media participation for purely personal reasons while working.

The Company may choose to use social media for its official communication, such as updates to work schedules, Company closings, events or team member recognition; however, team members may not use social media to inform the Company of any official business such as reporting harassment, absences, accidents or any confidential matter.

Social Media participation should never include discussion of confidential Company information including: trademark or copyrighted material, supplier or customer information or trade secrets.

Follow these guidelines when creating and/or publishing non-work-related content online:

- Team members who choose to speak on social media about the Company in any way must make it clear that they are an Ajax Turner Company team member but that you are not speaking on behalf of the Company or as an official Company representative.
- Only those team members who have been duly and specifically authorized by Ajax Turner Company may speak or write on behalf of the Company.
- You may not post anything that is defamatory, harassing, harmful or knowingly false.
- Be respectful. Respect the opinions of others. You may have disagreements, but please state your opinions respectfully. The Company does not tolerate intimidating or threatening comments.
- Leave team member recommendations to the formal process. Professional employment recommendations, references or testimonials regarding current and

former team members should not be made in a social media posting. These are matters to be handled by the Human Resources Department.

Ajax Turner Company reserves the right to monitor social media. Nothing in this policy, or any other Ajax Turner Company policy, should be interpreted in a manner that unlawfully prohibits the right of team members to engage in protected concerted activity.

Any violations of these policies will be subject to disciplinary action, up to and including termination. If team members have any questions as to whether particular content, topics, or information are appropriate for social media participation, please contact Human Resources.

Cell Phone / Personal Data Device Policy

This policy outlines the use of cell phones at work and the safe use of cell phones by team members while driving.

Policy

Cell phones should be operated in a courteous and responsible manner and turned off or set to silent or vibrate during meetings, or in any circumstance where incoming calls may be disruptive. Cell phones should not be allowed to distract team members from business tasks. They should not be used for surfing the internet or gaming during work hours.

Cell Phones

Personal Cell Phones

While at work, team members are expected to exercise discretion in using personal cell phones. Excessive personal calls during the workday can interfere with team member productivity and be distracting to others. Team members are encouraged to minimize personal calls during work hours and when possible, ensure that friends and family members are aware of Company policy. Team members that share office space may use any vacant meeting room to return calls in order to protect their privacy and minimize distractions to others.

Company-provided Cell Phones

When job duties or business needs demand, the Company may issue a business cell phone to a team member for work-related communications. Personal use of Company-owned cell phones should be kept to a minimum.

Team members in possession of Company-owned cell phones are expected to protect the equipment from loss, damage or theft and may be held financially responsible for the expense to repair or replace. Upon resignation or termination of employment, or at any time on request, a team member may be asked to produce their phone for return or inspection.

Safety First While Driving

Team members whose job responsibilities include regular or occasional driving are expected to refrain from using any mobile device while driving; use of a cell phone while driving is not required by the Company. All team members are expected to follow applicable local, state, and federal laws and regulations regarding the use of cell phones and mobile devices at all times. Team members who are charged with traffic violations resulting from the improper use of their phone or any electronic device while driving will be solely responsible for the fines.

Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, team members are required to use hands-free operations or pull off to the side of the road and safely stop the vehicle before using any mobile device for any reason. Team members should keep their eyes on the road while driving at all times and refrain from discussing complicated or emotional matters. Team members should also refrain from using any mobile device when there is heavy traffic, inclement weather or if the team member is driving in an unfamiliar area.

Hands Free Rules

You must be in a seated driving position and properly restrained by a seat belt. The cell phone must be in a mounting device located within the driver's reach where they are able to initiate, answer, or terminate a call by touching a single button. Holding a cell phone or mobile device with any part of your body is illegal. Writing, sending, reading or manually operating any text-based communication, while driving, is strictly prohibited.

Hands free required for all Company Vehicles

Hands free equipment will be provided and maintained for Company vehicles. It is the team member's responsibility to set up, use, and maintain the vehicle's hands-free cell phone equipment. Any equipment that needs repair or replacement should be reported immediately to the Fleet Manager.

Warehouse and Garage Equipment

Personal use of any electronic device is not authorized while operating any warehouse machinery or equipment. This includes cell phones, head phones, ear buds, etc. Personal electronic devices are not permitted inside the warehouse work space.

Business use of personal devices is allowed with prior management authorization.

Garage team members are authorized to use Company cell phones in the garage work space when not actively involved in a safety sensitive activity.

Video or Audio Recording Devices

The use of camera or other video or audio recording-capable devices on Company premises is prohibited without the express prior permission of senior management and of the person(s) subject to recording. Video or audio recording in restrooms is strictly prohibited.

Consequences for Violators

Team members violating this policy will be subject to disciplinary action, up to and including termination of employment.

Proper Care of Computer and Electronic Equipment

Team members are responsible for electronic equipment and are expected to exercise care and good judgment in the handling, storage, and safekeeping of this equipment to help prevent loss, damage or theft. This may include but is not limited to downloaded viruses, dropping equipment, improper storage or theft of equipment if reasonable care to prevent such actions was not taken.

Please observe the following rules:

- **NEVER** leave electronic equipment in any vehicle for longer than 30 minutes if doing so would expose it to extreme temperatures.
- **ALWAYS** lock vehicle doors and **NEVER** leave electronic equipment in plain view.
- **ALWAYS** secure electronic devices when transporting them in a vehicle.
- **NEVER** leave any device on any part of the outside of a truck, trailer, or vehicle.
- **ALWAYS** use protective cases, screen protectors and related accessories.
- **NEVER** use a pen, pencil or any non-approved device on the screen or key board.
- **DO NOT** grasp the screen to pick up or move your laptop.
- **NEVER** leave electronic devices unattended in a public place.
- **ALWAYS** protect electronic equipment from the elements and take special care to prevent it from getting wet.
- Use caution when eating or drinking in the vicinity of any electronic equipment. Team members could be held financially responsible for damage to electronic equipment caused by food or beverage spills.
- Do not tamper with or alter the mounting devices or electronic cabling in any Company vehicle. Only Garage or IT team members are authorized to modify or remove equipment.
- **NEVER** attempt to repair equipment. Always notify Garage or IT staff if repairs are needed.
- Any cradle, charger, printer or other accessory should be given the same care as any laptop or handheld device.

If any equipment is damaged, lost or stolen, it must be reported to your Team Leader and the Safety Director immediately. Team members will be required to meet with the Safety Committee to review details of the incident and discuss how the problem might have been avoided. If it is determined that reasonable care was not exercised, a team member may be held financially responsible for the replacement cost of equivalent equipment, including any software and set up fees as detailed below:

- If any equipment is damaged due to negligence, the team member will be responsible for the full cost of the repair or \$250, whichever is less. For a Second Offense, the team member will be charged up to \$500.
- If any equipment is damaged beyond repair, lost or stolen, the team member will be responsible for the full cost of the replacement of the equipment or \$500, whichever is less. For a Second Offense, the team member will be charged up to \$1,000.
- Gross negligence / willful misconduct may include disciplinary action up to and including termination.

Financial penalties will be added to team members' personal accounts receivables (AR) balance and deducted through standard procedures during the payroll process. At no time will deductions cause a team member's earnings to fall below the Federal Minimum Wage rate.

Team members are not responsible for costs incurred for normal wear and tear of equipment. The Information Technology Department will determine if a repair is the result of normal wear and tear.

4 Substance Abuse Policy

Ajax Turner Company is committed to providing a safe work environment and to fostering the wellbeing and health of its team members. That commitment is jeopardized when any Ajax Turner Company team member engages in inappropriate conduct related to drugs and/or alcohol including but not limited to illegal use of drugs on or off the job, comes to work under the influence, possesses, distributes or sells drugs in the workplace, uses or abuses alcohol on the job. Therefore, Ajax Turner Company has established the following policy, pursuant to T.C.A. Section 50-9-101 et. Seq:

- It is a violation of Company policy for any team member to use, posses, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on or off the job.
- It is a violation of Company policy for any team member to report to work under the influence of or while possessing in his or her body, blood or urine, illegal drugs in any detectable amount.
- It is a violation of Company policy for any team member to report to work under the influence, impaired by, or possessing alcohol or to use or possess alcohol on the job.
- Team members who have been approved for the consumption of beer while making on-premise trade calls, or conducting special brand promotions must remain within the legal BAC limit required for the operation of a commercial vehicle.

- It is a violation of Company policy for any team member to use prescription drugs illegally, i.e., to use prescription drugs that have not been legally obtained or in a manner or for a purpose other than as prescribed. However, nothing in this policy precludes the appropriate use of legally prescribed medications.
- Violations of this policy are subject to disciplinary action up to and including termination.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive and drug-free environment. The intent of this policy is to offer a helping hand to those who request it, while sending a clear message that the illegal use of drugs and the abuse of alcohol are incompatible with employment at Ajax Turner Company.

General Procedures

It is a condition of employment for a team member to refrain from reporting to work or working with the presence of drugs or alcohol in the team member's body or to use drugs or abuse alcohol on the job.

Any team member reporting to work or working while visibly impaired will be deemed unable to perform required duties and will not be allowed to work. If possible, the team member's team leader will first seek another team leader's opinion to confirm the team member's impaired condition. Next, the team leader will consult privately with the team member to determine the cause of the observation, including whether substance abuse has occurred. If, in the opinion of the team leader the team member is considered impaired, the team member will be sent to a testing facility by taxi, or other safe transportation alternative – depending on the determination of the observed impairment – and accompanied by the team leader or another team member if necessary. A drug or alcohol test will be required by Ajax Turner Company. An impaired team member will not be allowed to drive.

Team members in violation of any part of the Substance Abuse Policy will be subject to discipline, including termination. Further, any team member in violation of this Policy forfeits eligibility for workers' compensation medical and indemnity benefits.

Each year the Company will present team members with a series of education, and awareness programs which address the problem of substance abuse in the work place.

During the orientation process of new team members each will be briefed on our substance abuse policies and educational programs.

In addition, the Company team leaders will receive a minimum of two hours of substance abuse recognition training each year.

