Forklifts of St. Louis, Inc.

Employee Handbook

Commitment to Excellence – Your Contribution and Being Part of a Winning Team

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TABLE OF CONTENTS

WELCOME TO FORKLIFTS 3

YOUR HANDBOOK 4

WHAT YOU CAN EXPECT FROM FORKLIFTS 5

WHAT FORKLIFTS EXPECTS FROM YOU 6

SECTION I - EMPLOYMENT POLICIES 7

1.01 Equal Employment Opportunity Policy 7

1.02 Disability Accommodations Policy 8

1.03 Anti-Harassment Policy 8

1.04 Sexual Harassment Policy 9

1.05 Weapons Policy 11

1.06 Workplace Violence Policy 11

1.07 Substance Abuse Policy 12

1.08 Family and Medical Leave of Absence Policy 15

1.09 Customer Relations Policy 21

1.10 Workplace Searches and Inspections Policy 21

1.11 Communications Systems Policy 21

1.12 Social Media Policy 23

1.13 Conflict of Interest Policy 25

1.14 Confidential Information and Proprietary Rights Policy 25

1.15 Smoking Policy 26

1.16 Union Policy Statement 26

1.17 Solicitation or Distribution of Literature Policy 26

1.18 Change of Employee Information Policy 26

1.19 Military Leave Policy 27

1.20 Bulletin Boards Policy 27

1.21 Missouri Witness or Crime Victim Leave Policy 27

1.22 Missouri Emergency Response Leave Policy 28

SECTION II - HOURS OF WORK, COMPENSATION ISSUES & OTHER EMPLOYMENT MATTERS 28

2.01 Employment Classification 28

2.02 Work Schedule 28

2.03 Time and Attendance—Recording Work Time 29

2.04 Overtime Pay 29

2.05 Anniversary Date 29

2.06 Performance Appraisals 29

2.07 Wages 29
2.08 Payroll Distribution 30
SECTION III - RULES & REGULATIONS 30
3.01 Guidelines for Conduct 30
3.02 Introductory Period 32
3.03 Attendance and Punctuality 32
3.04 Dress Code 32
3.05 Employee Personnel Records 33
3.06 Opportunities for Advancement 34
3.07 Job Postings 34
3.08 Employee Health Records 34
3.09 Telephone Usage 34
3.10 Food and Beverages 34
3.11 Reporting of Accidents and Injuries 35
3.12 Separation of Employment 36
3.13 Problem Resolution Process 36
SECTION IV - EMPLOYMENT BENEFITS 38
4.01 Medical Insurance 38
4.02 Vacation Benefit 38
4.03 Holiday Pay 38
4.04 Jury Duty 38
4.05 401(k) Retirement Savings Plan 39
4.06 Sick Leave 39
4.07 Employee Assistance Program (EAP) 39
4.08 Rest Period 39
4.09 Bereavement Leave 39
4.10 Workers' Compensation Insurance 40
4.11 Social Security Benefits 40
CLOSING STATEMENT 40
RECEIPT AND ACKNOWLEDGEMENT OF DRUGS, ALCOHOL AND OTHER PROHIBITED ITEMS POLICY CONSENT /RELEASE FORM FOR TESTING 41
RECEIPT AND ACKNOWLEDGMENT OF FORKLIFTS EMPLOYEE HANDBOOK 42

WELCOME TO FORKLIFTS

On behalf of myself and your new co-workers, welcome to Forklifts ("Forklifts," "Company"). We are pleased to have you as a member of the Forklifts team. As a member of our team, you play an essential role in serving our customers.

We all depend upon you to help us:

1. Assure our customer's satisfaction by providing quality products, highly skilled service, and communicating your genuine concern for them and their needs through your attitude, actions and words.

2. Upgrade our collective skills and abilities by upgrading your individual skills and abilities. You can best accomplish this by enthusiastically taking part in training programs, accepting direction from your supervisor in the spirit in which it is offered, and constantly making an effort to enlarge your contribution to our overall success.

3. Increase everyone's income level by doing your part to increase sales through improved service, and by striving to increase your individual productivity. In this way, you can help improve Company profits, which is the only source of the money required to raise all our incomes.

4. Keep Forklifts a growing Company, one where there is always an opportunity for individual growth and progress. Your opportunity to grow within Forklifts will be determined by the growth of our Company.

Working together we can accomplish these goals, and more - and Forklifts will continue to become a better and better place to work and build a career. Together we can attain local and national recognition for ourselves and our Company based on performance, management excellence and the contributions of all of our employees.

IT IS ALWAYS GREAT TO BE ON A WINNING TEAM!

WE NEED YOUR CONTRIBUTION!

Sincerely,

_____

Robert Whittingham, Sr.President

YOUR HANDBOOK

This Employee Handbook is intended as a general guideline for current employer policies. Every employee is expected to read, understand, and follow the provisions of the Handbook and will be held responsible for knowing its contents. Forklifts reserves the right to change these guidelines at any time without notice.

Nothing in this Handbook is intended or should be construed as an agreement and/or a contract express or implied. No officer, supervisor, or other employee of the employer, other than the President, has the authority to alter, orally or in writing, the terminable at will status of any employment. The President may alter employment status only in writing. **It is expressly understood that any employee and the Company are free to terminate the employment relationship at any time with or without notice and with or without cause.** Policies and benefits set forth in this Employee Handbook do not create a contract, and may be amended at any time by the Company. Forklifts however will notify employees in advance of any such changes.

None of the Policies contained in this Employee Handbook are intended to preclude or dissolve Employees from engaging in activities prohibited by the National Labor Relations Board or state laws, including, but not limited to employees' right to discuss wages and other terms and conditions of employment.

If you have any questions regarding these policies or other information contained within this Handbook, please contact either your supervisor, the Company's General Manager, the Company's President or the Company's Human Resources Director.

