

**INTEGRATED
LOGISTICS &
MATERIAL
HANDLING**

Revised May 2019

HODGE TEAM HANDBOOK

WE ARE HODGE



HODGE

WHATEVER IT TAKES.



OUR COMPANY

OUR FOUNDATION

WHEN YOU WANT IT, OWN IT.

WHATEVER IT TAKES.

If it's meant to be, then it's up to us. We take ownership. We commit to the outcome and stop at nothing to perform for our customers. It's a mindset that has our company doing what others won't, so that we can achieve what others can't.

YOUR BRAND



BRAND PROMISE

We at HODGE work hard for companies we believe in. We succeed by delivering smart, honest service and an unwavering commitment to doing business the right way. Our goal is their success.

BRAND ESSENCE

SMART DEDICATED PERFORMANCE

The “heart and soul” of our brand. Everything we do is about these three words.

HODGE TAGLINE

WHATEVER IT TAKES.

If it's meant to be, then it's up to us. We take ownership. We commit to the outcome and stop at nothing to perform for our customers. It's a mindset that has our company doing what others won't, so that we can achieve what others can't.

CORE VALUES

FAMILY

We are more than a team, we're a family. We care for each other. We believe in each other. We trust each other. We're on the same wavelength. We work together everyday to achieve great things, and we believe none of us are as smart as all of us.

INTEGRITY

We're honest. We're fair and understanding. We consider success secondary to our reputation as a company with strong moral and ethical standards, because we believe that's the right thing to do, even when no one is watching.

AMBITION

We have a strong desire to achieve great things. We're passionate and determined. We don't quit. We believe that big results require big ambition — so we'll do whatever it takes.

RESPECT

We admire and appreciate everyone's unique abilities, qualities, and achievements. We have each other's backs. We do what we say we're going to do. We know respect is earned, never given. And trust is gained by our performance.

BALANCE

We encourage the mindful prioritization between career, health, family, and spiritual life. We believe in living healthy, and having a positive energy in whatever it is we do.



WELCOME

On behalf of the entire HODGE team, I would like to take this opportunity to welcome you. I am pleased you have joined us and look forward to working with you.

Our management philosophy is one of respect for the abilities, contributions and rights of the individual employee. We strive to create an atmosphere where ideas and opinions are openly expressed. We feel that loyal and dedicated employees are a key to success. Through the efforts of our employees, HODGE is known for quality and service to customers.

We hope you will find satisfaction in your work and enjoy being a part of a progressive, team-oriented organization. Best wishes and thank you for taking this first step in knowing HODGE and the team with which you will be working.

WE ARE HODGE.



MIKE HODGE
PRESIDENT



TABLE OF CONTENTS

OVERVIEW

Purpose	1
At-Will Employees	1
Employees With Contracts	1

EMPLOYMENT

Equal Employment Opportunity	2
Accommodating Disabilities and Pregnancy.....	2
Nursing Accommodations for Mothers	3
Domestic or Sexual Violence Accommodation.....	3
Genetic Information	3
Immigration Law Compliance	4
Work Guidelines.....	4
Confidentiality.....	4
Classifications.....	4
Ethical Standards / Conflict of Interest	5
Harassment / Complaint Reporting	5
Open Door Policy / Conflict Resolution	6
Communication.....	7
Suggestions	7
Solicitation	7
Personnel Files.....	7
Break Rooms / Work Areas	8



COMPENSATION AND WORK HOURS

Work Hours 9
Pay Period 9
Payroll Deductions..... 9
Time Reporting Procedures 10
Overtime..... 10
Breaks 10
Travel..... 11

POLICIES AND PROCEDURES

Absenteeism / Tardiness 12
Dress Code 12
Company Credit Card..... 12
Performance Review..... 13
Workplace Violence..... 13
Fraternization 14
Gifts 14
Service Animals 14
Inclement Weather / Emergency Closing..... 15
Telecommuting 16
Health and Safety..... 16
Workplace Injury or Illness..... 16
Smoking and Tobacco Use..... 17
Drug Free Workplace..... 17
Company Equipment 17
Company Vehicles..... 18
Communication Devices 18
Proper Use of Company Equipment 19
Postage, Shipping and Office Supplies..... 19
Personal Listening Devices 19
Personal Property / Theft 20
Social Media / Social Networking..... 20
Cameras and Recording Devices..... 21



Office Cleanliness (5S)22
Visitors 22
Outside Employment / Conflict of Interest 22
Competing Employment 23
Self-Employment 23
Misconduct and Discipline..... 23
Termination of Employment 24

BENEFITS AND GUIDELINES

Paid Time Off (PTO)..... 25
Holidays 26
Health Insurance 26
Benefits Continuation (COBRA)26
Life Insurance and Accidental Death Policy..... 27
Short-Term Disability Insurance 27
Long-Term Disability Insurance 27
Retirement Plan..... 27
Flexible Benefit Plan / Section 125.....28
Employee Assistance Program (EAP).....28
Wellness..... 28
Leaves of Absence 29
Bereavement..... 29
Family and Medical Leave (FMLA)..... 29
Personal Leave 30
Pregnancy Disability Leave (PDL)..... 31
Military Leave (USERRA) 31
Bone Marrow and Organ Donation Leave..... 31
Jury Duty / Witness Duty 32
Voting 32
Confidentiality Agreement33
Acknowledgment of Receipt.....33

OVERVIEW

PURPOSE

The purpose of this Employee Handbook is to provide guidance and orientation to Employees about current policies and benefits. It is not intended to be all-inclusive. Acknowledging receipt of this handbook expresses agreement to comply with the guidelines, policies and procedures as outlined. Hodge, herein referred to as "Employer" or "Company", may review and change its policies and benefits at any time at its sole discretion. This handbook supersedes any previous handbook or unwritten policies. Any questions about the material contained in the handbook, or about any other aspect of employment, should be directed to your Supervisor.

AT-WILL EMPLOYEES

This Employee Handbook does not create a contract, nor is it a part of a contract between the Employer and its Employees. Employees are employed on an at-will basis and are subject to the Employer's business requirements. As such, the Employee or Employer may terminate employment at any time, with or without notice, with or without cause, for any reason not prohibited by law.

EMPLOYEES WITH CONTRACTS

The Employee-Employer relationship for those Employees with a written, signed employment contract is defined by the contract itself. For Employees who have such contracts, this Employee Handbook is not part of their contract. Policy issues contained in the Employee Handbook apply only to the extent they are not addressed in a written employment contract; if the contract and the handbook conflict, the contract will control.

EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

We are an equal employment opportunity employer and do not discriminate on the basis of race, color, religion, national origin, sex (including pregnancy), age, disability or any other classification protected by federal, state or local law. This policy applies to all aspects of employment and application for employment with Hodge. We will make job-related reasonable accommodations for any qualified Employee with a disability when notified by the Employee that an accommodation is needed, unless doing so would create an undue hardship.

ACCOMMODATING DISABILITIES AND PREGNANCY

Hodge does not discriminate against qualified individuals with disabilities or who are pregnant, and it provides reasonable accommodations to otherwise qualified applicants or Employees with disabilities or with pregnancy-based limitations in all employment practices, including job application procedures, hiring, advancement, job assignments, leaves of absence, transfers, layoffs, demotions, discipline, discharge, compensation, fringe benefits and job training. The Company is subject to and complies with the Americans With Disabilities Act and the Pregnancy Discrimination Act. The Company does not view pregnancy as a disability or as a necessarily limiting condition, but instead responds to limitations or requests brought forward by an Employee with supporting information from a health care provider.