This training will include at least the following topics:

- Recognizing the signs of substance abuse in the workplace.
- How to document and collaborate the signs of team member substance abuse.
- How to refer substance abusing team members to proper providers for treatment.
- How family problems can affect a team member's performance.

Testing and Screening

Ajax Turner Company will maintain screening practices to identify team members who use illegal drugs or abuse alcohol...either on or off the job. It shall be a condition of continued employment for all team members to submit to a drug or alcohol test when indicated by the following:

Pre-Employment

- All job applicants at Ajax Turner Company are subject to undergo testing for the abuse of illegal drugs in any detectable amount as a condition of employment. Any applicant with a confirmed positive test result will be denied employment.
- Applicants are subject to a urinalysis test at a laboratory chosen by Ajax Turner Company, and by signing a consent agreement will release Ajax Turner Company from liability.
- If the physician, official or lab personnel has reasonable suspicion to believe that the job applicant has tampered with the specimen, the applicant may not be considered for employment.

Reasonable Cause

- When there is reasonable suspicion to believe that a team member is illegally using drugs or using or abusing alcohol. “Reasonable suspicion” is based on a belief that a team member is using or has used drugs or alcohol in violation of Ajax Turner Company’s policy drawn from specific objectives and articulated facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon, but not limited to, the following:
 - Observable phenomena while at work such as direct observation of substance abuse or of the physical symptoms or manifestations of being impaired due to substance abuse.
 - Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
 - A report of substance abuse provided by a reliable and credible source.
 - Evidence that an individual has tampered with any substance abuse test during his or her employment with the current employer.
 - Information that a team member has caused or contributed to an accident while at work.
 - Evidence that a team member has used, possessed, sold, solicited, or transferred drugs while working or while on Ajax Turner Company’s premises or while operating company vehicles, machinery, or equipment.

Post-Accident or Personal Injury

- When team members have caused or contributed to an on-the-job injury that resulted in loss of work-time, which means any period of time during which a team member stops performing the normal duties of employment and leaves the place of employment to seek care from a licensed medical provider.
- Ajax Turner Company will send team members for drug and alcohol testing if they are involved in on-the-job accidents where personal injury or damage to Company property occurs.
 - This test will be performed regardless of whether immediate medical treatment is provided.
- All testing should be completed before the end of the workday, but no later than eight (8) hours after the accident has occurred.

Random Test

- Ajax Turner must randomly test (at least 50%) of its CDL qualified drivers for drugs and 25% of drivers for alcohol annually, as required by DOT.
- At least 25% of all non-DOT-classified team members will be tested for illegal drugs and alcohol annually. All Company team members including management, sales, delivery, warehousing and administrative staff members will be subject to random, routine drug testing.
- Selection of persons for random testing will be done by a third party to insure a truly random, anonymous test.

Testing will be reasonably spaced at random intervals throughout the year. Tests will be unannounced and team members must report to the testing site immediately upon notification of selection for testing.

All specimens for urine testing will be divided into two (2) containers; this will apply to DOT and non-DOT alike. All positive tests are reviewed by a medical review officer before the company is advised.

Other

- As a part of a follow-up program to treatment for drug or alcohol abuse.
- Routine fitness-for-duty drug or alcohol testing. The Company will require a team member to submit to a drug or alcohol test if the test is conducted as part of a routinely scheduled team member fitness-for-duty medical examination where the examinations are required by law, regulation, are part of the Company's established policy, or one that is scheduled routinely for all members of an employment classification group.

Alcohol Testing

The consumption or possession of alcoholic beverages on Ajax Turner Company's premises is prohibited and in violation of Company policy. (Company sponsored activities which may include the serving of alcoholic beverages are not included in this provision.) Also, a team member whose normal faculties are impaired due to alcoholic beverages, or whose blood alcohol level tests .04% by weight, while on duty/Ajax Turner Company business shall be guilty of misconduct, and shall be subject to discipline up to and including termination.

Refusal to Submit

Failure to submit to a required drug or alcohol testing, including any conduct that could obstruct the proper administration of the test, also is misconduct and shall subject the team member to discipline up to and including termination. Failure of applicants to submit to a required test will be grounds for refusal to consider the applicant further.

Any injured team member who refuses to submit to a test for alcohol or drugs, in addition to other possible penalties, forfeits his eligibility for workers' compensation medical and indemnity benefits.

Important Information for Job Applicants and Team Members

When a team member submits to a drug and/or alcohol test, they will be given a form by the specimen collector that contains a list of common medications and substances which may alter or affect the outcome of a drug or alcohol test.

This form will also have a space for the donor to provide any information that he/she considers relevant to the test, including the identification of currently or recently used prescription or non-prescription medication or other relevant information.

If the job applicant or team member has a positive confirmed test result, a medical review officer will attempt to contact the individual in order to privately discuss the findings with that person. The job applicant or team member should keep the form as a "reminder" to discuss this information at that time. The medical review officer will take this information into account when interpreting any positive confirmed test results.

This information provided shall be treated as confidential and will not be given to the employer. Team members and job applicants have the right to consult with a medical review officer for technical information regarding prescription and non-prescription medicine.

It is the responsibility of every team member or job applicant to notify the testing laboratory of any administrative or civil action brought pursuant to the Drug free workplace program section of the Workers Compensation Reform Act of 1996, Contesting Test Results.

The provisions of this policy include any right of appeal to the applicable court.

The Company reserves the right to amend or otherwise modify this policy without prior notice at its sole discretion. This policy will automatically be modified to conform to any changes in state or federal laws or regulations, including but not limited to, changes in Tennessee Department of Labor and U.S. Department of Transportation regulations. Team members will be notified after modifications of any changes to this policy.

Substance abuse testing for job applicants and team members will include a urinalysis screen for the following drugs:

- Alcohol: (not required for job applicant testing)

- Any “Alcoholic Beverage,” all liquid medications containing ethyl alcohol (ethanol). Please read the label for content.

For example, Vicks Nyquil TM is 25% (50 proof) ethyl alcohol, Comtrex TM is 20% (40 proof), Contac Severe Cold Formula Night Strength TM is 25% (50 proof) and Listerine TM is 26.9% (54 proof).

- Amphetamines: “speed”, “uppers”, etc.
- Cannabinoids: THC, marijuana, hashish, “pot”, “grass”, “hash”, etc.
- Cocaine: “coke”, “crack”, etc.
- Phencyclidine: PCP, “angel dust”
- Opiates: Narcotics, Heroin, Codeine, Morphine, “smack, dope, etc.”

Opportunity to Contest or Explain Test Results

If a team member disputes a positive drug or alcohol test, he/she may request testing of the second specimen at the expense of the donor. The request must be in writing and must be submitted within seventy-two (72) hours of notification by the medical review officer. The cost usually runs between \$100.00 and \$140.00 for this test.

Drug and alcohol testing methods, frequency and standards for positive results are established according to the Department of Transportation’s guidelines and regulations.

Team members and job applicants who have had a positive confirmed drug or alcohol test result may explain or contest the result to the medical review officer within five working days after receiving written notification of the test result from the medical review officer.

If a team member’s or job applicant’s explanation or challenge is unsatisfactory to the medical review officer, the medical review officer shall report a positive test result back to Ajax Turner Company.

A person may contest the drug or alcohol test result pursuant to rules adopted by the Tennessee Department of Labor.

Substance Abuse Policy/Employee Assistance Program

When a team member with a substance abuse problem sincerely seeks treatment or assistance, the company stands ready to provide help and to create an atmosphere of understanding. The Company supports sound treatment efforts, and no team member’s job will be jeopardized for seeking assistance. Team members who have successfully completed their initial employment period who voluntarily acknowledge a drug or alcohol

problem before being involved in conduct indicating drug or alcohol abuse, prior to detection by Ajax Turner Company, and before being required to submit to screening will be afforded the following opportunities:

- Assistance will be given through Ajax Turner Company's Employee Assistance Program on such terms as are available under the program.
- Ajax Turner Company will continue the individuals' employment conditioned on the team member's undertaking and successfully completing a program of rehabilitation prescribed by our EAP provider.
- The individual must also undergo random drug and alcohol testing after returning to work. Any additional positive test will result in immediate dismissal.
- Based upon the nature of the treatment, the team member may be prohibited from operating company equipment.
- If necessary, a leave of absence will be granted for rehabilitation purposes according to the current Ajax Turner Company policy in effect.

Confidentiality

All information, interviews, reports, statement memoranda and drug test results written or otherwise, received by Ajax Turner Company as a part of the drug testing program are confidential communications. Unless authorized by state laws, rules or regulations, Ajax Turner Company will not release such information without a written consent form signed voluntarily by the person tested.

Consumption and Responsible Use of Alcohol

Anheuser-Busch, Inc. and Ajax Turner Co., Inc. shares with all thoughtful citizens a concern over the misuse of alcoholic beverages. We want to help ensure that our beers are enjoyed as they were meant to be.... Safely and responsibly.

For this reason, our company has supported and sponsored a variety of programs which address all areas of the alcohol abuse issue, from public education campaigns to beverage server training programs.

Outlined below is a recap of our rules, policies and guidelines regarding the consumption of beer and other alcoholic beverages.

- The unauthorized consumption of alcoholic beverages, including beer, on Company premises is prohibited and is a violation of company policy.

- Company sponsored activities which may include the serving of alcoholic beverages are not included in this policy, or other special exceptions or occasions which have been approved by senior management.
- Consumption of, or reporting to work under the influence of alcoholic beverages, including beer, is prohibited during working hours, lunch, or break periods.
 - This provision may not apply to team members who have been authorized by senior management to conduct product sampling or promotional activities.
- Consumption of any form of alcohol, including beer, is strictly prohibited while any team member including salesmen or team leaders are running a sales route. This includes consumption of alcohol in the cab of the route truck. Violation of this policy will be grounds for immediate termination.
- Team members who have been approved for the consumption of beer while making on-premise trade calls, or conducting special brand promotions must remain within the legal Breath Alcohol Concentration (BAC) limit required for the operation of a commercial vehicle.