WHAT YOU CAN EXPECT FROM FORKLIFTS

Our Company believes in creating a harmonious working relationship among all employees and providing excellent customer care. In pursuit of this goal, Forklifts has created the following objectives:

1. Promote an atmosphere that coincides with our Company's mission to provide excellence within our industry.

2. Provide an exciting, challenging and rewarding workplace and experience.

3. Select qualified individuals on the basis of skill, training, ability, attitude and character, regardless of race, color, sex (including pregnancy), religion, age, creed, national origin, ancestry, physical or mental disability, gender identity, veteran status, citizenship, or other status protected by federal, state or local laws.

4. Review wages, employee benefits and working conditions regularly with the objective of being competitive in these areas consistent with sound business practices.

5. Assure employees that after speaking with their immediate supervisor, an employee has the opportunity to discuss any issue or problem with the Company's General Manager, the Company's President or the Company's Human Resources Director.

6. Maintain mutual respect in our working relationship.

7. Provide a workplace that is comfortable, orderly and safe.

8. Promote employees on the bases of their abilities and merit.

9. Keep employees informed of the progress of our Company as well as its overall goals and objectives.

10. Respect individual rights and treat all employees with dignity and respect.

WHAT FORKLIFTS EXPECTS FROM YOU

As part of the Company's continuing commitment to create a harmonious work environment and to provide excellent customer care, Forklifts has created for each employee the following objectives:

1. Forklifts needs your help in making each work day satisfying and rewarding. Your first responsibility is to know your own duties and to perform these duties promptly, correctly and with a positive attitude. In addition, you are expected to cooperate with management and your fellow employees, which includes maintaining a good team attitude.

2. How you interact with fellow employees and our customers and how you accept direction affects your success and the success of our Company. Consequently, whatever your position, you have an important assignment in performing every task to the very best of your ability.

3. This Handbook offers insight as to how you can meet and exceed Forklifts' expectations.

4. Our Company expects employees to be responsible for their own actions and to maintain standards of performance and behavior that reflect the Company's status within our industry.

5. We believe in direct access to management. We are dedicated to making a Company where you can initially approach your immediate supervisor to discuss any problem or question. After speaking with their immediate supervisor, an employee has an opportunity to discuss any issue or problem with the Company's General Manager, the Company's President or the Company's Human Resources Director. We expect you to voice your opinions and contribute your suggestions to improve the quality of our Company.

6. Remember, you help create the positive and safe working conditions that Forklifts strives to provide for you. The result will be better performance for Forklifts overall and more personal satisfaction for you.

SECTION I - EMPLOYMENT POLICIES

1.01 Equal Employment Opportunity Policy

Forklifts is an equal opportunity employer. Our Company makes employment decisions regardless of an applicant's or employee's race, color, sex (including pregnancy), religion, age, creed, national origin, ancestry, physical or mental disability, gender identification, veteran status, citizenship status, or any other classification protected by federal, state or local laws.

This Policy of equal opportunity encompasses all aspects of the employment relationships, including but not limited to applications and initial employment, promotion and transfer, selection for training opportunities, wage/salary administration, recruiting, hiring, reassignments, training, compensation, benefits, layoffs, terminations of employment, and other terms and conditions of employment as provided by law.

If you believe that you have been treated unfairly in any aspect of your employment, we want to assure you that you have an opportunity to present your concerns.

Further, all complaints of discriminatory treatment in violation of this Policy must be **immediately** brought to the attention of the employee's immediate supervisor so that an internal investigation may be promptly undertaken. If you consider a discussion with your immediate supervisor to be inappropriate, you may bypass your supervisor and bring the matter directly to the attention of the Company's General Manager, the Company's President or the Company's Human Resources Director. At the conclusion of an investigation, the Company will contact the employee(s) and communicate its findings, if appropriate. Any employee, including managers, involved in or condoning discriminatory practices will be disciplined, up to and including termination of employment. When management becomes aware of the existence of a violation of this Policy, it is obligated by law to take prompt and appropriate action, whether or not the complaining individual wants the Company to investigate the matter. No adverse employment action shall be taken against any employee making a good faith complaint under this Policy.

All members of management are primarily responsible for seeing that the Company's equal employment policies are implemented, but all employees share in the responsibility for assuring that, by their personal actions, this Policy is effective and applies uniformly to everyone. All employees have a duty to cooperate in investigations.

Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited. Any person who is found to have engaged in such retaliation and/or harassment/discrimination of another may be subject to disciplinary action, up to and including separation of employment.

Further, an employee who provides false information in the course of an investigation will be subject to appropriate disciplinary action, up to and including termination of employment.

1.02 Disability Accommodations Policy

Forklifts complies with the Americans with Disabilities Act (ADA) and all applicable state and local fair employment practices laws. It is committed to providing equal employment opportunities to qualified individuals with disabilities. Consistent with this commitment, the Company will provide a reasonable accommodation to disabled applicants and employees if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship.

Requesting a Reasonable Accommodation

Employees are responsible for requesting a reasonable accommodation from the Company's General Manager, the Company's President or the Company's Human Resources Director if they believe they need an accommodation because of a disability. Employees may make the request orally or in writing. The Company encourages employees to make their request in writing and to include relevant information, such as:

- A description of the accommodation the employee is requesting.
- The reason the employee needs an accommodation.
- How the accommodation will help the employee perform the essential functions of his or her job.

After receiving your oral or written request, Forklifts will engage in an interactive dialogue with the employee to determine the precise limitations of the employee's disability and explore potential reasonable accommodations that could overcome those limitations. The Company encourages the employee to suggest specific reasonable accommodations that the employee believes would allow him or her to perform his or her job. However, the Company is not required to make the specific accommodation requested by an employee and may provide an alternative, effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Company.

1.03 Anti-Harassment Policy

Forklifts strives to provide a work environment that is pleasant, professional, and free from intimidation, hostility and other offenses that may interfere with work performance. Harassment of any sort—verbal, physical, visual—will not be tolerated. Forklifts strictly prohibits any harassment of its employees by anyone, including any supervisor, co-worker, vendor, customers or visitor.