To request a reasonable accommodation, an Employee should submit a confidential written statement to the Human Resources Manager that indicates the nature of the claimed disability (or verifies pregnancy), the limitations the Employee believes to exist, and the adjustment or change the Employee requests. Management and the Employee will engage in an interactive process to determine whether an Employee has a disability and, if so or if pregnant, to evaluate whether the Employee's requested accommodation, a different accommodation, or no accommodation is reasonable and will be granted. As part of this process, additional information, including medical information, may be required from the Employee. The Employee is expected to participate fully in this interactive process by disclosing any and all accommodations or adjustments he or she believes might be helpful, so that Management may consider them. To be reasonable, an accommodation must not impose an undue hardship on the Employer. At the conclusion of the interactive process, the Employee will be notified of the decision regarding any reasonable accommodation. The Company may decide to allow the requested accommodation, may offer and require another reasonable accommodation, or may provide no accommodation, depending on the circumstances.

An Employee's medical information will be treated as confidential, and disclosure of that information is limited to situations where a Manager or Supervisor has a job-related need to know it.

No Employee will be subject to discrimination or retaliation with respect to any of the terms and conditions of the employment because the Employee requested a reasonable accommodation for a disability or in connection with pregnancy.

NURSING ACCOMMODATIONS FOR MOTHERS

Hodge will provide nursing mothers reasonable break time to express milk for their infant children for up to one year following the child's birth.

To ensure privacy, nursing mothers will be provided a private room, other than a restroom, to express their milk. The room will be clearly designated and either have a lock or a sign on the door to indicate when the room is in use, as well as lighting, seating, and electrical outlets for pumping equipment.

Nursing mothers will also be provided a refrigerator to store their breast milk. Employees are responsible for labeling their milk with their name and the date on which the milk was expressed.

Nursing mothers are encouraged to discuss the length and frequency of breastfeeding breaks with their Supervisor.

Employees who have any questions or concerns regarding this policy should contact Human Resources.

DOMESTIC OR SEXUAL VIOLENCE ACCOMMODATION

Employees may request an accommodation of a known limitation resulting from circumstances relating to domestic or sexual violence. Some examples of potentially reasonable accommodations include changed telephone number, leave, installation of a lock, or implementation of safety procedures. The Company will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors the Company will consider include the nature and cost of the accommodation, overall financial resources, and type of operation.

Domestic or sexual violence accommodation request forms are available from Human Resources.

GENETIC INFORMATION

Hodge prohibits discrimination against Employees based on genetic information. It does not seek to collect genetic information through any of its policies or programs, and Employees should not provide genetic information including family medical history to the Company for any reason.

IMMIGRATION LAW COMPLIANCE

Hodge does not hire any non-U.S. citizen who lacks proper authorization to work in the U.S. under the Immigration Reform and Control Act of 1986. As a condition of employment, all new and past Employees must show valid proof that they are eligible to work in the United States.

WORK GUIDELINES

Every organization has guidelines that are developed to reflect good business practices. In establishing rules of conduct, it is not the intent of Hodge to restrict the personal rights of any individual. Rather, we wish to define the guidelines that protect the rights of all Employees and to ensure maximum understanding and cooperation. Therefore, Employees are expected to be:

- On time and alert when scheduled to be at work;
- Careful and conscientious in performance of duties;
- Thoughtful and considerate of other Employees, customers and contractors;
- Courteous and helpful, both when dealing with customers and with other Employees.

Many, but certainly not all, of the work rules and procedures observed by Hodge are printed and explained in this handbook. Employees should not necessarily conclude that, if the handbook does not refer to something no rule or procedure exists. Whenever there is any doubt in your mind concerning a rule, procedure, or practice of Hodge, please check with your Supervisor.

CONFIDENTIALITY

The Company has developed certain proprietary products, processes, and information that are unique to Hodge. Keeping such information from competitors plays an important part in our success. Hodge protects proprietary information by restricting Employee and visitor access. Employees are also required to protect and uphold confidential information. Among other things, this document grants Hodge patent, trademark, or copyright rights to any invention associated with our technology, to our trade name, and to publications authored by our Employees. It protects information regarding our customers and confirms our Employees' agreement not to divulge any confidential information, such as processes, customer information, scientific and technological data, etc., to those outside of the Company. An Employee who divulges confidential information may be subject to disciplinary action, up to and including termination, as well as civil liability and all other remedies allowed by federal and state laws.

CLASSIFICATIONS

We employ both hourly and salaried Employees. Hourly (non-exempt) Employees are eligible for overtime pay of one-and-one-half (1½) times the regular rate of pay, after 40 hours worked in a workweek, in accordance with applicable law. Salaried (exempt) Employees are not eligible for overtime. In addition, we place Employees into one of the following classifications:

Full-time Employee: Typically, full-time Employees are hired for full-time employment (40 or more hours per week on a regular basis) in an established job, with particularly described duties and skill requirements. Certain benefits, however, are available to Employees who regularly work 30 or more hours per week. Refer to Benefits and Guidelines section for further details on eligibility for benefits.

Part-time Employee: Part-time Employees are hired for part-time employment (less than 40 hours per week on a regular basis) in an established job, with particularly described duties and skill requirements. Part-time Employees may be eligible for participation in some Company benefits.

Temporary Employee: Temporary Employees are hired either full or part-time for seasonal and/or temporary employment on a non-regular basis, typically for a particular job. Temporary Employees are not eligible for benefits.

ETHICAL STANDARDS / CONFLICT OF INTEREST

Hodge has a reputation for conducting its business activities with integrity, fairness, and in accordance with the highest ethical standards. As an Employee, you enjoy the benefits of that reputation and are obligated to uphold it in every business activity. Employees should report to their Supervisor any conflict of interest or any other outside obligation that could conflict with the performance of their duties. Employees are prohibited from taking for themselves personally any opportunities related to the Company's business, using Company property, information or position for personal gain, and competing with the Company. If you are ever in doubt whether an activity meets our ethical standards, compromises the Company's reputation, or constitutes a conflict of interest, you should discuss it with your Supervisor.

HARASSMENT / COMPLAINT REPORTING

It is our policy to provide a work environment free of all forms of harassment. Harassment on the basis of sex or other protected characteristic named in our Equal Employment Opportunity Policy above is strictly prohibited. Unwelcome sexual advances, or requests for sexual favors, racial, ethnic or sexual insults, jokes or slurs, posting sexually explicit photos or harassing comments on social media sites, and other unwelcome verbal, non-verbal or physical conduct may constitute harassment when such conduct creates an intimidating, hostile or offensive working environment. The working environment is defined to include terms and conditions of employment, as well as employment decisions. Violations of this policy are strictly prohibited.

An Employee who believes they have been the victim of harassment by another Employee or customer should immediately inform their immediate Supervisor, or the Human Resources Manager, in an attempt to reach resolution. If the immediate Supervisor is unavailable or the Employee prefers, they should inform another member of Management or the Human Resources Manager. (In the event the harassment is reported to a Supervisor, the Supervisor will then notify the Human Resources Manager.) The Employee may be asked to provide a brief, written statement to serve as a basis for investigation of the complaint. After notification, the complaint

will be carefully investigated. Reasonable attempts will be made to keep the complaint confidential, however, those who may have knowledge of either the incident in question or similar problems may be contacted as the situation warrants and confidentiality might not be possible. After the investigation has been completed, a determination will be made by appropriate Management regarding resolution of the situation. If warranted, corrective action may be taken, up to and including termination of employment.

Any Employee bringing a harassment complaint or participating in the investigation of such a complaint will not be adversely affected in terms and conditions of employment, nor discriminated or retaliated against because of the complaint or participation. Retaliatory action of any kind against an individual who has made a report of harassment or has participated in an investigation is strictly prohibited. Anyone who engages in such retaliation may be subject to disciplinary action, up to and including termination of employment. Any Employee who believes they have been the object of retaliation must bring that belief to the attention of Management on the same basis as described above for reporting harassment. The protections stated in this policy for those who initiate a complaint or participate in an investigation do not mean that an individual may falsify information or intentionally mislead the Company. Any such intentionally wrongful acts may lead to disciplinary action, up to and including discharge.

OPEN DOOR POLICY / CONFLICT RESOLUTION

Employees often have workplace concerns that do not rise to the level of harassment. In these cases, Employees are encouraged to share their concerns, seek information, provide input, and resolve problems/issues through their immediate Supervisor, and as appropriate, consult with any member of Management toward those ends. Supervisors are expected to listen to Employee concerns, to encourage their input, and to seek resolution to their problems/issues.