- We caution team members who hold a department of transportation (DOT) commercial driver's license (CDL) that permissible breath alcohol concentration (BAC) levels are .04% and less than those allowed the general public.

Penalties imposed by the State of Tennessee for exceeding this limit are severe and may include suspension or loss of the CDL driver license.

This BAC limit applies whether the CDL holder is operating a company or personal vehicle.

Blood alcohol concentration (BAC) cards are distributed to all team members as a reminder of how alcohol affects one's driving abilities and reaction time. Please be aware that approximately two (2) beers in a one (1) hour period will result in a .04% BAC in a 150-pound person.

Also, we caution team members that BAC levels are only estimates, and that factors such as medication, tension, lack of sleep and lack of food consumption can accelerate personal blood alcohol levels.

Penalties

A positive test for illegal drugs will result in immediate termination.

A team member who tests positive for alcohol is subject to suspension without pay for at least 24 hours. A negative return to duty test will be required as well as six follow-up tests in the next twelve (12) months. As a condition of continued employment, the team member testing positive must undergo evaluation and a treatment program through the employee assistance program. A second positive test will result in termination. As mentioned above, Ajax Turner Company is implementing this policy pursuant to the drug free workplace program under the Tennessee Workers' Compensation Act.

This provides that a team member who is injured in the course and scope of his/her employment and tests positive on drug or alcohol test forfeits his/her eligibility for medical and indemnity benefits under Tennessee Workers Compensation. Refusal to take a drug or alcohol test will result in the employee forfeiting his/her eligibility for medical and indemnity benefits under Tennessee Workers' Compensation and automatic termination of the employee.

Any team member convicted of a drug-related offense is subject to termination.

Substance Abuse Policy/Employee Assistance Program

When a team member with a substance abuse problem sincerely seeks treatment or assistance, the company stands ready to provide help and to create an atmosphere of understanding. The Company supports sound treatment efforts, and no team member's job will be jeopardized for seeking assistance. Team members who have successfully completed their initial employment period who voluntarily acknowledge a drug or alcohol problem before being involved in conduct indicating drug or alcohol abuse, prior to detection by Ajax Turner Company, and before being required to submit to screening will be afforded the following opportunities:

- Assistance will be given through Ajax Turner Company's Employee Assistance Program on such terms as are available under the program.
- Ajax Turner Company will continue the individuals' employment conditioned on the team member's undertaking and successfully completing a program of rehabilitation prescribed by our EAP provider.
- The individual must also undergo random drug and alcohol testing after returning to work. Any additional positive test will result in immediate dismissal.
- Based upon the nature of the treatment, the team member may be prohibited from operating company equipment.
- If necessary, a leave of absence will be granted for rehabilitation purposes according to the current Ajax Turner Company policy in effect.

Confidentiality

All information, interviews, reports, statement memoranda and drug test results written or otherwise, received by Ajax Turner Company as a part of the drug testing program are confidential communications. Unless authorized by state laws, rules or regulations, Ajax Turner Company will not release such information without a written consent form signed voluntarily by the person tested.

Company “Cab Card” Program

If at any time, regardless of his/her BAC level, a team member feels that he/she should not drive, the company will pay for appropriate alternative transportation. Ajax Turner Company has arranged for Yellow Cab to provide this service when needed. All team members receive a “Cab Card” charge ticket to be used at any time, during work hours or not, if they feel over consumption has disabled them to drive.

A phone call to Yellow Cab will insure you a ride home at Company expense. This is a benefit provided to possibly save you and others from an accident and the torment of arrest, not a means to encourage a carefree “night on the town”.

When two or more team members are working together, or when the opportunity exists for two or more team members to share a vehicle, it is strongly suggested that one be the “designated driver”, and that he/she not drink.

It is a violation of Company policy to drive with BAC above the legal limit. For more information on the seriousness of this matter please refer to “Traffic Citations – Accidents Involving Alcohol or Illegal Drugs”.

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Company Vehicle Policy

Ajax Turner Company maintains a fleet of vehicles which are used for the delivery of our products, and servicing the needs of our customers.

Outlined below are several basic guidelines and rules for the safe and efficient operation of these vehicles.

DOT Licensing & Reporting Requirements

All persons who operate company vehicles must secure and maintain the class of drivers' license as required for the operation of their assigned vehicle by the State of Tennessee and U.S. Department of Transportation (DOT).

New team members will be allowed an additional three (3) month time window following the completion of their initial employment period to obtain the class of drivers' license that is required for the type of vehicle they were hired to operate.

Any person who operates a Company vehicle must complete the vehicle performance, and inspection report forms as required by State and Federal DOT regulations.

The company operations manager will outline the nature, content and submission frequency of all required Company and DOT reports during regular communication meetings.

Maintenance and Appearance of Vehicles

Maintenance

Our primary concern is the safe operation of our delivery and service fleet.

If you determine any fleet maintenance issue which renders your vehicle unsafe to operate, **STOP THE TRUCK, VAN, OR CAR!**

Immediately call the office, and do not move the vehicle until the problem has been corrected.

Failure to report serious maintenance and fleet safety issues may be grounds for disciplinary action up to and including dismissal.

Likewise, prompt attention to maintenance issues such as a high engine temperature, low oil pressure, or a slipping clutch will help us avoid unnecessarily high repair expenses.

While operating your vehicle watch your gauges. Telephone our Operations Manager or fleet maintenance staff if you are uncertain of the importance of certain vehicle performance issues.

It is the responsibility of the person assigned the vehicle to ensure that it has been serviced and maintained as per the requests and instructions of the Company Fleet Manager.

Appearance

The appearance of our brand-identified fleet must match the quality reputation and image of the Anheuser-Busch brands we sell.

All company team members will be responsible for maintaining the clean and neat appearance of their assigned vehicle.

The cab or passenger areas of these vehicles must be clean as well as the bays of the route trailer. All vehicles must be washed and cleaned on an as needed basis.

Periodic cleanliness inspections will be held of all Company vehicles.

Vehicle Accident Policy

What to Do in Case of an Accident

1. Stop at once and investigate.
2. Take steps to prevent further accidents – park safely, set out warning devices.
3. Assist injured persons. Don't move them unless absolutely necessary. Summon ambulance if needed.
4. Get help. Use nearby phone or send reliable passerby. Notify company office and police as instructed. Give location and nature of accident accurately.
5. Distribute accident questionnaires to witnesses. A packet of information and accident report forms can be found in each Company vehicle.
6. Get other driver(s) name and address, the vehicle tag number and operator's license number.
7. Be courteous – discuss the specifics of the accident only with the police, ATCO or insurance company representatives.
8. Complete the Driver's Notes at the scene of the accident, if possible.
9. Telephone ATCO Operations Manager or other team leaders as soon as possible.
10. Submit the completed notes and accident questionnaires to the Operations Manager before the close of that business day.

Failure to follow these guidelines may result in disciplinary action, up to and including termination.

Failure to report any accident in a company vehicle regardless of the severity may result in termination.

Any Ajax Turner team member involved in a vehicle accident regardless of the severity or at fault responsibility, will be required to submit to drug and/or alcohol testing on the day of the accident.

The Safety Director will provide instructions regarding what facility will perform such tests.

Any team member involved in a business-related vehicle or personal injury accident will be required to give a statement regarding the specifics of the accident to the Company safety committee.

Motor Vehicle Report

Each year the Company obtains a Motor Vehicle Report (MVR) on each team member that operates a company vehicle.

This report is compiled from the Tennessee Department of Safety Records.

Your motor vehicle record reflects all major and minor accidents, traffic citations, and driving offenses received over the past three years.

Driving accidents or citations received while operating one's personal, as well as a company vehicle are reflected on the MVR.

The company and our insurance carrier's rate driving performance based upon the following criteria:

Major violations include but are not limited to: DWI, DUI, Reckless Driving, Racing, Failure to Report an Accident, Vehicular Homicide, eluding a Police Officer and Driving on a Suspended License.

Minor violations include but are not limited to: Speeding, Financial Responsibility and Running a Stop Sign.

Acceptable MVR:

- One at Fault Accident in last three years.
- Two Minor Convictions.
- One at Fault and One Minor in last three years

Borderline MVR:

- No Major within the last three years.
- One Major from last three to five years
- One at Fault and Two Minor
- One at Fault and Three minor
- Two at Fault
- Two at Fault and One Minor

Poor MVR:

- One or more Major in the last three years

- Four or more Minor in last three years
- Three or more at Fault in the last three years
- Any Combination that would equal Four.

A poor MVR rating will affect the ability and desire of an insurance carrier to provide coverage for the offending team member.

If insurance coverage is denied a team member based upon an unacceptable driving record, the team member will be prohibited from operating a Company vehicle.

Therefore, since operating a vehicle is an essential requirement of the job responsibilities the team member is subject to dismissal.

Team members will be required to share in the expense of their vehicle accidents which are attributed to negligence and could have been avoided.

The safety committee may determine the financial responsibility of the team member up to a maximum of \$500.00.

Any financial assessment will be deducted from the earnings of the team member over a period of several weeks.

This assessment will be based upon the nature and severity of the accident, the dollar cost of vehicle and property repairs, and the driving record of the team member.

A continued failure to operate company vehicles in a safe, responsible manner may also result in disciplinary actions up to and including dismissal.

On a more positive note, the Company offers several different award programs to publicly recognize team members who have operated their vehicles on an accident-free basis.

Traffic Citations

A copy of any traffic citations received while operating a Company vehicle must be turned into the Safety Director.

This includes citations for parking violations, speeding, reckless driving, etc.

Expenses for fines will be the responsibility of the offending team member.

The company will review the nature of parking tickets received during deliveries to retail accounts.

Team members should always follow posted “no parking” signs.

If such a parking violation could not have been avoided, the company will cover the expense. From that point forward we will work with the customer and the local police department to avoid future such offences.

Traffic Citations – Accidents Involving Alcohol or Illegal Drugs

It will be the policy of Ajax Turner Company that any person arrested for any alcohol related driving offense including but not limited to Driving Under the Influence (DUI), Driving While Intoxicated (DWI), or any motor vehicle offense where alcohol or drug use or possession is in any way an element of the offense while on duty or off-duty is subject to suspension without pay pending the outcome of any trial.