Workplace harassment can take many forms. It involves unwelcome conduct that targets a person's protected status, such as race, color, sex (including pregnancy), religion, age, creed, natural origin, ancestry, physical or mental disability, gender identification, veteran status, citizenship or other status protected by federal, state or local laws. It may consist of, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mails, online communication, pranks, intimidation,

physical assaults or violence. Harassment is not necessarily sexual in nature. It also may take the form of derogatory statements not directed to the targeted individual, but taking place within the employee's hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint.

All employees, regardless of their position, have a responsibility for keeping our work environment free of harassment. Any employee who becomes aware of an incident of harassment—whether by witnessing the incident or being told of it—must **immediately** report it to their immediate supervisor. If you consider a discussion with your immediate supervisor to be inappropriate, you may bypass your supervisor and bring the incident directly to the attention of the Company's General Manager, the Company's President or the Company's Human Resources Director. When management becomes aware of the existence of harassment, it is obligated by law to take prompt and appropriate action, whether or not the complaining individual wants the Company to investigate the matter.

Upon receiving a report of harassment, an investigation and disciplinary action will be taken, if appropriate. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. All employees have a duty to cooperate in any investigation initiated under this Policy. Any employee found to have harassed a fellow employee will be subject to disciplinary action, up to and including termination. Retaliation of any sort will not be permitted. Retaliation is a serious violation of this Anti-Harassment Policy and should be **immediately** reported to the Company's General Manager, the Company's President or the Company's Human Resources Director. No adverse employment action may be taken against any employee making a good faith report under this Policy.

Further, any employee who provides false information will be subject to appropriate disciplinary action, up to and including termination of employment.

1.04 Sexual Harassment Policy

Forklifts is committed to maintaining a work environment free of unlawful discrimination and harassment, and therefore, has zero tolerance for workplace sexual harassment. Sexual harassment consists of any unwelcome conduct, whether verbal, visual or physical, that is based upon a person's gender. Sexual harassment undermines the integrity of the employment relationship. All employees have the right to work in an environment free from unsolicited and unwelcome sexual overtures. Forklifts will not tolerate any form of gender-based or sex-based discrimination, including any kind of sexual harassment against any employee or applicant for employment.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, and physical conduct of a sexual nature whenever:

1. Submission to the conduct is made either in explicit or implicit condition of employment;

2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or

3. Harassing conduct unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive working environment.

Sexual harassment can involve an almost infinite variety of conduct. Such examples include but are not limited to the following:

1. Unwelcome physical contact with sexual overtones;

2. Sexually offensive comments such as slurs, jokes, epithets, and innuendo;

3. Inappropriate, repeated, and/or unwelcome sexual flirtations, advances, and/or propositions;

4. Inappropriate and/or suggestive comments about another person's physical appearance, characteristics and/or dress;

5. Exchanging and/or offering to exchange any kind of employment benefit for a sexual concession, e.g., promising a promotion or raise in exchange for sexual favors; or

6. Withdrawing and/or threatening the withdrawal of any kind of employment benefit for refusing to grant a sexual favor.

All employees have the responsibility to make this Policy effective. If you believe that you or some other employee have been sexually harassed, you must **immediately** report your concern to either your immediate supervisor. If you consider a discussion with your immediate supervisor inappropriate, you may bypass your supervisor and bring the incident directly to the attention of the Company's General Manager, the Company's President or the Company's Human Resources Director. No employee is required to confront the alleged harasser or report the concern to the alleged harasser.

Complaints of sexual harassment will be investigated thoroughly and promptly. If an investigation indicates that harassment has occurred, the harassing party will be disciplined, up to and including termination. The complaining individual will be advised of the results of the investigation and of any action taken. Confidentiality will be maintained throughout the investigatory process, to the extent practicable under the circumstances. All employees have a duty to cooperate in an investigation initiated under this Policy.

When management becomes aware of the existence of a violation of this Policy, it is obligated by law to take prompt and appropriate action, whether or not the complaining individual wants the Company to investigate the matter. No adverse employment action shall be taken against any employee making a good faith report under this Policy.

Our Company will not in any way retaliate against any employee who makes a complaint of sexual harassment or against any participant in the investigation, nor will it

permit any supervisor or employee to do so. Retaliation is a serious violation of this Sexual Harassment Policy and should be **immediately** reported to the Company's General Manager, the Company's President or the Company's Human Resources Director. Any employee found to have retaliated against another employee for reporting sexual harassment will be disciplined, up to and including termination.

Further, any employee who makes a false complaint or who provides false information in the course of an investigation also will be disciplined, up to and including termination.

1.05 Weapons Policy

To ensure a safe environment for employees, customers, vendors and visitors, the possession, transport, storage, use, or sale of weapons—including firearms—is prohibited on the Company's property, in the Company's vehicles, or at any time for employees during the course and scope of performing their job duties on behalf of Forklifts. This prohibition applies regardless of whether the person is licensed to carry the weapon.

Forklifts reserves the right to conduct searches of any person or vehicle that enters the Company's property, work sites and/or functions. You must **immediately** bring any violation of this Policy to the attention of your immediate supervisor. If your immediate supervisor is not available, then bring this matter to the attention of the Company's General Manager, the Company's President or the Company's Human Resources Director. **DO NOT PLACE YOURSELF IN DANGER.**

This Policy does not apply to security guards employed by the Company.

1.06 Workplace Violence Policy

It is the Policy of the Company to promote a safe environment for its employees. We will not tolerate any acts or threats of workplace violence including, but not limited to, physical attacks, threats, offensive acts or remarks, harassment, intimidation, coercion, menacing or aggressive behavior, or disruptive behavior by any employee, former employee or any other person against anyone in or about the Company's premises. Further, Forklifts will not tolerate any acts or threats of violence against its employees, customers, vendors, or any other visitor on the Company's premises or against anyone while engaged in business with or on behalf of the Company, both on or off the Company's property, or in a Company owned or leased vehicle or in a personal vehicle while on Forklifts' business. Individuals who engage in such behavior may be removed from the Company's premises, and may be subject to disciplinary action, up to and including termination. In addition, law enforcement may be contacted where appropriate.