Employees should bring to the Supervisor, as appropriate, any conflicts or suggestions affecting their work and/or the Company or another Employee. Failure to report minor problems or concerns may result in major issues if unresolved. All attempts will be made to hold complaints in the strictest confidence, as the matter permits, and resolve any problem.

If a complaint concerns another Employee, the Employee making the complaint is, if comfortable doing so, encouraged to first approach and discuss their issue with the Employee causing it. If this approach fails to resolve the issue, Employees should discuss the complaint with their Supervisor. If the Employee is still not satisfied with the resolution, they are encouraged to discuss the problem or complaint with Human Resources.

Throughout this process, we encourage Employees to share possible solutions and input, so a mutually satisfying resolution can be achieved.

COMMUNICATION

The Company uses various media to communicate important Company information, such as safety rules and Management memos. Employees have the responsibility to read posted information. Employees may not post material on bulletin boards without first receiving approval from Management.

SUGGESTIONS

If you have any suggestions or ideas you think may benefit Hodge, we encourage you to tell us about them. We are always looking for suggestions that improve methods, procedures and/or working conditions, reduce cost or errors, and benefit the Company and its Employees. Please reduce all suggestions to writing and route them to your Supervisor.

SOLICITATION

To protect Employees from the distraction of being solicited for contributions or support for various causes, the Company has put into place the following rules:

1. Solicitation and/or distribution of literature by non-Employees on Company property is prohibited at all times.
2. Solicitation by Employees on Company property is prohibited during working time, which is defined as time when an Employee is engaged, or should be engaged, in performing his or her work tasks for Hodge. Solicitation is prohibited if either the person doing the soliciting, or the person being solicited, is on working time.
3. Distribution of literature by Employees on Company property is prohibited during the working time of the person distributing literature or receiving it.
4. Hodge reserves the right to review, approve, or deny any postings or solicitations from Employees. Employees must consult with Human Resources before soliciting, posting or distributing literature.

PERSONNEL FILES

Personnel files are confidentially maintained on all Hodge Employees. It is important that Employees notify Human Resources of any change in address, telephone number, tax withholding information, etc., in order to maintain accurate Employee information, including benefits and emergency contacts. Notification of these changes is the Employee's responsibility. Employees wishing to view their personnel file may submit a written and signed request to Human Resources to schedule an appointment for viewing. Human Resources will provide copies of documents in the file within three (3) business days for inspection and review.

BREAK ROOMS / WORK AREAS

The Company provides break rooms and work areas for its Employees. We expect Employees to clean up after themselves as a matter of courtesy to all. Each Employee should do their part in ensuring the building is clean and orderly and that it presents a positive image to customers and visitors.

COMPENSATION AND WORK HOURS

WORK HOURS

All Employees are expected to be at their respective work areas during all working hours when scheduled, except for scheduled rest and lunch breaks. Employees who need to leave their work area for personal reasons must notify their Supervisor before leaving.

PAY PERIOD

The pay period is on a bi-weekly schedule. The work week begins on Sunday and ends on Saturday. Checks are issued on Friday following the close of a pay period. If a payday falls on a holiday, payroll will be electronically distributed on the last working day prior to the holiday if feasible. Employees should review and verify paycheck information online on a regular basis so any necessary changes can be made as soon as possible.

PAYROLL DEDUCTIONS

Your earnings and payroll deductions are shown on your online check stub. Deductions may include some of the following examples, as required by law or requested by the Employee:

Authorized by Employee

Health Insurance
Dental Insurance
Retirement Plan
Life Insurance
Short Term Disability Insurance
Flexible Spending
Other deductions/benefits

Required by State & Federal Government

Federal Income Tax
State Income Tax
Social Security Tax
Garnishments/Wage Attachments

Hodge complies with all federal, state and local laws governing compensation of Employees, including but not limited to the Fair Labor Standards Act. Improper deductions from pay are prohibited. Employees who believe that a deduction has been made from their pay improperly should contact Human Resources to voice their concerns. The Company will investigate the matter and make a decision with respect to the deduction from pay. Employees will be reimbursed for any deduction determined to have been made improperly, and the Company will endeavor not to make the same mistake in the future. No Employee shall be disciplined for voicing a concern in good faith regarding an error in the calculation of their pay.

When an Employee's wages are garnished by a court order, such as for spousal or child support, Hodge is legally bound to withhold the amount indicated in the garnishment order from the Employee's paycheck. We will honor federal and state guidelines that protect a certain amount of pay from being subject to garnishment.

Any questions concerning payroll should be directed to Human Resources.

TIME REPORTING PROCEDURES

All hourly Employees are required to accurately record the time they begin and end their work, and any departure from work for personal reasons or unpaid breaks. Exempt Employees who have exhausted all available paid time off may be subject to salary deductions of full day increments for time off from scheduled work.

Any Employee who alters, tampers with, or falsely records actual time worked, alters another Employee's time card, or violates any time card procedure may be subject to disciplinary action, up to and including termination of employment.

OVERTIME

Our intent is to compensate overtime in accordance with federal and state law. Only non-exempt Employees are eligible for overtime pay. Compensation for overtime is one-and-one-half (1½) times the regular rate of pay for all hours worked over forty (40) in a work week, depending upon applicable laws.

Work performed on a holiday is paid at a rate of two (2) times the regular rate of pay for each hour.

Overtime is not permitted without prior approval of the Supervisor. We attempt to plan overtime with consideration for Employees and customers. Non-productive time, even when it is paid (i.e., PTO, jury duty, bereavement pay, etc.), does not count in calculating overtime hours. For example, if an Employee takes three PTO days in a workweek and then works ten hours in each of two more days that workweek, no overtime will be paid.

Holidays recognized by the Company, however, will be considered as hours worked and will count in calculating overtime hours.

BREAKS

It is our policy to grant an unpaid 30-minute lunch break to full-time hourly Employees. In addition, these Employees are eligible for two paid 15-minute rest breaks. In order to provide optimal, quality service to our customers, we cannot guarantee the same break time every day. It is important to plan breaks with others to ensure departmental coverage is maintained. Since

the lunch period is unpaid and considered non-work time, we expect Employees to use this time, rather than paid work time, to conduct any personal business.

Hourly Employees must punch out before leaving the premises for lunch breaks.

TRAVEL

Employees will be reimbursed at the current federal standard mileage rate for documented and approved business use of a personal vehicle. Travel time will be paid to hourly Employees only for business travel that occurs during the Employee's regular work hours. Salaried Employees will not receive additional paid time for travel.

Employees may be eligible for pay and/or recording time outside of time detailed above if the Employee has been approved to travel during times earlier or later than regular working hours. (For example, an Employee who travels on Sunday night for a Monday morning meeting will be paid for the time spent traveling to their destination).

Airplane Travel: An Employee who travels via airplane, train, etc. will be paid for their travel time but not for the time spent traveling from their home to the airport or train station (within reason).

Meal Reimbursement: With few exceptions, Employees who travel out of town for business purposes for at least 4 hours are eligible for meal reimbursement but must turn in meal receipts for reimbursement.

Vehicle Expense: The Company reserves the right to either reimburse mileage for personal vehicle use or provide a rental car when business travel is necessary.

POLICIES AND PROCEDURES

Every organization has certain guidelines developed to reflect good business practices. In establishing any rules of conduct, the Company has no intention of restricting the personal rights of any individual. Rather, we wish to define the guidelines that protect the rights of all Employees and to ensure maximum understanding and cooperation. Any exceptions to policies must receive Management approval.

ABSENTEEISM / TARDINESS

All Employees are expected to be at their workstation or designated meeting area ready to work at their scheduled time, return from break periods as scheduled, and work their full scheduled hours. Tardiness and absence from scheduled work time can disrupt the Company's ability to serve customers. Repeated absenteeism and/or tardiness may result in disciplinary action, up to and including termination. If an Employee is absent from work for three (3) consecutive days without informing Hodge Management, it will ordinarily be assumed the Employee has voluntarily resigned, and employment will be terminated as of the last day worked by the Employee.