This policy will apply to those team members who operate a company vehicle as a condition of their employment.

The policy also applies to those team members hired with the understanding that part of their future duties will involve the operation of a company delivery or service vehicle.

A professional counselor through the employee assistance program must evaluate any person arrested for an alcohol-related offense. As a condition of continued employment, the person must retain a valid driver's license (as outlined in the appropriate job description) and adhere to the treatment program prescribed by the E.A.P. Unannounced follow-up alcohol testing will be required at least six (6) times in the next twelve (12) months.

A second arrest for an alcohol related traffic offense will result in termination.

As a condition of employment, a team member will notify Ajax Turner Company on the following workday of any arrests or convictions of drug or alcohol related offenses.

Alcohol and Company Vehicles

Consumption of any form of alcohol, including beer, is strictly prohibited while any company team member including salesmen, and team leaders are running a sales-route.

This includes consumption of alcohol in the cab of the route truck.

Violation of this policy will be grounds for immediate termination.

Team members who have been approved for the consumption of beer while making on-premise trade calls, or conducting special brand promotions must remain within the legal BAC limit required for the operation of a commercial vehicle.

For additional important information please refer to the policy titled “Traffic Citations – Accidents Involving Alcohol or Illegal Drugs”.

Common Courtesy on the Road

Team members who operate Company vehicles should remember that the manner in which they handle their truck or car in traffic is closely scrutinized by the driving public.

We are all driving “rolling billboards” and the courtesy you demonstrate fellow motorists is a reflection upon our brands, your company and Anheuser-Busch.

Follow the speed limit, allow other drivers into merging traffic, remain patient in heavy traffic, as a sign of respect pull over whenever possible for Funeral Processions.

These are just a few suggestions for being an “Ambassador” for our brands on the road.

Personal Use of All Vehicles

Company owned vehicles are not allowed to leave our market area unless prior approval has been obtained from senior management.

In some instances, vehicles are provided for the personal use of our team leaders for travel to and from the company and home.

According to Internal Revenue Guidelines, the Company is obligated to charge each team leader with the taxable income value of this transportation benefit to and from work.

Excessive personal use of Company owned vehicles may result in disciplinary action, including forfeiture of this privilege.

Team leaders who have been on a leave of absence from the company for any reason, will be asked to return the vehicle after six weeks have elapsed.

Team leaders who are assigned Company vehicles will be required to adhere to State and Federal Laws, as well as DOT regulations which address open containers of any alcoholic beverage in the company vehicle.

Immediate family members should only operate the Company vehicle in cases of emergency or very unusual circumstances.

The ATCO team member must ride in his/her vehicle that is being driven by their family member.

The expense of accidents which may occur while an immediate family member is operating the vehicle will be the responsibility of the ATCO team member who is assigned that vehicle.

6 Route Postings

Package and Draught beer sales Routes will be posted for bid, as they become available.

These postings make it possible for current route salesmen to obtain a “change of scenery”, or possibly improve their earnings potential.

Posting sales routes ensures that we promote from within our existing work force whenever possible. The entire sales force will be notified of routes available for bid through the voice mail system. A detailed description of the route will also be posted in our sales meeting room.

All postings will describe the geographic area of the route, the number of accounts serviced, and the prior years’ or estimated annual case sales volume.

Job openings or routes will be posted for a duration of five working days, over a two-calendar week period, i.e., Thursday – Wednesday. Spreading a route posting over two calendar weeks allows persons returning from vacation the opportunity to consider a possible bid.

Those persons interested in being considered for the available position are invited to question Company team leaders regarding the route description, and responsibilities before they submit their name for route consideration.

Persons interested in bidding for this posted route should contact the Human Resources Manager.

Positions will be awarded based upon the best-qualified applicant, including but not limited to a variety of factors such as:

- Previous sales experience within Ajax Turner Company; or sales experience with other organizations.
- Sales, administrative and customer service performance and attitude while running other sales routes within the company.
- Ability to perform the duties and requirements listed on the job description.
- Personal safety and safe driving history.
- Years of service with ATCO will only be considered when all other factors are evenly matched between candidates.

Team members who are involved in a “return to work” transitional duty position is eligible to bid on posted positions. However, to qualify for the position they must be physically ready and released by their physician to assume the duties of the position no more than two weeks after the route has been assigned.

The Company’s equal employment opportunity policy against discrimination is the same for awarding management and sales positions, as it is when hiring new team members.

Route salesmen will be allowed to change to different routes only once in a twelve-month period.

Since building customer relationships take time, we strongly discourage the practice of transferring from route to route.

Therefore, in order to minimize possible disruptions in customer service we will limit to two (2) the number of routes to be posted for bid as a result of a new route being added, or an existing salesman leaving the company.

This practice will manage a possible “domino effect” of multiple salesmen transferring routes as a result of a single route becoming available.

7 Payday

All Company team members are paid on a two-week cycle.

Every other Friday team members will receive their earnings via an electronic transfer of funds (EFT).

On payroll Friday mornings, funds will be transferred to the financial institution (s) of the team members' choice. Funds may be directed to as many as three different accounts, in as many different banks.

Each payday, payroll reports will be distributed which detail earnings, hours worked, cases sold, as well as deductions which have been made for taxes and benefit programs.

In the event that a regularly scheduled payday falls on a day off such as a holiday, team members will be paid on the last workday before the regularly scheduled payday.

Our Payroll Administrator is always available to answer any questions you may have regarding your paycheck or our electronic transfer of your earnings to your bank.

Payroll Deductions

Federal Income/Social Security Taxes

The Company is required by law to withhold a portion of your earnings for payment of federal income, and social security taxes.

- Federal Income Tax Withholding is determined by your salary, your marital and dependency status, and the tax tables of the Internal Revenue Service. You should notify the Human Resources Manager immediately if the number of your dependents changes so the correct amount will be withheld.
- The Social Security tax (FICA) is determined by Congress. The amount withheld from your pay is only half of the total tax. Ajax Turner Company matches your Social Security contribution.

The deductions are itemized on your payroll check stubs, and on the IRS W-2 statement you receive each January.

Garnishment Payments

When directed by the courts the Company must withhold garnishment payments from your earnings.

Duration of the garnishment as well as the amount and/or percentage of your earnings which is deducted is directed by the courts and may not be changed, or altered by our Human Resources Manager.

Voluntary Deductions

The Company offers a wide variety of benefit programs benefits. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these benefits. Some of these voluntary deductions include:

- Medical Insurance
- Dental Insurance
- AFLAC Cancer
- Life Insurance
- Long Term Disability
- 401(k) – Must be employed for 6 months.
- United Way Contributions

New team members joining the Company will have the opportunity to sign up for many of the benefits, listed in the Route Postings Section, at the time of their insurance orientation.

Other deductions may also be taken from the team members' weekly earnings. These may include the following:

- Petty Cash
- Product Shortages
- Team member loans from the company
- Purchases of branded novelty items.

Payroll Corrections/Changes

Payroll Corrections

At Ajax Turner Company we take all reasonable steps to ensure that the earnings and payroll deductions of each team member are accurately handled and that all team members are paid promptly on the scheduled day.

In the event that there is an error in the amount of pay, or the deductions taken, the team member should promptly bring the discrepancy to the attention of the Payroll Administrator so that corrections can be made as quickly as possible.

At this point the Payroll Administrator will discuss with the team member how the error will be corrected. If the error is small it will be corrected in the next scheduled pay period. However, if the error involves a larger amount of money, other options will be made available to the team member.

Payroll Changes

Please see the Payroll Administrator should you wish to make a change on your payroll such as:

- A new W-4
- A marital status changes
- A percentage change on 401(K)

Most changes will take effect on the next pay cycle with the exception of the 401(K). All 401(K) percentage changes will take effect on the first payroll of the month.

Overtime

Overtime compensation is paid to all hourly team members at the following rate in accordance with federal and state laws:

- One and one-half times the straight time rate for all hours over forty (40) in a week.

While overtime hours are sometimes required for the operation of the business and meeting our customer's service needs, their usage will be monitored and controlled by the company team leaders.

- In a week where a recognized holiday occurs, for the purposes of overtime, eight (8) hours of straight time will be added to the total hours worked for the week.
- Time off for days absent, vacation, or other leaves of absence will not be considered hours worked.
- Team members who have accumulated vacation or personal leave allowances will receive eight (8) hours of straight time pay for time off. For the purposes of overtime, these eight (8) hours will not be added to those worked during the week.

Timekeeping – Using the Time Clock

Each team member who is compensated on an hourly basis will have access to the electronic time clock.

Our computer generates a detailed record of the date, and time you clocked in for work, as well as a cumulative record of hours worked.

Copies of this weekly report are available from the Payroll Administrator upon request.

Team members are required to clock in at the beginning of their prescribed starting time, and immediately upon the conclusion of their shift, return from the sales route, or completion of their work.

Company policy requires that team members may only "clock in or out" for themselves. Clocking in/out for another team member may result in disciplinary action up to and including dismissal.

Day and Night Shift Warehouse Team – Sales Route Helpers

Thirty minutes for lunch, dinner, or snack breaks is automatically deducted from the eight-hour days of each team member who is paid on an hourly basis.

Team members who are paid on an hourly basis must clock out/in and must notify their immediate team leader if they must leave the premise for personal business.

Office Staff Members

One hour for lunch, dinner, or snack breaks is allowed.

Team members who are paid on an hourly basis must clock out/in if they must leave the premise for personal business.

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Team Member Benefits

New team members who are on a full-time basis, are working a minimum of thirty (30) hours per week and have been with the Company for sixty days (60) are eligible to participate in our company health insurance programs.

Persons who have joined the Company to fill short-term, seasonal, part-time or temporary positions, such as summer helpers on our trucks, are not eligible for these insurance benefits.

Participation in Company benefit programs is completely voluntary.

Some of our benefit programs are provided at no expense to you, others are offered on a shared cost basis, and in some cases the insurance premium expense is the full responsibility of the Company team member.