Guidelines to reporting any workplace violence are as follows:

1. Employees must **immediately** report incidents or threats or acts of physical violence involving other employees, customers, vendors or visitors to their immediate supervisor, the Company's General Manager, the Company's President or the Company's Human Resources Director. Threats or assaults,

which require immediate attention by a supervisor or police, should be reported to the Company's General Manager, the Company's President or the Company's Human Resources Director. If a member of management is not available, call the police at 911.

2. Forklifts will investigate and take prompt disciplinary action, up to and including immediate termination, against any employee who engages in any threatening behavior, acts of violence, threatening language, gestures or other conduct prohibited by this Policy. In addition, jokes or offensive comments regarding violent events will be taken seriously and will not be tolerated.

3. Management will also, where possible, take action against any person who is not a Company employee who engages in behavior in violation of this Policy, and will, where appropriate, notify police or other law enforcement agency. **DO NOT PLACE YOURSELF IN DANGER.**

1.07 Substance Abuse Policy

Commitment to a Drug and Alcohol-Free Workplace

Forklifts is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is Forklifts' intent to maintain a drug and alcohol-free workplace. Being under the influence of alcohol or illegal drugs while on the job poses serious health and safety risks to employees, vendors, customers and visitors, which is not tolerated.

Prohibited Conduct

Forklifts expressly prohibits the following activities at any time that employees are either (1) on duty or conducting Company business (either on or away from the Company's premises), or (2) on Forklifts' premises (whether or not the employee is working):

- The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances.

- The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the employee or drug-related paraphernalia.

- The illegal use of prescription drugs.

The use of marijuana has been legalized under state law in Missouri for medicinal uses. The Company does not discriminate against employees solely on the basis of their off-duty use of medical marijuana in compliance with Missouri's medical marijuana law. However, employees may not consume or be under the influence of marijuana while on duty or at work, even if the employee is certified to use medical marijuana.

Nothing in this Policy is meant to prohibit the appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, to the extent that it does not impair an employee's job performance or safety or the safety of others. Employees who take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability should inform the Company's General Manager, the Company's President or the Company's Human Resources Director if the employee believes the medication will impair his/her job performance, safety, or the safety of others or if the employee believes he/she need a reasonable accommodation **before** reporting to work while under the influence of that medication. For more information on how to request a reasonable accommodation, please refer to the Company's Disability Accommodations Policy.

A violation of any of the above is subject to disciplinary action, up to and including immediate termination of employment.

Drug Testing and Alcohol Testing

Forklifts may require drug and alcohol testing:

- Of any employee whose behavior indicates that he or she is "under the influence;"
- If Forklifts has a "reasonable belief" that the employee is unable to perform his or her duties due to drug impairment or that the employee poses a safety risk to himself, herself or others;
- Of any employee who is subject to drug testing pursuant to federal or state rules, regulations or laws of any country, state or municipality;
- On a random basis; or
- Following a work-related injury.

An employee's consent to submit to drug and/or alcohol testing is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, up to and including discharge, for a first refusal or any subsequent refusal.

An employee may be suspended pending receipt of written test result.

All testing will be conducted in compliance with the applicable laws of any country, state or jurisdiction.

Appeal of a Drug and/or Alcohol Test Result

An employee whose drug and/or alcohol test was positive will have an opportunity to explain why the positive finding could have resulted from a cause

other than drug and/or alcohol use. Forklifts will determine in its opinion whether the employee's explanation merits further inquiry.

An employee whose drug and/or alcohol test is positive will be offered the opportunity to, at the employee's expense, obtain and independently test the remaining portion of the specimen that yielded the positive result and obtain the written test result and submit it to an independent medical testing laboratory. If the result is negative, the results will be submitted to a third medical testing laboratory as agreed to by Forklifts and the employee.

Employer-Sponsored Events [optional]

From time to time, Forklifts may sponsor social or business-related events at which alcohol is served. This Policy does not prohibit the use or consumption of alcohol at such events. However, if employees choose to consume alcohol at such events, they must do so responsibly and maintain their obligation to conduct themselves properly and professionally at all times.

Off-the-Job Illegal Drug Use, Possession, Sale or Other Such Activity

Off-the-job illegal drug use, possession, sale or other such activity could adversely affect an employee's job performance, jeopardize the safety of other employees, and/or jeopardize Company equipment, property and reputation, as well as endanger the general public. Accordingly, such off-the-job conduct or activity may be deemed a violation of this Policy and could result in disciplinary action against the employee by Forklifts, up to and including discharge. In deciding the appropriate disciplinary action to take in regard to such off-the-job illegal drug use, possession, sale or other such activity, management will take into consideration the nature of the activity charged, the employee's total record with Forklifts, and other factors deemed relevant by the Company for the protection of Forklifts' business, total operation, and reputation.

Confidentiality

All information related to drug testing or the identification of persons as users of drugs will be kept strictly confidential by Forklifts unless otherwise required by law or overriding public health and safety concerns, or unless authorized in writing by the involved employee.

Administration of This Policy

Forklifts expressly reserves the right to change, modify, or delete the provisions of this Substance Abuse Policy without notice.

If you have any questions regarding this Policy or if you have questions about workplace substance abuse that are not addressed in this policy, please contact the Company's General Manager, the Company's President or the Company's Human Resources Department.

1.08 Family and Medical Leave of Absence Policy

Definition and Purpose

A family or medical leave of absence ("FMLA leave") is an approved absence available to eligible employees for up to 12 weeks of unpaid leave during a "rolling" 12-month period under particular circumstances that are critical to the life of a family. This Policy explains the conditions under which an employee may request and receive time off without pay for a limited period with job protection and no loss of accumulated service if the employee returns to work at the conclusion of the leave. To determine the amount of FMLA leave to which an employee is entitled, the 12-month period is measured backward from the date that the employee uses any FMLA leave. In other words, any FMLA leave that was taken by the employee during the 12 months preceding the date that the employee takes additional FMLA leave will be counted to determine the amount of FMLA leave remaining.