DRESS CODE

What we wear to work reflects the pride we have in ourselves and the Company. Each Employee should be well groomed and present a positive self-image that exhibits professionalism to our customers, members of the public, and industry representatives.

To ensure customer confidence and overall safety in the workplace, different work areas may require more specific dress codes. Please refer to your department's dress code for specific details. If the Supervisor deems an Employee's appearance to be unacceptable, that Employee may be sent home without pay to change.

Continued instances of unacceptable appearance may result in disciplinary action, up to and including termination. Employees should see their Supervisor if they have any questions regarding the dress code policy.

COMPANY CREDIT CARD

Hodge reserves the right to issue a Company credit card to Employees if business conditions warrant. Employees who have been issued a Company credit card are expected to use the card for business expenses only. This card is to be immediately returned to Hodge Management upon the termination of employment. Unauthorized use or misuse of the credit card may subject the Employee to disciplinary action, up to and including termination of employment.

PERFORMANCE REVIEW

Hodge has established a schedule by which Employee performance is ordinarily formally evaluated and reviewed. This schedule is subject to change and includes, but is not limited to, annual evaluations. Hodge reserves the right to determine the method of evaluation, including self-appraisals.

Typically, pay increases are considered in conjunction with the annual reviews, but a review does not guarantee a wage increase.

Should you wish to submit a written response to your review, you may do so within seven days of the date of the evaluation. Any written response will be filed and maintained in the Employee's personnel file with the original written review.

WORKPLACE VIOLENCE

Hodge is committed to preventing workplace violence and maintaining a safe work environment. Therefore, the Company has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on Company premises.

All Employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. In addition, all suspicious individuals or activities should be reported as soon as possible to a Supervisor. Conduct that threatens, intimidates, harasses or coerces another Employee, customer, or member of the public, while on work time or representing the Company, will not be tolerated.

Hodge prohibits the possession or use of weapons on Company property. Weapons include, but are not limited to, firearms, explosives, knives and other weapons that might be considered dangerous or that could cause injury or death. Company property includes, but is not limited to, buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the Company's ownership or control.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to a Supervisor or Human Resources. This includes threats by Employees, as well as threats by customers, vendors, solicitors, or other members of the public. Employees are encouraged to bring their disputes or differences with other Employees to the attention of their Supervisor or Human Resources before the situation escalates into potential violence.

The Company will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical and Employees will not be disciplined for raising such concerns. In order to maintain workplace safety and the integrity of its investigation, the Company may suspend Employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to disciplinary action up to and including termination of employment.

FRATERNIZATION

Romantic relationships between supervising, managing (including Coordinators) or executive Employees and subordinates are strictly prohibited. If a relationship does develop between a supervising Employee and their subordinate, Hodge Management must be notified promptly so that immediate and appropriate action may be taken.

Supervisors, Managers, Coordinators, Executives or anyone else in sensitive or influential positions must disclose the existence of any relationship with another co-worker that has progressed beyond a platonic friendship. Disclosure may be made to the immediate Supervisor or the Human Resource Manager. This disclosure will enable the organization to determine whether any conflict of interest or other issue exists because of the relative positions of the individuals involved.

Peer-to-peer relationships are not prohibited; however, Employees in this type of relationship must also notify their Supervisor or the Human Resources Manager that the relationship exists so it can be determined whether the potential for a conflict-of-interest or other issue is present. Failure to report such relationships, or to work with the organization to resolve such a situation, may be deemed as insubordination and disciplinary action, up to and including termination of employment, may be taken.

GIFTS

Hodge Employees must report any gifts, rewards, gratuities or favors received from a customer, supplier, or vendor representative to their Supervisor. Any gift deemed by the Company to be excessive or inappropriate shall be returned.

SERVICE ANIMALS

According to the ADA, a service animal is defined as “any animal individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals to an impending seizure or protecting individuals during one, and alerting individuals who are hearing impaired to intruders, or pulling a wheelchair and fetching dropped items.”

A person with a disability uses a service animal as an auxiliary aid. In compliance with the ADA, service animals are welcome in all buildings on Company property and may attend any class, meeting or other event. There may be an exception to certain areas.

Employees requesting accommodation for a disability that includes a service animal must contact Human Resources and complete a Documentation of Disability form. All service animals must be registered with the HR department.

Requirements of service animals and their Owners include:

- All animals need to be immunized against rabies and other diseases common to that type of animal. All vaccinations must be current.
- Animals must wear a rabies vaccination tag.
- All dogs must be licensed per state law.
- Service animals must wear an Owner identification tag (which includes the name and phone number of the Owner) at all times.
- Animals must be in good health.
- Animals must be on a leash, harness or other type of restraint at all times, unless the Owner is unable to retain an animal on leash due to a disability.
- The Owner must be in full control of the animal at all times. The care and supervision of the animal is solely the responsibility of the Owner.
- The Owner must provide the HR department staff with information as to how the animal accommodates for the individual's disability.

Reasonable behavior is expected from service animals while on Company property. The Owners of disruptive and aggressive service animals may be asked to remove them from Hodge facilities. If the improper behavior happens repeatedly, the Owner may be told not to bring the service animal into any facility until the Owner takes significant steps to mitigate the behavior.

Cleanliness of the service animal is mandatory. Consideration of others must be taken into account when providing maintenance and hygiene of service animals. The Owner is expected to clean and dispose of all animal waste.

INCLEMENT WEATHER / EMERGENCY CLOSING

At the discretion of the Company, in the event of inclement weather or other emergencies, if the situation warrants or requires it, a work facility may be closed. When operations are officially closed due to weather/emergency conditions, time off from scheduled work will be unpaid. However, with Supervisor approval, Employees may use available paid leave time for the scheduled work hours they miss due to closure. Employees in essential operations may be required to work on a day when operations are officially closed. In these circumstances, Employees who work will receive regular pay.

In the event of an emergency closing, Employees who are able may be required to work from home. Hours worked in these cases will be paid at the Employee's regular rate of pay.

If the Company does not consider the weather severe enough to constitute an Emergency Closing, Employees are asked to use personal discretion when deciding whether they can safely commute to work. The safety of Employees is Hodge's greatest concern, and Employees should not put

themselves in harm's way if they think they cannot safely commute to work. Consequences for absenteeism will, in these instances, be considered on a case-by-case basis.

TELECOMMUTING

With few exceptions, Hodge does not allow for permanent or prolonged periods of telecommuting.

However, in the event of unforeseen or extenuating circumstances and if business needs require, an Employee will be able to work from home with their Supervisor's prior consent. Any requests for telecommuting privileges will be considered on a case-by-case basis.

HEALTH AND SAFETY STATEMENT

Workplace safety is a major concern to Hodge. We make every effort to provide a safe work environment and expect Employees to conduct themselves in a safe manner. Therefore, each Employee is subject to the following safety provisions:

- Each Employee is responsible for working safely by utilizing the training and resources provided by the Company.
- Employees must observe all safety rules posted in various areas and follow all applicable OSHA and state safety regulations.
- Employees must learn the safe and proper method of doing their job and use all equipment as intended.
- In the event an Employee fails to heed the advice of co-workers concerning an unsafe act, the co-workers must immediately report such an occurrence to a Supervisor.
- Each Employee has the responsibility to immediately correct any unsafe condition regardless of departmental jurisdiction. If unable to correct the unsafe condition, the Employee must report the condition to a Supervisor.
- Any Employee has the right to challenge, without retaliation, any act or condition they consider unsafe.
- To promote safety to our Employees and customers, Employees must immediately report all unsafe incidents, whether or not injury occurred, to a Supervisor.
- Failure to comply with Company safety policies will result in disciplinary action, up to and including termination of employment.

For detailed safety policies and procedures please refer to the Hodge Safety Manual.