Here is a brief outline of what coverage's are offered by Ajax Turner Co., Inc.:

- Medical – 60% of the total premium expense is paid by Ajax Turner Co., Inc. for both family and single coverage.
- Dental – 60% of the total premium expense is paid by Ajax Turner Co., Inc. for both family and single coverage.

Ajax Turner provides Life Insurance and Short-Term Disability for each team member paid at 100% by the Company. A discounted Long Term Disability Plan is also offered and paid at 100% with the option to increase benefits at the team member's expense.

A few other program benefits are offered to all team members on a voluntary basis which include the following:

- AFLAC Accident
- AFLAC Cancer

During a team member's orientation, all insurance benefits will be covered in detail and all questions will be answered at that time. Team members must sign up for all coverage they are interested in taking within their first sixty (60) days of employment, or the team member could be required to wait until the next open enrollment which is held each year in March.

For individual questions regarding specific coverage, we encourage you to refer to the insurance carrier's handbook, or contact their representatives directly.

The Benefits Manager is always available to help you find answers to your questions, or solve any benefit-related problems you or your family members may face.

A recap of premium expenses will be provided you on an annual basis.

Any and all insurance coverage amounts, benefit levels and/or premium expenses listed in this handbook are subject to change.

Revised copies of individual coverage details, benefits and expenses will be issued as needed.

Cafeteria Benefits

Under section 125 of the IRS code, Ajax Turner Company is allowed to deduct "Cafeteria Benefits" from your gross earnings prior to calculating federal income tax and FICA taxes.

Cafeteria benefit items eligible to be pre-taxed include:

- Medical insurance premiums
- Cancer insurance premiums
- Aflac insurance premiums
- Health Savings Accounts (HSA)

Thus, by reducing your gross income you have reduced your tax liability, which will result in a net increase in your take home pay!!

Social Security taxes are not paid by either the team member or the Company on income which has been tax-sheltered through cafeteria plan deductions.

During orientation you may elect to have your premiums deducted from either your pre-tax or after-tax earnings.

Please Note: According to IRS Guidelines, once you have determined the dollar amount of your cafeteria plan deduction, you may only change your deduction amount once a year during Open Enrollment.

The exception to this rule is if you have a change in family status.

Examples:

- Birth
- Death
- Marriage
- Divorce
- Spouses job change (gain/loss of benefits)

All of the above are qualifying events which would allow you to make any payroll deduction changes. Changes must be made within 30 days of the event.

Insurance benefits are discussed during New Hire Orientation. Contact the Benefits Coordinator if you have any questions regarding your enrollments. Team members can contact the insurance companies directly with specific coverage questions.

401(K)

Retirement Savings Plan

Ajax Turner Co., Inc. is proud to offer a 401(k) plan for retirement savings. This program not only helps you save for retirement, it also affords you current tax savings.

All contributions made by you into your 401(k) account are done so on a pre-tax basis. This means your biweekly contribution is deducted from your earnings before any federal income taxes have been calculated.

Although 401(k) retirement savings contributions are sheltered from federal income taxes, team member and company matching social security taxes are paid on 401(k) contributions.

The following is a brief summary of how the plan works:

Eligibility:

- You must maintain an average of 20 hours worked per week and have no break in employment.
- You must be at least 21 years of age.
- Sources of Contributions
- Your pre-taxed payroll deductions.
- Matching 3% contributions from Ajax Turner Company, Inc.
- Employer contributions of 3% of pay from Ajax Turner Company, Inc.

Contributions & Matching

- Ajax Turner Company, Inc guarantees you 3% of your gross weekly salary regardless of your financial participation.
- Your pre-tax savings of up to 6% of your salary are matched \$.50 on the dollar.

Example: If you contribute 6% of your salary; the company will guarantee 3% of your salary, and the company match will generate another 3% of your salary for a total of 6%.

- Maximum contribution is 15% of your salary, or a dollar maximum per year set by the Internal Revenue Service.

Team member and Ajax Turner Company contributions will be forwarded to General American on a monthly basis.

401(k) Contribution Table							
Team Member	0.0%	1.0%	2.0%	3.0%	4.0%	5.0%	6.0%
Ajax Turner Co.	3.0%	3.5%	4.0%	4.5%	5.0%	5.5%	6.0%
Totals	3.0%	4.5%	6.0%	7.5%	9.0%	10.5%	12.0%

Signing Up

On or about your 6-month anniversary The Human Resource Department will contact you to sign up for the plan.

Vesting Schedule

Your 401(k) savings made through payroll deductions, and their investment earnings, are always yours to keep. All Company contributions are subject to the vesting schedule.

Team members have no vested interest in company contributions for the first two years with the team. Vesting will increase by 20% each year thereafter until after your sixth year, at that point you will then be 100% vested in the program.

Contributions made into your 401(k) account by the company follow the vesting schedule listed below.

Years of Service	Percent Vested
<2	0%
2	20%
3	30%
4	40%
5	50%
6	60%

401(k) Loan

In order to avoid the financial penalties of a hardship distribution, the Company's 401(k) plan does offer a loan provision.

In order to qualify for such a loan, team members must claim and prove need based on one of those same four criteria as outlined under a hardship distribution.

Loan Restrictions – Details

Unlike the restrictions placed upon a hardship distribution, under the 401(k) loan conditions you can obtain a loan if you meet the following criteria:

1. Must be an immediate hardship:
 - To pay medical bills.
 - For education.
 - To purchase your primary residence.
 - To keep your primary residence from foreclosure.
2. The minimum request of \$1,000.
3. Maximum of 50% of your vested account balance not to exceed \$10,000.
4. Payment period from 1 – 5 years.

Although a loan has been granted, team members are allowed to continue their contributions into the 401(k) account. Likewise, the company is allowed to continue matching contributions into the team members' account.

A charge will be deducted from your 401(k) account for the processing and administration of this loan.

The re-payment of loan principal and interest is made through payroll deductions and posted back to your 401(k) account each month. No withholding taxes are deducted from the loan distribution.

The interest rate is determined by Internal Revenue Service guidelines.

Hardship Distribution

You can obtain a hardship distribution from 401(k) if you meet the following criteria:

- The payment of medical expenses incurred by the team member, spouse or dependents.
- The purchase (excluding mortgage payments) of your principal residence.
- The payment of tuition and related educational expenses for the 12 months of post-secondary education for you, your spouse or dependents.
- To prevent eviction from your principal residence or foreclosure of the mortgage on your principal residence.

According to IRS regulations, you will not be allowed to contribute to your 401(k) for 6 months after obtaining a hardship distribution.

In addition, if you are under 59½, the IRS imposes a 10% penalty.

At year-end a 1099-R form will be issued and the money you received must be claimed on your taxes.

Investment Options

A wide variety of investment options are available to you for retirement savings planning.

Our 401(k) program offers a complete portfolio of stock market mutual funds, and bond funds for you to choose from.

Our representative from Jack Turner and Associates will provide detailed information on the nature, and history of each available investment option.

A performance report of each of these funds will be made available on a regular basis. Of course, the earnings performance information of most funds is published in our local newspaper.

Decisions regarding the investment of retirement savings are the team member's alone.

Investments should be made only after reviewing available information.

Each team member should consider his or her own tolerance for "risk versus return".

401(k) Access and Changes

You may access your 401(k) account on the Internet or by phone.

To access your account, do the following:

- Type in: www.jhpensions.com
- When the web page comes up on your screen enter your Social Security Number (SSN).
- Next enter your Personal Identification Number (PIN).
- If it is the first time you have accessed your account, the last 4 digits of your SSN is your PIN.
- The system will require you to change your PIN. Once you have done this you can view your account.
- You can also call 1-800-395-1113 to access your account.

You can access information and make changes to your account by phone or over the internet.

The only changes that must be made through the human resources department are changes to your contribution, address changes and beneficiary changes.

Account standing reports will be distributed to all enrolled team members on a quarterly basis.

Each year, 401(k) communication meetings are held with representatives from Jack Turner's Office. They will answer all of your 401(k) questions during these open discussions, or on a "one on one basis".

Withdrawing from the Program

You may discontinue payroll deductions for the purpose of contributing to your 401(k) account at the beginning of each month.

When a team member leaves Ajax Turner Company for any reason, he/she may exercise one of four options regarding their 401(k)-retirement savings account.

These options are as follows:

- Leave your account in place within the company 401(k) program.
 - You will continue to receive quarterly statements, and be allowed to direct the investment of the funds in your account.
- Roll 401(k) earnings into another qualified 401(k) account with their new employer.
- Roll 401(k) earnings into an IRA account established at another financial institution.
 - With either of the two above options, once you have completed and signed the appropriate forms, the available funds in your account will be electronically transferred to the new retirement savings account of your choice.
 - No Federal Income Taxes are withheld from your distribution if you elect either of these options.
- Request a lump sum payment which will close your account with the Company 401(k) program.
 - An IRS 1099 form will be issued to you at the end of the calendar year for this distribution amount.

Federal Law requires that your spouse also sign any and all documents regarding the liquidation or transfer of the assets in your 401(k) account.

All forms requiring signatures must also be notarized.

Upon the completion of these forms, they are signed by the plan trustee and forwarded to the administrator of our 401(k) program. Turnaround time for distribution or transfer of your funds is approximately one month.

COBRA

In July of 1986, the government mandated a new law called COBRA (Consolidated Omnibus Budget Reconciliation Act). This is a federally mandated plan which provides continued health care plans to covered team members and dependents that lose their group health insurance coverage due to certain events taking place.

If you are enrolled in the Company health insurance plan and leave the company for any reason, have your working hours reduced to below 30 hours per week, or are not 65 years of age and entitled to Medicare, you are eligible for continued benefits under COBRA for a period of 18 months. Some qualifying events could offer you benefits for up to 36 months.

You must already be covered by the Company's health insurance plan when the qualifying event takes place in order to be eligible through COBRA for continued benefits. In the event of divorce, disability or death, your dependents may also be eligible for continued benefits.

Under COBRA coverage, former company team members are responsible for 100% of health insurance premium expenses. Monthly premium payments must be received by the company in advance in order for coverage to be continued.