Basic Eligibility Requirements

Employees are eligible for FMLA leave if they have worked for a covered employer for at least one year, worked for at least 1,250 hours over the previous 12 months, and if the employee works at a location where at least 50 employees are employed by the employer within 75 miles.

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid job-protected leave to the eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- The birth of a child and in order to care that that child;
- The placement of a child with the employee for adoption or foster care and in order to care for the newly placed child;
- To care for the employee's spouse, son or daughter, or parent who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the employee’s position; and
- A qualifying exigency of a spouse, child, or parent who is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty).

Employees eligible for FMLA leave may take up to 26 weeks of unpaid FMLA leave in a single 12-month period, beginning on the first day that the employee takes FMLA leave to care for a spouse, son, daughter, or next of kin who is a

covered service member and who has a serious injury or illness related to active duty service, as defined by the FMLA's regulations (known as military caregiver leave).

Definition of a Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a heath care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Benefits and Protections

During FMLA leave, Forklifts will maintain an employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees will be restored to their original or equivalent position with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary for a serious health condition of the employee or his or her spouse, child or parent, or for the serious illness or injury of a covered servicemember. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Company's operations. Leave due to qualifying exigencies may also be taken on a reduced schedule or intermittent basis when necessary.

Substitution of Paid Leave for Unpaid Leave

Forklifts requires employees to use accrued paid leave while taking FMLA leave. In other words, if an employee is entitled to both unpaid FMLA leave and paid leave under another benefit plan or Policy, the employee will be required to use all applicable paid leave plans or policies before unpaid leave, and the FMLA leave and paid leave will run concurrently. In order to use paid leave for FMLA leave, employees must comply with Forklifts' normal paid leave policies.

Employee Responsibilities and Conditions of Leave

Application for Leave: An employee requesting leave must complete an Application for Family and Medical Leave, which may be obtained from the Company's Human Resources Director. The completed application must state the reason for the leave, the duration of the leave, and the anticipated starting and ending dates of the leave.

Notification and Reporting Requirements: Employees must provide 30 days advance notice of the need to take FMLA leave when the need for leave is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the Company's normal call-in procedures. If an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee should provide notice of the need for leave either the same day or the next business day. When the need for leave is unforeseeable, employees are required to inform Forklifts of the need for leave as soon as practicable. Eligible employees may be required to report periodically on their status and their intention to return to work.

Employees must provide sufficient information for the Company to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform Forklifts if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Certification: Forklifts requires medical certification, which is complete and sufficient, to support an application for leave for an employee's own serious health condition and to care for a child, spouse or parent with a serious health condition, or for leave to care for a covered servicemember with a serious illness or injury. The certification form will be provided by the Company and will request only that information permitted by the Secretary of Labor. The Company may require a second medical opinion at its expense. If the first and second opinions differ, Forklifts may require the binding opinion of a third health care provider, approved jointly by the Company and the employee and paid for by Forklifts.

Forklifts also requires that the employee submit a complete and sufficient certification for a leave due to a qualifying military exigency on the form prepared by the Secretary of Labor. The first time that the employee requests leave for a qualifying exigency in connection with a particular covered military member, the employee must also submit a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or call to active duty status in support of a contingency operation and the dates of the covered military member's status. If any FMLA certification is deficient, the Company will provide the employee with written notice of the deficiencies. The employee will have seven (7) calendar

days to cure the deficiency. If an employee fails to provide Forklifts with a complete and sufficient certification (despite the 7-day period to cure the deficiency) or fails to provide any certification at all, the request for FMLA leave may be denied.

Intermittent or reduced leave: If leave is requested on an intermittent or reduced schedule basis, the Company may require the employee to transfer temporarily to a part-time schedule or an alternative position that better accommodates recurring absences. The alternative position will have equivalent pay and benefits. For certification for intermittent leave or leave on a reduced-leave schedule for planned medical treatment, the certificate must state the dates on which such treatment is expected to be given, the duration of the treatment, and any periods of recovery. Employees must make reasonable efforts to schedule leave for planned medical treatment so as to not unduly disrupt the Company's operations.

Limitations on leave for spouses.

Spouses who are eligible for FMLA leave and are both employed by the Company are entitled to a joint total of 12 weeks of leave (rather than 12 weeks each) for: the birth of the employee's son or daughter or to care for the child after birth; for the placement of a son or daughter with the employee for adoption or foster care or to care for the child after placement; or to care for the employee's parent with a serious health condition.

Spouses who are eligible for FMLA leave and are both employed by the Company are limited to a combined total of 26 weeks of leave during a single 12-month period for Military Caregiver Leave or for Military Caregiver Leave and one or more of the following: birth of the employee's son or daughter or to care for the child after birth; for placement of a son or daughter with the employee for adoption or foster care, or to care for the child after placement; or to care for the employee's parent with a serious health condition.

For any other qualifying FMLA reason, each spouse will be entitled to the full leave allotment, or that portion of leave remaining for the particular employee in the relevant 12-month period.

Status of Employee Benefits During Leave of Absence

Health Insurance: The Company will maintain an eligible employee's health benefits for the duration of a qualifying FMLA leave to the extent health benefits were provided before the leave was taken and on the same terms as if the employee had continued to work. Employees must pay their regular contribution for the cost of any health insurance premium while on leave. The employee must make arrangements with the Company's Human Resources Director regarding payment of their portion of the health insurance premium. The employee must make such payments to the Company by the last business day of each calendar month to cover the cost of such participation in the next calendar month during the leave. If an employee fails to make timely payments of his or her share of the

premiums (i.e. the premium is more than thirty (30) days late), the employee's health insurance coverage may terminate.