WORKPLACE INJURY OR ILLNESS

It is important that Employees report any accident or injury (no matter how minor) to their Supervisor immediately after it happens. Failure to report claims in a timely manner may result in loss of benefit. False claims may result in disciplinary action, up to and including termination. Hodge and its insurance carrier shall not be responsible for the payment of workers' compensation benefits for any injury that arises out of an Employee's voluntary participation in

any off-duty recreational, social, or athletic activity that is not part of the Employee's work-related duties. The Company does not discriminate or retaliate against any Employee who has filed a workers' compensation claim or otherwise availed himself of rights available under workers' compensation laws.

SMOKING AND TOBACCO USE

Hodge is a smoke and tobacco-free environment. * To ensure the comfort and health of visitors and fellow Employees, to prevent potential safety hazards, and as required by state law, we do not allow smoking or tobacco use anywhere in or directly outside Hodge buildings, including restrooms or break areas. In addition, smoking or tobacco use is not allowed in Company vehicles. Any Employee observed smoking or using tobacco products in these areas may be subject to discipline, up to and including termination. Employees who wish to smoke or use tobacco must do so only in designated areas during permitted break times.

* This policy applies to related activities, such as "vaping" and e-cigarettes.

DRUG FREE WORKPLACE

As an element of our commitment to a safe work place, it is the policy of Hodge to strictly prohibit conduct that may endanger the safety of others. In compliance with the Drug Free Workplace Act, Hodge is committed to providing a drug free workplace and expects the cooperation of all Employees and a similar commitment from them. In accordance with the Act, the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance or alcohol in the workplace is prohibited. Any Employee violating this policy will be subject to discipline, up to and including termination. If an Employee has been prescribed medications that may alter their work in any way, they must report such prescriptions to their Supervisor so that an appropriate safety assessment can be made.

COMPANY EQUIPMENT

Upon employment and thereafter, Employees may be issued supplies or other Company equipment. This equipment is essential in accomplishing job duties and may be expensive and/or difficult to replace. When using Company property, Employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Employees are expected to use and maintain supplies and equipment in a conservative manner, are responsible for the general condition of Company issued equipment and supplies and should notify their Supervisor when any equipment is broken, damaged, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to Employees or others. Failure to report accidents, such as those involving property damage or injuries, including near misses, will result in disciplinary action, up to and including termination of employment.

The unauthorized, excessive, improper, careless, destructive, unsafe use or operation, or loss of Company equipment may result in disciplinary action, up to and including termination of employment.

Any Company equipment issued to the Employee is required to be returned immediately upon termination.

COMPANY VEHICLES

Employees who use Company vehicles as part of their job are expected to use and maintain them in a conservative manner. In addition, Employees are expected to exercise care, maintain required service, and follow all applicable state and federal laws and regulations regarding motor vehicle operation. Employees are responsible for the general condition of Company vehicles and should notify Management in the event a vehicle is damaged or in need of repair. In addition, all Employees who operate Company vehicles are required to have and maintain a valid driver's license and may be required to show proof of such. Failure to comply with these terms may result in disciplinary action, up to and including termination of employment.

Personal use of Company vehicles is prohibited without prior authorization from Management. If approved, Employees are held to the same standards during personal use as with business use. Only authorized Employees of the Company may operate Company vehicles. The unauthorized, improper, careless, destructive, or unsafe use or operation of Company vehicles, as well as excessive or avoidable traffic and parking violations while operating or in possession of a Company vehicle, may result in disciplinary action, up to and including termination of employment. If moving violations, or other violations due to driver error result in fines, the Employee/Operator is responsible for payment. When employment ends, full vehicle inspection may be required, and Employees may be held responsible for damage above and beyond normal wear and tear.

COMMUNICATION DEVICES

Telephones, cell phones, voicemail, facsimile (fax) machines, and computers are available to Employees who are required to use them as part of their job. These are provided for the purpose of conducting business and corresponding with customers. As such, Employees should demonstrate proper business etiquette with all related correspondence. All Employees are expected to answer the phone promptly, identify themselves by name and department, use a pleasant tone of voice, transfer calls tactfully and give accurate and careful answers. All telephone, voice mail, e-mail and fax communications must be consistent with Company policies, including, but not limited to, confidentiality, solicitation, harassment, and general business ethics. Foul, inappropriate, or offensive messages are prohibited.

Phone calls of a personal nature should be limited to emergencies and unusual circumstances to minimize work disruption and help avoid busy signals when customers call. Messages will be taken if an Employee receives a non-emergency personal phone call while working. Except in the case of an emergency, we expect Employees to use non-work time to conduct any personal phone

calls and/or text messaging. To avoid disruption, unauthorized personal use of Company issued cellular phones during work time is prohibited. Personal long-distance calls (outgoing) are not permitted, unless there is some emergency. Hodge reserves the right to monitor telephone conversations on Company issued phones for business content and to ensure a consistently high level of service is being delivered.

All Employees are expected to follow applicable state and federal laws and regulations regarding the use of cell phones at all times. Use of a cell phone while driving is not required by the Company. Safety must come before all other concerns. Employees charged with traffic violations resulting from the use of their cell phone while driving will be solely responsible for all liabilities that result from such actions. Employees may not text or e-mail while driving. Laws on the use of cell phones while driving vary from state to state and Employees are expected to know and abide by the laws of any state in which they are driving. All information on Company computers may be monitored and/or viewed at any time without notice. All work created using Company equipment or facilities belongs to the Company. Employees may not utilize Company computers, including the internet and e-mail, for personal use. All communications must be consistent with Company policies, including, but not limited to, confidentiality, solicitation, harassment, and general business ethics. Employees are prohibited from using a code, accessing files, or retrieving any stored communication, other than where authorized, unless there has been prior clearance by an authorized Company representative. The Company prohibits using this equipment to create, forward, store, or display obscene, derogatory, defamatory, offensive or disruptive messages, including photographs, graphics and audio materials. The Company reserves the right to determine inappropriate material. Failure to follow this policy may result in disciplinary action up to and including termination of employment.

PROPER USE OF COMPANY EQUIPMENT

Employees shall not take portable equipment such as laptop computers out of the office without the informed consent of their Supervisor. Informed consent means that the Supervisor knows what equipment is leaving, what data is on it, and for what purpose it will be used. Keep your laptop in your possession and within sight whenever possible and be extra careful in public places. Employees should exercise care to safeguard the valuable electronic equipment assigned to them, and only utilize the equipment in an acceptable and appropriate work environment. Employees who neglect this duty may be accountable for any loss or damage that may result, and may be subject to disciplinary action, up to and including termination of employment.

POSTAGE, SHIPPING AND OFFICE SUPPLIES

Postage, shipping and office supplies paid for by the Company are for business purposes and are not to be used for an Employee's personal purposes.

PERSONAL LISTENING DEVICES

To promote a safe working environment, digital music players and similar devices are prohibited in the warehouse environment. Supervisors may authorize a radio or personal music player at

your desk in office environments, if it doesn't disturb anyone in your area. Radios may be authorized by the Supervisor on a limited basis in warehouse environments. Please keep the volume to a minimum. If personal music players interfere with work or dealing with customers, or if the music poses any disruption, distraction, safety hazard, or if the music/radio programming played is objectionable to other Employees or includes profanity and/or explicit lyrics, the individual playing music may be subject to disciplinary action, up to and including termination of employment.

PERSONAL PROPERTY / THEFT

At some locations, shelving is provided in a designated area for Employees to use for personal belongings while at work. This is not a secured, locked area, so Employees should take care when storing personal items.

At some locations, lockers are provided. Lockers and locks are property of Hodge. Employees are responsible for the replacement cost of any lost or damaged locks or lockers. A locker and lock agreement must be signed and returned to Human Resources before a lock or locker will be assigned. The Company does not assume any liability for lost or stolen Employee articles on or off Company premises. Any Employee caught leaving the facility with anything other than their personal belongings without the Owner's consent may be subject to disciplinary action, up to and including termination of employment.