Upon leaving the Company, regardless of the reason, you will be mailed a letter and form for enrolling in COBRA which allows you to continue your insurance coverage.

You will be provided sixty days to either accept or reject your continuation of coverage. Failure to answer the company's request for information regarding your interest in insurance coverage will be treated as a decline of coverage on your part.

However, should you wait until the end of the deadline to enroll, you must pay the preceding month(s) insurance premiums.

Example: Team member resigns on Oct. 29, 1998, he/she has until Dec. 29, 1998 to decide whether to enroll in COBRA. At that time, he/she would have to pay Nov. & Dec. insurance premiums to catch up.

Our Human Resources Manager will coordinate all details of COBRA insurance coverage.

Worker's Compensation Policy

Ajax Turner Company purchases Workers' Compensation Insurance Coverage for injuries or illness a team member may incur while performing their normal job responsibilities.

This program covers all medical, surgical, and/or rehabilitation treatment expenses, and partially reimburses the team member for time away from work.

There is no cost to team members for this insurance coverage.

Reporting Your Injury

If you are injured while performing your duties, or become ill due to a work-related condition you must follow the following steps:

- Immediately report the condition to the Company Safety Director, a Company team leader or the Human Resources Department.
 - You should report such an injury or illness as soon as detected, or even suspected, even if you do not choose to seek immediate medical treatment.
- You will be provided a choice of three physicians to attend to your condition.
 - This list of physicians and our medical insurance carrier for work related injuries/illness will be posted throughout the building.
- A first report of injury form must be completed and signed by the team member.

This report must be submitted to the Human Resources Manager as soon as a work-related medical condition is suspected.

The Company will contact our insurance carrier, and submit the team members' First Report of Injury report as soon as possible.

The insurance carrier must either accept or deny the claim, and notify the Company and our team member of their decision within fifteen days of the knowledge of the injury.

Post-Accident Drug – Alcohol Testing

In accordance with the Company's substance policy, team members injured during the course of their duties must submit to a post-accident drug screen, and/or alcohol test.

Ajax Turner Company will send team members for drug and alcohol testing if they are involved in on-the-job accidents where personal injury or damage to Company property occurs.

This test will be performed regardless of whether immediate medical treatment is provided.

Team members in violation of the Company substance abuse policy may be subject to discipline, including termination.

Further, any team member in violation of this policy forfeits eligibility for workers' compensation medical and indemnity benefits.

For more information on this policy please refer to the Human Resources Manager.

Indemnity Benefits

Depending on the extent and nature of the injury, the team member may be eligible to participate in the company "return to work" program.

This program provides transitional duties which are based upon the short-term physical limitations and rehabilitation schedule of the team member.

For more information on this benefit, please refer to "return to work" statement in your handbook on pages 70 and 71.

An injured team member is not paid for the first seven (7) days of disability. On the eighth (8th) day the team member is eligible for one days' benefit, on the ninth (9th) day the team member is eligible two days' benefits, and so on.

If the team member continues to lose time from work through the fourteenth (14th) day, the seven-day waiting period will be picked up and the team member will be due benefits for all fourteen (14) days.

An injured team member may use his/her accrued personal or vacation leave allowance during the first fourteen (14) days of disability. This will not affect the benefit amount to be received from workers' compensation.

Compensation payments for an injury shall be received by the claimant no later than fifteen days after notice of injury. The team member is entitled to 66 2/3% of his/her average weekly income, up to a weekly maximum worker's compensation benefit set by the state. This benefit amount is subject to regular revisions.

If the team member returns to work in a light duty capacity, he/she will be entitled to "temporary partial disability" benefits. Wages earned on light duty will be reported to workers' compensation and used to determine the benefit due to the injured or ill team member.

For more information, please refer to our benefit model on page 73.

Additional benefits may be available if the physical limitations incurred as a result of the accident are deemed permanent in nature by the attending physicians.

Workers' compensation benefits stop when the physician issues a full release and the team member returns to work.

If the injured team member refuses to comply with any reasonable request for medical examination or to accept medical treatment, compensation may be stopped for as long as the team member continues the refusal.

Other Important Information

The team member should not receive any medical bills for treatment, or rehabilitation for approved care from an authorized physician.

If any bills are received, please refer to the Human Resources Manager. In some instances, the team member may pay for prescriptions but this expense will be reimbursed by the carrier upon submission of receipts.

The team member may be responsible for medical expenses under the following circumstances:

- If the injury was found by a court not to be compensable.
- The physician, who was not authorized by the company at the time the services were rendered, knew that he/she was not an authorized physician.
- The team member knew the physician was not authorized and it was not an emergency.
- The team member refuses to submit to a post-accident/illness test for drugs or alcohol.

Within a reasonable time period, the team member will be asked to meet with the company safety committee to discuss the nature and causes of the personal injury accident.

At this meeting, we will attempt to determine how and why the accident occurred, could it have been avoided, and how may we prevent such an accident from happening again.

Under any and all circumstances, the leadership of the entire company will work with any injured team member through every step of the healing process.

Neither Ajax Turner Company nor our insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during a team members' voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the company.

“Return to Work” Policy

It is the policy of Ajax Turner Company, Inc. to provide our team members who become injured during the performance of their work duties with a recovery program. We have established a “Return to Work” (RTW) program that strives to return injured team members to their regular job assignments as soon as possible.

“Return to Work” positions are provided to the extent possible, consistent with the needs of the business.

During the recovery of team members who have become injured while performing their job duties, the Company “RTW” program will provide temporary work assignments tailored to the medical restrictions of the injured person. Team members should perform only those job functions that can be safely performed during the recovery process.

Transitional jobs are temporary in nature and will be monitored by your physician, insurance carrier, and immediate team leader. During the next scheduled medical appointment, the treating physician will re-evaluate the transitional release. Upon receiving any additional information Ajax Turner Company, Inc. will re-evaluate its ability to provide temporary transitional work and to increase or decrease the job responsibilities based upon the restrictions outlined by the physician.

The maximum duration of a transitional job will be six months.

Compensation for transitional duty jobs will be regular hourly wage up to a maximum of \$12.00 per hour with a maximum of forty (40) hours allowed per week. All “RTW” earnings are coordinated with workers’ compensation insurance benefits. ATCO is required to report all wages earned during the return-to-work program to our workers’ compensation insurance carrier.

“Moonlighting” or working for another Company or yourself is not allowed and could result in denial of insurance benefits and/or termination of employment.

Success of our RTW program depends upon the assurance that all team members understand and adhere to the rules and responsibilities outlined in this policy.

- Report all work-related injuries, no matter how slight, immediately to your team leader.
- When necessary, seek immediate medical attention.
- Notify the treating physician of our “RTW” program.
- If possible, report your medical status within one (1) hour of receiving medical attention to your immediate team leader.
- If unable to perform normal work duties: report to work in your temporary transitional job assignment following the receipt of a temporary transitional job offer by the Company.

- Sign a transitional duty acknowledgement form stating that you understand your “role and responsibilities” including your acknowledgement that the transitional job is temporary. Sign a medical release authorizing Ajax Turner Company and insurance companies to obtain information relating to your condition.
- Comply with all your medical provider’s recommendations including established restrictions, limitations, therapies, medication and medical capacities. Immediately notify your team leader or manager in charge of your temporary transitional job if the tasks, in any way, aggravate the injury symptoms.

Participation in the Return to Work is mandatory. Failure to return to work upon reassignment to a transitional job will be treated as an unexcused absence. Three (3) unexcused absences are considered a voluntary resignation.

- This participation is required regardless of whether the team member has accumulated enough personal or vacation leave to replace their normal earnings during time away from the Company.
- Vacation and personal leave days will be accrued by the team member as long as they are actively participating in the return-to-work program.
- The company reserves the right to change, modify, or terminate this program at any time. This is not a contract for employment.
- Knowingly providing false, incomplete, or misleading information to any party on a worker’s compensation transaction is grounds for immediate dismissal.

Under the Worker’s Compensation Fraud Act it is a crime to knowingly provide false, incomplete, or misleading information to any party to a worker’s compensation transaction for the purpose of committing fraud. Penalties include imprisonment, fines and denial of insurance benefits.

Immediate Team Leader's Role and Responsibilities

- Understand and adhere to the Company's safety/work rules and RTW policy.
- Ensure that direct report team members receive a thorough review of company work and safety rules as well as a RTW orientation and that they understand the Company's RTW policy and procedures.
- Maintain close communication with the injured team member throughout the healing process.
- Follow up with medical providers and team members regarding prescribed therapy and recover process.
- Report job injuries to the RTW coordinator, or other identified staff person in the Company, in a timely manner.
- Conduct a job hazard analysis to determine if any changes in work/safety rules are necessary to reduce the risk of worker injury.

Employee Assistance Program

E.A.P

Ajax Turner Company realizes that the stress of today's life style sometimes results in problems that become too great for us to deal with on our own. The decision to get professional help is often a difficult one but may be one of the most important choices we make. Whether the problem is related to alcohol or drug use, money, marital, family or legal problems, The Employee Assistance Program offers specialized counseling in all areas.

The information you give to your counselor is confidential. The EAP will not release information to anyone, including ATCO or family members, without your written consent.



WorkLifeMatters

Your Employee Assistance Program through The Guardian Life Insurance Company of America and Integrated Behavioral Health

Email:

eapcounselor@ibhcorp.com

Phone: 1-800-386-7055

Available 24 hours a day,
7 days a week*

Web: ibhworklife.com

User name: **Matters**

Password: **wlm70101**

Some information however, cannot remain confidential:

- When individuals express intent to harm themselves or others, the counselor may be required to break confidentiality to assure the health and safety of all concerned.
- Counselors are mandated by law to report to the appropriate state authorities' information documenting child and elder abuse or neglect.

This service is available for you and your immediate family. Should it be necessary for you to receive additional help, the EAP will work through Ajax Turner Company's medical plan to minimize your costs.