Recovery of Premiums: If an employee chooses not to return to work, or does not stay at work for at least 30 days upon return after an approved unpaid leave of absence (for reasons other than retirement), the Company may recover from the employee the cost of any payments made to maintain the employee's health insurance, unless the failure to return is because of a serious health condition of the employee, employee's spouse, child or parent, or a serious illness or injury of a covered servicemember, or other reasons beyond the employee's control. Benefit entitlements based on length of service will be calculated as of the last paid work day before the start of the unpaid absence.

Other Benefits: An employee is not entitled to the accrual of any seniority or employment benefits that would have accrued if not for the taking of FMLA leave. For example, an employee on FMLA leave will not accrue vacation or sick days, and will not receive vesting service credit or credited service in the Company's retirement plan during the period of FMLA leave.

Return to Work

Restoration to Employment: An employee eligible for FMLA leave -- with the exception of those employees designated as "key employee"-- will be restored to his or her old position or to a position with equivalent pay, benefits, and other terms and conditions of employment. However, it should be noted that an employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period. Additionally, Forklifts cannot guarantee that an employee will be returned to his or her original job. A determination as to whether a position is an "equivalent position" will be made by the Company.

Return from Leave: An employee must notify the Company in writing of his or her intention to return from FMLA leave, before he or she can be returned to active status. If an employee wishes to return to work prior to the expiration of an FMLA leave, notification must be given to the employee's supervisor at least two (2) working days prior to the employee's planned return. For those employees who took FMLA leave for their own serious health conditions, Forklifts may require the employee to obtain a certification from his or her healthcare provider that he or she is able to resume working. In other words, the Company may require certification of an employee's fitness to return to work as a condition of restoration of his or her employment.

Failure to Return from Leave: Failure of an employee to return to work upon expiration of an FMLA leave will subject the employee to immediate termination unless an extension is granted or unless additional leave is granted as a reasonable accommodation. An employee who requests an extension of FMLA leave or additional leave as a reasonable accommodation due to the continuation, recurrence or onset of his or her own serious health condition, or of the serious health condition of the employee's spouse, child, parent or covered

servicemember, must submit a request for an extension, in writing, to the Company's Human Resources Director. This written request should be made as soon as the employee realizes that he or she will not be able to return at the expiration of the FMLA leave period.

Minimum Disruption of Company's Operations

Employees are required to plan FMLA leaves involving planned medical treatments, including intermittent and reduced schedule leaves, so that they will cause the least disruption to the Company's operations. Providing Forklifts sufficient notice and being flexible in scheduling will help assure that minimal disruption occurs.

Employer Responsibilities

Forklifts will inform employees requesting FMLA leave whether or not they are eligible. If the employee is eligible for FMLA leave, the notice must specify any additional information required from the employee, as well as the employee's rights and responsibilities.

The Company will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If Forklifts determines that the leave is not FMLA-protected, the Company will notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA; and

- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA Section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

1.09 Customer Relations Policy

The success of Forklifts depends upon the quality of the relationships between our customers and all of our employees. You play a critical role in the impression that Forklifts has on those it serves. The more good will you promote, the more our customers will respect and appreciate you, our Company and our services.

Below are several things you can do to help give customers a good impression of Forklifts. These are the building blocks for our continued success.

- Treat everyone in a courteous and respectful manner.
- Communicate pleasantly and respectfully with other employees and customers at all times.
- Follow up on requests and questions promptly, provide professional replies to inquiries and requests, and perform all duties in an orderly manner.
- Forklifts takes great pride in your work and enjoys you doing your very best.

1.10 Workplace Searches and Inspections Policy

To help ensure a safe and healthy work environment, Forklifts reserves the right to search any person and personal property of any person entering the premises, including any parking areas and all grounds and work areas to which Forklifts' employees are assigned for illegal and unauthorized drugs, drug paraphernalia, controlled substances, alcoholic beverages, and weapons.

Searches may be conducted to assure that no Company property is being removed from the premises without proper authorization. Such searches may include, but are not limited to automobiles, tool boxes, lunch kits and purses, employee lockers, desks, or other property under the control of the individual. Refusal to permit a search may subject an employee to discipline, up to and including termination. Searches and inspections will be performed with concern for the individual's privacy, dignity and confidentiality. In the event that a search produces illegal substances, drugs, or other prohibited items, Forklifts may contact appropriate law enforcement authorities.

1.11 Communications Systems Policy

All electronic and telephonic communications systems and all communications and information transmitted by, received from, or stored in these systems, as well as any software and business equipment, including but not limited to facsimiles, telecopiers, copy machines, telephones, voice mail, computers (including hardware and software), printers, e-mail systems and Internet systems are Company property and are to be used primarily for job-related purposes. Employees are prohibited from tampering with, altering, damaging or defacing Company property.

Employees who choose to use any of the above for personal purposes do so at their own risk and with the understanding that the Company monitors the use of such

equipment from time to time. This monitoring may include inspecting, retrieving or downloading current, stored or deleted material. **Therefore, employees should have no expectation of privacy in the use of these communications systems**.

Improper use of the e-mail or Internet systems, including the spreading of offensive jokes or remarks in violation of the Equal Employment Opportunity Policy, the Anti-Harassment Policy, and the Sexual Harassment Policy, will not be tolerated. Transmission in violation of any United States law or regulation is prohibited. Prohibited transmissions include, but are not limited to, copyrighted material, threatening or obscene material, and protected confidential material. Employees are prohibited from registering for non-business mailing lists, downloading material not approved by their supervisors, and generating or sending unsolicited commercial e-mail. Employees are prohibited from creating, storing, transmitting, or purposely accessing pornographic, illegal, or otherwise offensive material. Using Forklifts' computer systems to store personal data and to play computer games is not permitted. **Employees should understand that they waive any expectation of privacy with respect to anything they create, store, send or receive in connection with their use of the Company's electronic and telephonic communication systems.** Employees who violate this Policy are subject to disciplinary action, up to and including termination.