The Company reserves the right to question and/or search an Employee and/or their belongings, including lockers, lunch boxes, packages, tool boxes, etc., when on Company premises. Hodge may, with or without notice, conduct searches of Company equipment and property including, but not limited to, work areas, lockers, storage areas, desks, and vehicles. Employees may not bring or display on Company premises any property that may be viewed as inappropriate or offensive to others.

SOCIAL MEDIA / SOCIAL NETWORKING

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow Employees or otherwise adversely affects customers, suppliers, people who work on behalf of Hodge or the Company's legitimate business interests may, depending on the circumstances, result in disciplinary action up to and including termination.

Inappropriate postings that include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Always be fair and courteous to fellow associates, customers, members, suppliers or people who work on behalf of Hodge. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door policy than by

posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Company policy.

Be honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched.

Never post any information or rumors that you know to be false about the Company, fellow Employees, customers, suppliers, or people working on behalf of the Company or competitors. Maintain the confidentiality of the Company's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.

Do not create a link from your blog, website or other social networking site to a Hodge website without identifying yourself as a Hodge Employee. Express only your personal opinions. Never represent yourself as a spokesperson for the Company. If the Company is a subject of the content you are creating, be clear and open about the fact that you are an Employee and make it clear that your views do not represent those of the Company, fellow Employees, customers, suppliers or people working on behalf of the Company. If you do publish a blog or post online related to the work you do, or subjects associated with the Company, make it clear that you are not speaking on behalf of the Company. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Hodge."

Refrain from using social media while on work time or on equipment we provide unless it is work-related and authorized by your Supervisor or consistent with the Company Equipment policy. Do not use the Company's e-mail addresses to register on social networks, blogs or other online tools utilized for personal use.

Employees who violate the terms of this policy may be subject to disciplinary action, up to and including termination of employment.

CAMERAS AND RECORDING DEVICES

Employees may not bring cameras, video and audio recording devices, or digital devices that have recording capability, to restrooms and/or locker rooms. Employees who use cameras, camera phones, or other digital devices to capture photos or video on Company property or at Company events must follow these rules:

- Employees may take pictures of other Employees, customers, clients, or visitors only with

their permission. If you intend to publicize the pictures - for example, using them in a Company newsletter - you must disclose this to the people whose picture you are taking and obtain permission to do so from the people who appear in them. Posting pictures on the internet that were taken on Company premises is not allowed and may result in disciplinary action up to and including termination of employment.

- Employees may not take pictures of Company trade secrets or other confidential information. This includes, but is not limited to, memos and notes from meetings regarding Company products, customer lists, etc.
- Employees may not take or use pictures to harass, embarrass, or annoy others. All Company policies - including the Company's policies on harassment, discrimination, and professional conduct - apply to workplace photographs.

If you have questions about whether it's appropriate to take a photograph at work or use a workplace photograph in a particular way, please ask your Supervisor.

OFFICE CLEANLINESS (5S)

To improve safety, quality, and efficiency, Hodge requires office staff to maintain an orderly workspace, free from clutter and unnecessary materials as outlined in the following 5S, workplace organization policy:

1. **Sort:** keep what is needed; get rid of everything else;
Examples: outdated materials, items unrelated to work, unused or excess office supplies;
2. **Set in place:** a place for everything and everything in its place;
Examples: files in drawers, binders centralized, supply drawers organized, work area uncluttered and clean, no boxes or clutter on the floor;
3. **Shine:** clean and neat workstation, trash off the floor and work surfaces;
Examples: recycling bins and trash emptied, clean desk, computer, phone, etc.;
4. **Standardize** (ongoing): labeling, color coding, reserving and maintaining conference rooms;
5. **Sustain** (ongoing): make it a habit every day;
Examples: monthly audits, always improving.

VISITORS

Due to safety concerns and insurance requirements, Hodge requires that Employees meet with any visitors in non-safety sensitive locations, such as the front offices. If Employees have any questions regarding appropriate locations to meet with visitors, they should ask their Supervisor.

OUTSIDE EMPLOYMENT / CONFLICT OF INTEREST

Activities during non-working hours that interfere or conflict with the performance of an Employee's job duties may lead to disciplinary action or to a decision by the Company not to

continue employment. Working for a competitor will ordinarily cause employment with the Company to end. Activities such as financial or other kickbacks, conducting Company-related business with relatives or friends, or divulging Company information to outside sources will lead to discipline up to and including termination of employment.

COMPETING EMPLOYMENT

Due to the highly competitive nature and demands of the industry in which Hodge is involved, Employees are restricted from certain associations or working arrangements with competing or conflicting organizations. You may work for other businesses during the course of your employment with Hodge provided you notify Management of your intentions; however, you may not accept or perform work of a nature that conflicts or competes in any way with the business or services of Hodge; use any Hodge resources including, but not limited to, computer hardware and software, telephones/cell phones, facsimile machines, and copiers, for or in connection with any non-Hodge work; perform any non-Hodge work on Hodge premises; or perform any non-Hodge work during normal business hours or while clocked in for work.

SELF-EMPLOYMENT

Employees involved in self-employment may not, unless otherwise approved by Management, use any Hodge resources, including, but not limited to, computer hardware and software, telephones/cell phones, facsimile machines, and copiers, for or in connection with any non-Hodge work; perform any non-Hodge work on Hodge premises; or perform any non-Hodge work while clocked in.

MISCONDUCT AND DISCIPLINE

For those violations of work rules or for poor performance not warranting immediate dismissal, the Company may take the following disciplinary steps in order to alert the Employee to the behavior or problem in question and give them an opportunity to show improvement:

- Verbal Warning
- Written Warning
- Performance Improvement Plan (PIP)
- Suspensions – Employees may be sent home pending the outcome of an investigation. These suspensions may be paid or unpaid, depending on the circumstances.

Depending upon the nature, frequency, and/or severity of the matter, some of the above steps may be repeated or omitted. Hodge may impose any of these disciplinary measures at any time, regardless of whether or not all of the identified steps have been taken. Consistent with the at-will employment relationship between the Employer and its Employees, nothing in this policy alters the Company's right to discharge an Employee at any time with or without warning or cause for any reason not prohibited by law. Records of all disciplinary actions may be retained in the

Employee's personnel file and considered when an Employee is being evaluated for promotion, review and/or wage increases.

TERMINATION OF EMPLOYMENT

We hope our relationships with Employees are long term and mutually rewarding. However, as mentioned elsewhere in this handbook, all employment relationships are for no specified amount of time and are on an at-will basis. Therefore, Employees may terminate employment at any time and Hodge reserves the right to terminate the employment relationship at any time, with or without cause or notice for any reason not prohibited by law.

Employees desiring to terminate their employment relationship with Hodge are urged to give at least a two (2) working week notice in advance of their intended termination. Such notice should be given in writing to the Supervisor. Hodge reserves the right to end the employment relationship immediately upon receipt of a two-week notice.

Employees who have provided a two-week notice may not take PTO during the remaining period of employment.

Any Company property issued to the Employee is required to be returned immediately upon termination.

BENEFITS AND GUIDELINES

The following benefits are subject to change at any time with or without notice from the Company. For specific plan details, please see Human Resources.

PAID TIME OFF (PTO)

Full-time Employees receive paid time off (PTO) based upon length of continuous service and anniversary date as indicated below. Employees may only use 24 hours of PTO within the first 30 days of employment.

During the first year of service.....	64 hours
After one (1) year of service.....	104 hours
After two (2) years of service.....	144 hours
After ten (10) years of service.....	184 hours
*After fifteen (15) years of service.....	224 hours
* (Applicable to Employees hired prior to December 1, 2010)	

PTO must be pre-approved by the Employee’s Supervisor before it may be taken. Supervisors will grant or deny PTO requests after considering work and staffing requirements. PTO pay is eight (8) hours at the Employees’ current rate of pay for each full day taken. PTO may be taken in increments as small as one (1) hour.

Employees may not “borrow” PTO from the following year’s allotment.