- In and outpatient treatment programs for alcohol and drug abuse are also offered through the Company's medical program.
- The Company's medical program also offers psychiatric counseling for a variety of mental health concerns. For more information, please contact the Human Resources Department.

Team members can also access the EAP website by going to the Company's team member website: www.ajaxteammember.com.

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Paid Time Off

Personal Leave

Personal leave days are provided to team members as a means to ensure against income loss due to illness, disability, or circumstances involving family needs.

To be eligible for personal leave compensation, a team member must be classified as full-time (work a minimum of 32 hours per week) and have successfully completed their initial employment period. In appropriate circumstances personal leave will also count as FMLA leave.

Team members shall receive one half a day personal leave per month worked (6 days per year total).

Team members are allowed and encouraged to accumulate a maximum of 40 personal leave days. Team members will receive compensation for each full day over the accumulated 40, or a team member may choose to accumulate 45 days and receive compensation for 5 full days.

Personal leave days will cease to accumulate when a team member has exhausted his/her supply of those previously accrued personal or vacation allowance days.

If a team member resigns or is terminated, he/she will be paid all accumulated personal days.

Personal leave days which are not based upon medical need or family emergencies should be scheduled as far in advance as possible. Advance notice of such days should be provided to your team leader. Please refer to the Notification of Absence requirements.

For scheduling reasons, the company strongly discourages the practice of scheduling vacation or personal leave in half-day increments.

Personal leave compensation when warranted will be computed as follows:

1. Hourly team members will be paid for eight (8) hours at their regular rate of pay.
2. Personal leave time will not be added to hours worked for purposes of overtime.
3. Route salesmen will receive all commissions and pay for performance earned on their route during sick leave period.
4. Salaried team members will receive that daily rate of pay received under normal conditions.

Extended Medical Leaves of Absence

The Company will provide a maximum of twelve (12) months of medical leave as an initial accommodation should you become medically unable to perform the essential functions of your job for any reason. In appropriate circumstances extended medical leave will also count as FMLA leave. This provision applies to non-work-related injury or illness.

The extended medical leave period will begin from the date in which the team member was last capable of performing his/her essential job responsibilities.

While twelve months of extended medical leave is allowed, to avoid disruptions in customer service and business operations we will hold the team member's position for a term of no longer than six (6) months.

If the team member returns after six months, the Company will make every effort possible to find a position which is comparable in income and responsibility to that previously held by the team member.

Ajax Turner Company will continue to pay our portion of the team member's

Medical insurance premium while the team member is out on an extended leave of absence. However, the team member will be required to pay his/her portion, with the failure to do so possibly resulting in termination of medical insurance coverage. Team member insurance premium payments must be made by the fifth day of each month.

The leave period will conclude once the team member has returned to perform the normal and essential duties of their job position for three continuous weeks.

This extended medical leave provision will not apply if the team member is reassigned permanently to some other full-time position within the Company, or accepts employment outside of the company as a result of a medical/physical inability to perform their previous job responsibilities.

For more information, please refer to the disability insurance section of the handbook.

If anytime during the twelve months leave period, the team member or their physician determine that they will no longer be able to physically or mentally perform their normal job responsibilities, with or without reasonable accommodations the team member's former position may be filled.

Under these circumstances, the company will attempt to identify other available existing positions within the work force which are consistent with the team members' temporary or permanent physical restrictions. The team member must be released by his/her physician to perform the physical tasks required in the new position.

The team member must be qualified to perform the essential duties of the new job assignment. Unfortunately, available positions may not always match the desired career path or work experience record of the injured or ill team members.

The compensation of each position within the Company is determined by the nature of the work, and not by the previous experience or performance of the person who is filling the position.

If the team member elects not to assume the duties of the available position, our search from within the Company will be deemed concluded, and person will be dismissed from the employ of the company.

Extraordinary Leaves of Absence

Extended non-medical leaves of absence are permissible under limited circumstances.

These leaves of absence will be granted by team leaders on a case-by-case basis based upon the severity of the circumstances.

Under no circumstances though, will such leaves be granted for more than a six-month period.

During this leave, vacation/personal leave benefits will not be accrued after the team member has exhausted their previously earned vacation/personal leave allowances.

Ajax Turner Company will continue to pay the company portion of the team member's health insurance premium during this period.

However, the team member will be required to pay their portion of the insurance premium by the fifth of each month. Team members may use accrued and available personal or vacation allowances to pay their portion of insurance premiums.

Military Leave

A military leave of absence will be granted to team members who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Re-employment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

The leave will be unpaid. However, team members may use any available paid time off for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the health insurance plans for which the team member is enrolled.

Vacation, personal leave, and holiday benefits will continue to accrue during a military leave of absence.

Team members returning from military leave will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Funeral Leave

Funeral leave is provided so a team member may make necessary arrangements, attend a funeral or handle affairs associated with the death of an immediate family member. The team member will be paid for no more than two (2) working days although he/she may be excused from work the day of the death until the day after the funeral. The compensable day or days must fall within the team member's regular workweek. If additional time off is needed, the team member should request such from his/her team leader. The following are considered members of a team member's immediate family for the purpose of the funeral leave benefit: spouse, child, parents, grandparents, brothers, sisters, stepparents, stepchildren and spouses' parents.

Jury Duty

We feel that serving on a jury is a civic duty and we encourage our team members to perform jury duty whenever it is requested. A leave of absence for such will be granted to all team members. We request that you inform your team leader when you will be absent for such service and approximately how long you expect to be gone. This will help in arranging work assignments. Upon presentation of proof of service, the company will pay the team member the difference between the amount he/she receives for jury duty and his/her regular straight time wage or salary for that period. The company in turn expects you to come to work on days when you are off jury duty for the day or excused from duty early.

Family and Medical Leave

Team members with at least 12 months of employment with the Company that have worked at least 1250 hours during the preceding 12 months are eligible for unpaid family and medical leave.

Up to 12 weeks unpaid leave per 12-month period (measured backward from the date a team member uses any FLMA leave) may be granted for the following reasons:

1. Because of the birth of the team member's son or daughter and to care for the son or daughter.
2. Because of the placement of a son or daughter with the team member for adoption or foster care.

3. In order to care for the team member's spouse, son, daughter or parent if such has a serious health condition.
4. The team member has a serious health condition that makes him or her unable to perform the functions of the position of such team member.

The Company requires that all team members substitute for unpaid FMLA leave any accrued and unused paid personal or vacation leave. FMLA leave runs concurrently with any substituted paid leave. Any period during which a team member receives regular pay or benefits such as accident and sickness benefits or workers compensation benefits is treated as "paid leave" for purposes of this section and counted against the team member's FMLA leave entitlement.

During this leave period, the Company will continue to pay its regular contribution to the team member's group health insurance premium. Team members will be responsible for paying all of their own premiums for all insurance programs by the fifth of each month.

The Company will require all team members who return from FMLA leave occasioned by their own serious health condition to present the company with a medical certification that the team member is able to return to work.

Upon return to work on or before the scheduled completion of family and medical leave, he or she will be reinstated into his or her previous position or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

The Company may require certification of need for leave due to serious illness or disability of a disabled spouse, child or parent, or for a non-work-related personal illness or serious health condition. The required form, "certification of physician or practitioner", can be obtained from the human resources department.

The Company reserves the right to obtain a second opinion in the event it disagrees with the physician's or practitioner's assessment of need for family and medical leave. If the first and second opinions conflict, a third and binding opinion may be obtained at the option of the company.

The failure of a team member to return to work upon the expiration of a family or medical leave of absence will result in the team member being removed from the Company's payroll records as a voluntary quit, unless an extension is granted.

A team member who requests an extension of family leave or medical leave due to the continuation, recurrence or onset of his or her own serious health condition, or of the serious health condition of the team member's spouse, child or parent, must submit a request for an extension, in writing, to the Human Resources Manager. This written request should be made as soon as the team member realizes that he will not be able to return at the expiration of the leave.

Should a team member fail to return to work upon expiration of the scheduled leave period for any reason other than certifiable medical necessity of the team member, or other extraordinary circumstances acceptable to the Company, all insurance contributions paid by the Company on behalf of the team member shall be reimbursed by the team member.

Maternity Leave

Ajax Turner Company will provide unpaid leave of up to four months to any full-time team member who has been employed for 12 consecutive months. In appropriate circumstances maternity leave will also count as FMLA leave. To qualify for leave and subsequent reinstatement, a member must provide the company with the following:

- Three months advance notice of the anticipated date of departure for leave.
- Anticipated date of return.
- A written statement of intention to return to full-time status at the end of the leave.

The Company will waive 3 months' notice requirement only if the team member is prevented from giving three months advance notice because of a proven medical emergency that requires the leave begin earlier than originally anticipated.

If the team member complies with these conditions, they will be reinstated to their previous position or a similar position with the same status, pay and length of service credit as they had on the date, they began the leave. If the team member cannot give the three months' notice because of a medical emergency that requires them to begin maternity leave earlier than anticipated, they are still entitled to reinstatement as described above.

Reinstatement provisions of this policy will not apply to team members:

- Whose positions are so unique that the Company cannot, after reasonable efforts, fill that position temporarily.
- Who have used the leave to pursue employment opportunities or to work for another employer?
- The team member has worked part-time for another employer during maternity leave.

Ajax Turner Company will continue to pay our portion of the team member's medical insurance premium while the team member is out on maternity leave. However, the team member will be required to pay her portion, with a failure to do so possibly resulting in the termination of insurance coverage.

Vacations

It is the practice of Ajax Turner Company to provide team members with an annual paid leave for rest and relaxation.

Eligibility

To be eligible for vacation, team members must have satisfactorily completed their initial employment period and have achieved full-time status (working a minimum of thirty (30) hours per week).

New team members will begin to receive vacation benefits after completing twelve (12) months of full-time service. Length of service is calculated using the team member's date of hire (anniversary date).

Vacation Vesting Milestones

Vacation time for all full-time team members is earned as follows:

- | | |
|--------------------------------------|---------|
| • After one (1) year of service | 5 days |
| • After two (2) years of service | 10 days |
| • After six (6) years of service | 15 days |
| • After twelve (12) years of service | 20 days |

Team members will be credited with their vacation on January 1 of each year. This is done to facilitate the scheduling process outlined in the Vacation Scheduling section.