All access codes for e-mail, Internet and other electronic communications systems are Company property. No employee may use an access code that has not been issued to the employee or that is unknown to the Company. If an employee knows or believes that any user name, passcode, or password has been improperly shared or used, then the employee must report this matter to the Company's General Manager, the Company's President or the Company's Human Resources Director. Some information stored in the Company's electronic communication system is of a sensitive nature, and access is restricted to specific employees. Employees are not permitted to access a file, retrieve any stored communication, or use any access code unless authorized to do so or unless they have received prior written clearance from the Company's General Manager, the Company's President or the Company's Human Resources Director.

Through the above systems, Forklifts may provide employee access to the Internet or any other public electronic data communications network. The Internet represents a useful tool in conducting our business, but since it connects our communication systems with those outside the Company's network, it must be used cautiously and properly. External e-mail over the Internet offers broadly similar capabilities to our internal e-mail system, except that correspondents are not employed by the Company. Since external e-mail messages may contain information that the Company would consider to be offensive or inappropriate, or may carry computer files, software programs, graphic images, or computer viruses, employees must assure that external e-mails that they receive does not either jeopardize the Company's systems or violate Forklifts' Policies.

Email

E-mail is a wonderful tool. Used correctly, it can provide significant efficiencies and improve the quality of the way we do business. It makes dissemination of information easy and cost effective. The same standards of decorum, respect and professionalism that guide us in our face-to-face interactions apply to the use of E-mail. Incidental or

occasional use of e-mail for personal reasons is permitted. However, only Company personnel are allowed access to the Company E-mail system.

When accessing a web site, employees must remember that the owner and/or operator of the site may record information and/or track a connection from one of our computers. Other web sites permit or may require registration, which is the electronic equivalent to leaving your business card or a telephone message. Therefore, when using the Internet, you may be identifiable as an employee of Forklifts, and your actions may reflect upon our Company.

Again, Forklifts reserves the right to access, monitor, inspect, review, copy, remove, change or disclose any and all information which is sent, received, or stored through the use of its network, computer systems, or communication systems. Employees should not expect privacy with respect to any computer usage or communications sent or received via email, voicemail, or in any other manner via these systems.

1.12 Social Media Policy

We understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This Policy applies to all employees who work for Forklifts.

Guidelines

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* include all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, bulletin board or a chat room (whether or not associated or affiliated with the Company) as well as any other form of electronic communication.

The same principles and guidelines found in Forklifts' Policies apply to your activities online. 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, individuals who work on behalf of the Company or Forklifts' legitimate business interests may result in disciplinary action, up to and including termination.

Know and follow the rules: Carefully read these guidelines and **all** of the Policies contained in this Manual, including but not limited to the Communications Systems Policy, the Confidentiality Policy, the Equal Employment Opportunity Policy, the Anti-Harassment Policy, and the Sexual Harassment Policy, and ensure your postings are consistent with these policies. 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.

Be respectful: Always be fair and courteous to fellow employees, customers, and visitors. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by explaining your concerns to management 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, vendors, employees or visitors, or that might constitute harassment, discrimination, bullying or retaliation. Examples of such conduct may 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, color, sex (including pregnancy), religion, age, creed, national origin, ancestry, physical or mental disability, gender identification, veteran status, citizenship status or any other status protected by federal, state or local laws. All blogs and social networking contributions must comply with the Company's policies.

Be honest and accurate: Make sure you are always honest and accurate when posting information or news and, if you make a mistake, correct it quickly. 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, vendors, visitors or individuals working on behalf of the Company.

Post only appropriate and respectful content

- 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, marketing plans and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.

- Refrain from disclosing confidential customer information and attorney-client privileged information.

- Do not create a link from your blog, website or other social networking site to a Forklifts' website without identifying yourself as a Company employee.

- Express only your personal opinion. 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, vendors or visitors. If you do publish a blog or post online related to the work you do or matters associated with the Company, make it clear that you are not speaking on behalf of the Company. Any comments directly or indirectly relating to the Company must include the following disclaimer: **"The postings on this site are my own and do not represent Forklifts' positions, strategies or opinions."**

Using social media at work: Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your immediate supervisor. Do not use the Company's e-mail addresses to register on social networks, blogs or other online tools used for personal benefit.

Retaliation is prohibited: The Company prohibits taking negative action against any employee for reporting a possible deviation from this Policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this Policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media contacts: Employees should not speak to the media on the Company's behalf.

No Expectation of Privacy: The Company reserves the right to monitor use of the Company's computer equipment, including any communication transmitted, received or stored using the Company's computer equipment.

1.13 Conflict of Interest Policy

Forklifts' employees may not participate in any undisclosed, or disclosed and unapproved, activities that actually do or have the appearance of, or potentially could conflict with their responsibilities at Forklifts. A conflict of interest occurs when activities or personal interests influence or appear to influence any objective decision required by the performance of your responsibilities for Forklifts. Neither you nor any member of your family should receive any special preferences from a person or organization that, to the best of your knowledge, does or wants to do business with Forklifts or is a competitor of Forklifts. If your family member works for or consults with Forklifts vendors or competitors, you must disclose that relationship to your immediate supervisor.

1.14 Confidential Information and Proprietary Rights Policy

Forklifts exercises a great deal of caution and expends monies to protect information that the Company considers confidential. It is important that each employee exercise care in discussing any Company business with other than fellow employees. The Company's confidential information and intellectual property (including trade secrets) are extremely valuable to the Company. Employees are expected to them accordingly and not jeopardize them through their business or personal use of electronic communications systems, including email, text messaging, internet access, social media, and telephone conversations and voice mail. Employees should ask their supervisor if they are unsure whether to disclose confidential information to particular individuals or how to safeguard the Company's proprietary rights. This is especially important with customers or friends at competitive dealers. Remember, a satisfied customer is our best security -- let's keep that customer ours! The Company has acquired and developed techniques, plans, processes, procedures, devices, and materials and lists of customers and their requirements which are not readily known or available in the public domain and which may pertain to many and varied products and equipment, which are secret and confidential in character and which are and will continue to be of great and unique value to the Company ("Proprietary Information").