No time off without pay will be granted, during scheduled work hours, if an Employee has any PTO remaining, unless approved by the Supervisor. Please see Human Resources for information regarding how specific benefits may be impacted by taking unpaid time off.

Hodge recommends that Employees use their entire balance of PTO on an annual basis; however, up to forty (40) hours of PTO remaining at the end of an Employee’s employment year are allowed to be carried over into the next employment year. All other PTO will be forfeited at the end of an Employee’s employment year, which ends the day before the Employee’s anniversary date.

Any PTO remaining at time of termination is forfeited and will not be paid out, unless mandated by state or federal law. Given that Employees are not paid out for any unused PTO at end of employment, it is important to use it throughout your employment and not have it accumulate. PTO requests will be denied to Employees who have provided a two-week notice of voluntary termination.

HOLIDAYS

Hodge observes the following holidays. On these holidays, the office will be closed unless otherwise directed:

New Year's Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day (July 4)	Christmas Day
Labor Day	

Full-time Employees will be paid eight (8) hours holiday pay for the holidays listed above. Regular part-time Employees will be paid four (4) hours holiday pay for these holidays.

For purposes of calculating overtime, an hourly Employee will be credited with having worked the schedule they would have worked that day had it not been a holiday. In order to receive holiday pay, an Employee must not have had an unapproved absence for their last scheduled work day prior to the holiday and/or the first scheduled work day immediately following the holiday. Hodge reserves the right to designate which days will be recognized as paid holidays in lieu of the day on which the holiday may occur. Further, if a holiday falls on a weekend, the Company may choose to issue holiday pay rather than designating an alternative day off.

Holiday pay is not applicable if an Employee's last day of employment falls on a holiday.

HEALTH INSURANCE

Those Employees of Hodge working 30 or more hours per week on a regular basis, if otherwise eligible, become eligible for and may be enrolled in the Company's group health insurance plan the first day of the month following completion of thirty (30) calendar days of employment. Health insurance coverage ceases at the time of termination of employment, absent COBRA continuation as provided below.

If a covered Employee has a reduction in hours, authorized by the Company, due to unavailability of work, they will remain eligible for coverage as long as they are working an average of 24 hours per week.

BENEFITS CONTINUATION (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) allows eligible Employees and their qualified dependents the opportunity to continue health insurance coverage under the Hodge health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are termination of employment, a reduction in an Employee's hours or a qualified leave of absence, death of an Employee, an Employee's divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

Under COBRA, the Employee or dependent pays the full cost of coverage at Hodge's group rates plus an administration fee. Eligible Employees are provided a written notice describing rights granted under COBRA when the Employee becomes eligible for coverage under the Hodge health insurance plan and/or when continuation coverage under COBRA becomes available. The notice contains important information about the Employee's rights and obligations.

LIFE INSURANCE AND ACCIDENTAL DEATH POLICY

A group Life Insurance Plan and Accidental Death Policy is available to those Employees of Hodge working 30 or more hours per week on a regular basis who are otherwise eligible to participate. For detailed plan information please contact Human Resources.

SHORT-TERM DISABILITY INSURANCE

Those Employees of Hodge working 30 or more hours per week on a regular basis, if otherwise eligible, become eligible for and may be enrolled in a Short-Term Disability (STD) plan at the Employee's expense the first day of the month following completion of thirty (30) calendar days of employment. This STD plan provides income replacement at sixty percent (60%) of regular weekly earnings (based on a forty (40) hour week), following a brief waiting period, to Employees who become disabled as a result of non-work-related injury or illness and are unable to work. Enrollment in this plan is optional and is funded by the Employee.

LONG-TERM DISABILITY INSURANCE

Those Employees of Hodge working 30 or more hours per week on a regular basis, if otherwise eligible, become eligible for and are enrolled in a Long-Term Disability (LTD) plan the first day of the month following completion of thirty (30) calendar days of employment. This LTD plan provides income replacement at sixty percent (60%) of regular weekly earnings (based on a forty (40) hour week), following a one hundred and eighty (180) calendar day waiting period, to Employees who become disabled as a result of non-work-related injury or illness and are unable to work. This plan is funded by the Company.

RETIREMENT PLAN

401(k)

Employees are offered the opportunity to participate in a 401(k) retirement savings plan. The plan exists to provide Employees an option for retirement savings.

Upon hire, Employees are given orientation as to the specifics of the plan.

Employees who would like information on the plan may contact Human Resources.

FLEXIBLE BENEFIT PLAN / Section 125

The Company has adopted the Hodge Company Flexible Benefit Plan, a "Cafeteria Plan" under Section 125 of the Internal Revenue Code, for the benefit of its Employees. It is intended to provide eligible Employees with a choice between taxable income and non-taxable benefits under the medical and dental premium cost, dependent expenses, and other medical expenses. Full-time Employees become eligible for and may be enrolled in the plan the first day of the month following completion of thirty (30) calendar days of employment. Employees may choose to have any of their personal expenses, that are covered in the plan, deducted from their gross wages before FICA tax, federal tax, or state tax are computed. For current premium rates and additional information about the plan, a Summary Plan Description is available from Human Resources.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Hodge offers a free and confidential service that allows Employees and their eligible dependents to seek professional assistance with personal and job-related concerns, including: emotional well-being, family and relationships, legal and financial, healthy lifestyles, and work and life transitions.

Employees who would like information on the program may contact Human Resources.

WELLNESS

The mission of the Hodge Wellness program is to create a corporate culture that places the health status and safety of Employees amongst the highest priorities. In support of this mission, Hodge hosts multiple Wellness activities year-round. A few of these Wellness activities are outlined below.

- Company-wide challenges: Each year we host at least two activity challenges to promote healthy habits amongst our Employees with a little competition.
- Biometric screenings: All full-time Employees and spouses are offered the opportunity to participate in a biometric screening annually to learn about their health metrics.
- Health coaching: Hodge Employees who participate in our biometric screenings are eligible to talk to a health coach year-round.
- Education: Educational material and community wellness opportunities are routinely distributed to Employees.

Employees who would like information on the program may contact Human Resources.

LEAVES OF ABSENCE

Employees wishing to request any of the following leaves of absence should promptly submit a request to their Supervisor for consideration. Final approval will be determined based on assessment of Company needs.

BEREAVEMENT

Employees are eligible for paid time off at the time of a death in the family under the following guidelines. Full-time Employees will receive no more than 8 hours of pay for each bereavement day used. Part-time Employees will receive no more than 4 hours of pay for each bereavement day used. Employees must use any bereavement day(s) no later than the date of the funeral, unless approved by their Supervisor.

When death occurs in the Employee's immediate family, an excused absence with pay at the Employee's regular rate, up to a maximum of three scheduled days of work, may be granted. The immediate family is defined as spouse, parent (step-parent), spouse's parent (step-parent), child, step-child, grandchild, sibling, brother or sister-in-law, son or daughter-in-law, and/or other person residing in the household.

An Employee will be granted one scheduled workday to use as bereavement for an uncle, aunt, niece or nephew, grandparent or spouse's grandparent.

FAMILY AND MEDICAL LEAVE (FMLA)

It is the intent of Hodge to fully comply with the provisions of the Family and Medical Leave Act (FMLA) and any applicable state law providing for unpaid leave, for certain family and medical reasons, and to provide eligible Employees the opportunity to take advantage of this benefit for the purpose it is intended. FMLA entitles eligible Employees up to 12 weeks of unpaid, job-protected leave per year, with reinstatement to the same or an equivalent job upon return to work. Leave may be intermittent, based on the circumstances.

FMLA provides eligible Employees leave for any of the following reasons:

- To care for the Employee's newborn child, or placement of a child for adoption/foster care;
- For a serious health condition that makes the Employee unable to perform his/her job;
- To care for an Employee's spouse, son, daughter, or parent with a serious health condition;
- Family leave due to a call to active duty;
- Caregiver leave for an injured servicemember, of up to 26 weeks.