Team members who pass a service milestone on their next anniversary (1,2, 6 or 12 years) will be allowed to schedule the new week of vacation in January even though it is not earned. Please see example below.

Example: On January 1, John Salesrep will be credited with fifteen (15) vacation days, even though he won't celebrate his sixth (6th) employment anniversary with the Company until September 1.

In the example above, the team member has not earned his third week of vacation allowance until September 1. However, for planning purposes he will be credited with the third week on January 1. If the team member takes the third week of vacation prior to September 1 and leaves the Company for any reason, the amount of the unearned vacation compensation he received in advance will be deducted from his final paycheck. Please see the Vacation Pay at Termination section.

Vacation days can be used for personal leave days but only if all personal days have been exhausted.

Vacation Scheduling

In January of each year vacation request and approval forms will be distributed to all eligible full time team members. This form will indicate the length of service and the amount of vacation days each team member is eligible to schedule. Your completed vacation request form should be returned no later than February 1st.

When filling out the vacation request form, the team member should list first, second, and third choices for each week of vacation. Team leaders will schedule vacation(s) with due consideration given to staffing requirements, length of service, and team member preference in that order. Preferences for vacation time will be granted whenever possible; however, choices must not conflict with the proper functioning of departments. For this reason, team leaders may reserve the right to ask team members to choose an alternative vacation time.

It is Company policy that not more than one (1) week of vacation may be used within a 45-day period during the months of April – August due to customer service requirements. However, during the months of September – March, two (2) consecutive weeks of vacation may be scheduled. Team members working in the Wine and Spirits Division wishing to take vacation during the months of October, November or December will be allowed to do so only under special circumstances with prior approval from their manager.

Requests for changes on previously approved vacation schedules must be submitted to team leaders as soon as possible. Vacations must be scheduled and taken in units of at least one week (5 days).

First year team members hired after October 1st will be allowed until June 30th of the following year to schedule their five (5) vacation days.

With the exception of first year team members, all vacation must be used before January 31st of the following year. Team members who fail to use their vacation days by January 31st deadline will lose them.

Special Vacation Guidelines for the Sales/Service Departments

Only one (1) vacation per team leader group can be scheduled for the same week.

A maximum of three (3) sales/service reps plus one (1) team leader are allowed to schedule a vacation the week before and the week of key holiday weeks (holidays are stated in the Holiday section of the handbook). Team members will cycle to the bottom of the seniority list to allow others to have a holiday week off.

My Available Vacation Time

Each team member's vacation allowance is accessible on the Company's secure website, AjaxTeamMember.com. A user ID and password are necessary to access this site. When viewing vacation information on the website, please remember that eight hours is considered one (1) day of vacation allowance. If you need assistance please contact the Payroll Administrator or HR Department.



**Click on this icon
once you are signed
into the Self-Service
Website.**

Options for Selling Vacation

Team members who have accrued vacation time of 20 days may choose one of the options below for selling up to one (1) week of vacation time.

- Contribute the pay in lieu of vacation to the team member's Health Savings Account (HSA).
- Contribute the pay in lieu of vacation to the team member's 401(k) account.**

** The Company matching contribution of up to 6% will apply to team members electing to put a week of vacation into their 401(k) account.

Vacation Compensation Calculation

- Hourly team members who are paid for vacation allowance taken in one-day increments will receive eight (8) hours at their normal straight time rate. Vacation taken in weekly increments will be paid 40 hours at the straight time rate. Vacation pay will not be considered for the purposes of calculating overtime.
- All salaried team members will be paid one (1) week of their normal salary for vacation.
- Sales and service team members shall be paid what their route earns during their vacation week. A sales or service team member that qualifies to contribute vacation in lieu of time off to their HSA or 401(k) plan will receive a six (6) month average of their earnings. When determining their average weekly wage, income received from contest winnings or other incentive pay will NOT be included.
- Production based hourly team members will be paid a six (6) month piece-rate average plus hourly straight time rates for forty (40) hours. Vacation pay will not be considered for the purposes of calculating overtime.

Vacation compensation will not be paid in advance of the scheduled time off.

Payroll Deductions and Vacation

Insurance premiums, petty cash shortages, other shortages, novelties, or other normal expenses will be deducted from the payroll when team members are away from work on vacation. However, these normal charges will not be deducted when a team member receives vacation compensation rather than time away from their normal job responsibilities.

Regarding Vacation Accrual

Accrued vacation pay is the amount of vacation time that a team member has earned, but which has not yet been used or paid. Accrued vacation is earned by team members when they work (regular or modified duty). It is also earned when a team member uses paid personal leave or vacation.

Unpaid days off, including unpaid leaves of absence, such as medical leave, etc. do not count toward the team member's vacation accrual.

Vacation Pay at Resignation or Termination

It is the practice of the Company to pay team members for any earned but unused vacation for which they are eligible at the time of separation.

When a team member leaves the Company, their vacation time for that year will be reconciled. For each 52 days the team member has worked since their last anniversary date, the team member will have earned one fifth of the vacation they would normally receive that year (see schedule below).

If the team member has earned more vacation than taken for that year, the team member will be compensated for the vacation time earned.

If the team member has taken more vacation time than was earned, the unearned vacation will be deducted from his/her final check.

Calculation Schedule

- 1 year or more but less than 2 years - the team member will earn 1 vacation day for each 52 days worked past the anniversary date of employment.
- 2 years or more but less than 6 years - the team member will earn 2 days for every 52 days worked past the anniversary date of employment.
- 6 years or more but less than 12 years - the team member will earn 3 days for every 52 days worked past the anniversary date of employment.
- 12 years or more - the team member will earn 4 days for every 52 days worked past his anniversary date of employment.

Holiday Benefits

Ajax Turner Company, Inc. will grant holiday time off to all team members on the holidays listed below:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

New Year's Day

Whenever New Year's Day falls on a weekend, the Company will not close on the Friday before or the Monday following the holiday. The Company will credit each eligible team member with an additional Personal Leave Day. The Company will close in observance of this holiday when it falls during the normal workweek.

Fourth of July

The Company will be open and operating on July 4th when the holiday falls during the Monday through Friday work week. The Company will credit each eligible team member with an additional Personal Leave Day.

Christmas Eve - Christmas Day

When Christmas Eve falls during the normal work week, the Company must remain open due to customer service requirements. The Company will credit each eligible team member with an additional Personal Leave Day.

The Company will always close when Christmas Day falls during the work week.

When Christmas Eve and / or Christmas Day fall on the weekend, team members will have a full Personal Day added to their allowance “bank” for each holiday.

The following conditions apply in order to be eligible for holiday pay:

- The team member must have successfully completed their initial employment period.
- The team member must work the last scheduled work day before the holiday.
- The team member must work the next scheduled day following the holiday.

Absence due to illness or injury may be excused with the consent of your team leader. Holiday pay will not be paid to persons who have not worked within thirty (30) days prior to any holiday.

Due to customer service requirements, only a few team members will be allowed vacation leave in the weeks prior to or immediately following a holiday.

Team members seeking leave during these weeks should request this leave during our vacation scheduling window. (For more information, please refer to vacation leave section).

Team members will receive holiday compensation if they have been granted a vacation during the week of one of the above listed holidays. Team members who have taken a vacation during a holiday week will be charged five (5) vacation days. To compensate for the holiday, the team member will be credited for a personal day to be taken at a later date.

If a holiday falls on a Saturday or Sunday the Company will specify, in advance, the day it will be observed.

Example: Christmas Day falls on Saturday or Sunday

The Company will specify in advance whether it will be observed on the proceeding Friday or the following Monday.

Special attention shall be paid to the Christmas Eve/Day holiday when it falls on Thursday/Friday or Monday/Tuesday. Due to customer service requirements, at no time will the company close for four (4) consecutive days.

Under these circumstances the company will be closed on Christmas Day only and the Christmas Eve holiday will be credited to each team member to be used as a personal day to be enjoyed during the coming year.

When we must work on Christmas Eve, we will strive to open very early and close as early as possible so that everyone can return to his or her families.

Holiday Pay when the Company is Closed

Hourly Team Members:

- Eight hours of straight time compensation will be added to the total number of hours worked on the date the holiday is observed.

Sales and Service Team Members:

- One tenth of their biweekly salary.
- Pay for performance / Score Card pools are based upon a ten-day biweekly pay cycle. These pools will be paid in their entirety, despite the short pay cycle.

Salaried Team Members:

- One tenth of their biweekly salary.

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Contacts & Resources

Contact List

Garage Shop: 615.405.1657

Main Line: 615.501.9900

Main Fax: 615.501.9904

Service Director:

Mike Johnson – 615.428.1636

Night Warehouse Manager:

Stephen Bates – 615.260.1736

Merchandising Managers:

Ricky Martin – 615.428.1666

Michael Cothern – 615.428.1837

Safety Director:

Brian Jones – 615.410.8202

Driver Trainer:

Chris Zentz – 615.478.1825

Uniforms:

Nicole Mitchell – 615.280.3960

Fleet One Fueling System:

Matthew Valdez – 615.280.3910

Benefits Coordinator:

Rose Currey – 615.280.3901

Payroll Administrator:

Valerie Phillips – 615.280.3902

Operations Director:

Justin Greene – 615.280.3984

Director of Recruiting & Development:

Daniel Crowder – 615.280.3908

Vice President of Human Resources:

Eric Gibbons – 615.280.3907

Team Member Resources List

Medical Insurance: <https://www.bcbst.com/>

Alfac Plans: <https://www.aflac.com/>

Dental Insurance: <https://tennessee.deltadental.com/>

Life Insurance: <https://www.guardianlife.com/>

401K: <https://myplan.johnhancock.com/login>

Vision Insurance: <https://davisvision.com/>

Guardian/EAP: <https://www.ibhworklife.com/>

Ajax Turner Website: <https://ajaxturner.com/>

Ajax Turner Team Member Website: <https://www.ajaxteammember.com/>