To be eligible for leave under FMLA, all of the following conditions must be met:

- There must be at least 50 Employees within a 75-mile radius of the Employee's worksite on the Company's payroll records at the time the request is made;

- The Employee must have been employed by the Company for at least 12 months;
- The Employee must have worked at least 1,250 hours in the preceding 12 months (the preceding 12 months is determined by the date the leave begins);
- The Employee must provide at least 30 days notice/request for leave to the Supervisor (unless the notice is unforeseeable or impossible);
- The Employee may not be a "Key Employee", as defined by the FMLA.

The Company will measure the 12-month period as a rolling 12-month period measured backward from the date an Employee uses any leave under this policy. Each time an Employee takes leave, the Company will compute the amount of leave the Employee has taken under this policy in the last 12 months and subtract it from the 12 weeks (or 26 weeks for the care of an injured or ill servicemember) of available leave, with the balance remaining being the amount the Employee is entitled to take at that time.

Employees requesting leave related to a serious health condition may be required to provide medical certification in advance and during the leave, at the discretion of the Company in accordance with the FMLA. Employees not eligible for FMLA leave may be eligible for leave under applicable state law.

Please know that individual states may have unique FMLA requirements. If you should have any state-specific questions regarding FMLA, please contact Human Resources.

PERSONAL LEAVE

With the exception of unpaid leaves such as those provided by the FMLA, Hodge does not generally grant unpaid, personal leaves of absence. Should an occasion involving serious or extenuating circumstances arise (one not covered by FMLA or any other legally protected leave of absence) a personal leave of absence up to a maximum of 30 calendar days may be granted to Employees if business and staffing needs allow. This leave is not provided as an extension to FMLA or any other legally protected leave of absence.

Employees must use any available PTO while on a personal leave of absence.

All requests for personal leave must be submitted to the Employee's Supervisor specifying the reason for the request and the exact dates of the leave. All personal leaves must be approved by the Employee's Supervisor, the Operations Manager, and the Human Resource Manager. Decisions to grant or deny leave requests will be based on departmental or Company operation/business needs, the merit of the request, and the attendance record of the Employee. Employees who request and are approved for a personal leave will, if possible, be reinstated to the same or equivalent position that he or she held prior to the leave. Employees may be allowed to continue their benefits provided they make arrangements with Human Resources prior to the leave and pay the appropriate amount for such benefits by the established due dates.

Failure to report to work at the predetermined return date will ordinarily be considered a voluntary resignation of the Employee's employment.

Please see Human Resources for information regarding how specific benefits may be impacted by taking a personal leave of absence.

PREGNANCY DISABILITY LEAVE (PDL)

All eligible Employees who become disabled by pregnancy, childbirth or related medical conditions, are eligible to take unpaid pregnancy disability leave for a period of up to 12 weeks. Eligibility will be determined in accordance with federal and state law, and leave will run concurrent with any other leave provided by the Company, such as FMLA. If medically necessary, Employees may take leave on an intermittent or reduced work schedule basis. All periods of PDL will run concurrently with FMLA leave if FMLA leave is available. Employees who are out on a pregnancy disability leave of 12 weeks or less will be restored to the same or equivalent position they held prior to the leave. Employees may continue their benefits provided they make arrangements with Human Resources prior to the leave and pay the appropriate amount (COBRA may apply) for such benefits by the established due dates.

MILITARY LEAVE (USERRA)

Hodge complies with applicable federal and state law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (with amendments) and all applicable state law. Documentation of the need for the leave is required to be submitted to Human Resources. An Employee returning from military leave of absence will be reinstated to his or her previous or similar job in accordance with state and federal law. Employees must notify their Manager of their intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits and reinstatement upon return from military leave, please contact Human Resources.

BONE MARROW AND ORGAN DONATION LEAVE

Hodge will provide eligible Employees up to six weeks of unpaid, job-protected leave in a 12-month period for the purpose of serving as an organ or bone marrow donor. Leave may only be taken for the period necessary for the Employee to undergo the donation procedure and to recover from the procedure.

Eligible Employee means an Employee who has worked for the employer for 52 consecutive weeks and has worked at least 1,000 hours during those weeks.

An Employee who wishes to request donor leave must make a reasonable effort to schedule the bone marrow or organ donation so as to not unduly disrupt the employer's operations, subject to the approval of the donee's health care provider, and must give the employer advance notice of the need for the leave in a reasonable and practicable manner. Notice should be provided to the Employee's Supervisor.

As a condition of approving leave, Hodge may require medical certification that states all the following:

- The donee has a serious health condition that necessitates a bone marrow or organ transplant;
- The Employee is eligible and has agreed to be a bone marrow or organ donor for the donee;
- The expected amount of time necessary for the Employee to recover from the donation procedure.

Hodge will maintain the Employee's group health insurance during the approved leave if the Employee had coverage under the plan immediately prior to leave.

Upon return from leave an Employee will be returned to his or her former position, or if that position is not vacant, the Employee will be returned to a position with equivalent pay, benefits, working shift, hours, and other terms and conditions of employment. If the Employee wishes to return to work prior to the end of the scheduled leave, the Employer will return the Employee to work within a reasonable time.

Employees who take donor leave are not entitled to any right, employment benefit, or position to which they would not otherwise have been entitled had leave not been taken. Employees are also not entitled to the accrual of any seniority or employment benefit during a donor leave.

JURY DUTY / WITNESS DUTY

Hodge policy is to encourage Employees to serve on jury panels. Employees should inquire about the duration of the jury trial in advance of accepting such service. Employees should contact their Supervisor promptly after receiving notification to appear. Hodge will pay the difference between the Employee's regular earnings for regularly scheduled days of work and the fee the Employee receives for jury service, including any mileage paid by the Court, for full-time Employees for a maximum of ten (10) days. The Company will allow time off in accordance with applicable law.

The Company is also aware that Employees may be subpoenaed to appear as witnesses in trials before the court. Employees should notify their Supervisor promptly after receiving notification to appear. In these cases, the Company will grant time off without pay.

VOTING

In the event an Employee believes he or she does not have sufficient time outside of working hours to vote in an election, the Employee may explain the circumstances to his or her Supervisor and request time off to vote. Such time will be granted when possible and will be paid if required by state law. This time should be taken at the beginning or end of the regular work schedule. Where possible, the Supervisor should be notified at least two days prior to the voting day.

CONFIDENTIALITY AGREEMENT

As an Employee, I acknowledge that I may, in the course of employment duties, come in contact with confidential Company information, including, but not limited to: information concerning the Company's financial status, business practices, customer-related information and/or Employee records.

Further, I agree to use good judgment and discretion in discussing or reviewing such information and to do so only in a legitimate, work-related context. All customer information must remain confidential and I understand all Company and customer information is required to be returned to my Employer upon departing employment.

I understand and agree that all works of authorship, inventions, discoveries, ideas, and other work product created, authored, or conceived of by me during my employment that relate in any way to the business of my Employer (collectively, "Work Product") shall, to the extent permitted by law, be deemed "works made for hire" as defined in the Copyright Act, and such copyrights are therefore owned by my Employer. To the extent that the foregoing does not apply, I hereby irrevocably assign to my Employer, for no additional consideration, my entire right, title and interest in and to all Work Product and intellectual property rights therein, including the right to sue, counterclaim and recover for all past, present and future infringement, misappropriation or dilution thereof, and all rights corresponding thereto throughout the world.

I acknowledge that any violation of such confidentiality policies may result in disciplinary action, up to and including termination by my Employer.

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the Hodge Employee Handbook and acknowledge my obligation to read its contents. I understand that the handbook is intended to provide an overview of the Company's personnel policies and does not necessarily represent all such policies in force. The Employer may at any time, add, change or rescind any policy or practice at its sole discretion, without notice.

I further understand that my employment and compensation are for no fixed term and may be terminated by the Employer at any time with or without cause or notice, for any reason not prohibited by law. Likewise, I may resign at any time.



WHATEVER IT TAKES.

HODGECOMPANY.COM