Unauthorized disclosure of confidential information of the Company or unauthorized use of copying of Company records will constitute a reason for disciplinary action, up to and including termination. In addition, an employee may be subject to legal actions as well.

1.15 Smoking Policy

Forklifts is dedicated to providing a healthy environment for everyone who enters its facilities and grounds. Consistent with our mission and our statement of values, Forklifts is committed to making a healthy difference in individuals' lives by providing a tobacco-free environment.

Tobacco use of any kind, including electronic cigarettes (e-cigarettes) and vaping devices are not permitted at any time within any Forklifts facility, whether owned or leased; in any Forklifts' vehicle or any Forklifts property and grounds, whether owned or leased; or in any vehicle on Forklifts' property.

1.16 Union Policy Statement

Our general position is that there is no need for unions at Forklifts. In the final analysis, only through team effort, hard work and cooperation can job security, good pay, benefits, individual freedom and job satisfaction be assured. We believe we can better solve any problems that may occur by direct interaction with employees rather than by dealing with an outside party.

In addition, we believe that our employees should not have to pay monthly union dues and fees, give up the right to speak for themselves, undergo risks to wages and benefits involved with collective bargaining or face the potential of strikes.

1.17 Solicitation or Distribution of Literature Policy

Soliciting, collecting funds, and/or circulating literature of any nature by employees on the Company's property during working time or in working areas without the approval of the Company's General Manager, the Company's President or the Company's Human Resources Director is strictly prohibited. Neither employees nor non employees may sell products (such as candy, crafts, jewelry or cosmetics, etc.), solicit for charitable or noncharitable causes, sell tickets, lottery chances, pools or raffles during work time, or in working areas. Solicitation by persons who are not employed by the Company is prohibited at all times on Forklifts' premises.

1.18 Change of Employee Information Policy

Every employee shall keep the Company informed of the following: the employee's current mailing address and telephone number, cell number, if any; the name, address and telephone number of the person to be notified in the event of an employee emergency; any changes in the number of dependents. In the absence of an update, the Company will assume that the last recorded information regarding the above items is true and accurate.

1.19 Military Leave Policy

Unpaid military leave of absence shall be granted to employees entering active duty with the armed forces of the United States, including the Army, Navy, Air Force, Marines, National Guard, Active or Inactive Reserves, and the United States Coast Guard.

Employees seeking an unpaid leave of absence for military service must present a written request for leave and a copy of their military orders to the Company's Human Resources Director prior to departing.

The Uniformed Services Employment and Reemployment Rights Act of 1994 establishes the cumulative length of time that an individual may be absent from work for military duty and retain reemployment rights to five years. There are important exceptions to the five-year limit, including initial enlistments lasting more than five years, periodic National Guard and Reserve training duty, and involuntary active duty extensions and recalls, especially during a time of national emergency. The Act clearly establishes that reemployment protection does not depend on the timing, frequency, duration, or nature of an individual's service as long as the basic eligibility criteria are met.

Forklifts will make reasonable efforts to accommodate the disability. Service members convalescing from injuries received during service or training may have up to two years from the date of completion of service to return to their jobs or apply for reemployment.

Returning service-members are reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority. The Company will exercise reasonable efforts (such as training or retraining) be made to enable returning service members to refresh or upgrade their skills to help them qualify for reemployment. In addition, while an individual is performing military service, he or she is deemed to be on a furlough or leave of absence and is entitled to the non-seniority rights according other individuals on a non-military leave of absence. Finally, Forklifts will comply with The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA 38 U.S.C. 4301-4335).

1.20 Bulletin Boards Policy

All notices pertaining to meetings, programs and other matters related to the business of the Company will be posted. All notices posted must be approved by the Company's General Manager. The General Manager will approve only items related to the business of the Company which are of general interest to the employees. Employees should check the bulletin board regularly for announcements.

1.21 Missouri Witness or Crime Victim Leave Policy

Employees who are the victims of a crime, a witness to a crime, or family members of a crime victim will be excused from work to testify in response to a subpoena or to attend or prepare for a judicial proceeding. If you require leave under this Policy, please

contact the Company's Human Resources Director for more information. You will not be required to use any of your accrued vacation for leave under this Policy. Retaliation against an employee who requests or obtains leave under this Policy is strictly prohibited.

1.22 Missouri Emergency Response Leave Policy

The Company encourages employees to participate in agencies that provide emergency services. If employees are members of a volunteer fire fighting company, Missouri-1 Disaster Medical Assistance Team, Missouri Task Force One, Urban Search and Rescue Team, or employees are activated to a national disaster by the Federal Emergency Management Act, employees may miss or be late for work if they are responding to an emergency that occurred before their regularly scheduled work hours began. If employees are or will be late or absent because they are responding to an emergency, employees must make a reasonable effort to notify the Company of their expected absence. The Company may require employees to provide written verification of the emergency from the leader of their emergency organization. Retaliation against an employee who requests or obtains leave under this Policy is strictly prohibited.

SECTION II - HOURS OF WORK, COMPENSATION ISSUES & OTHER EMPLOYMENT MATTERS

2.01 Employment Classification

Full-Time employees

An employee who is regularly scheduled to work at least thirty (30) hours per week.

Part-Time employees

An employee who is regularly scheduled to work less than thirty (30) per week.

Temporary employees

An employee hired for a special project of limited duration or to supplement the workforce for a limited period of time.

2.02 Work Schedule

Work schedules for employees vary throughout the Company. Operational demands may make it necessary for occasional changes in starting and ending times and in the total hours that may be needed each day and week to meet the varying demands of our customers and our Company. Your immediate supervisor will inform you of your hours.

To maintain efficiency, you are expected to be ready to start work at the established starting time and remain at work for the entire work period, excluding meal periods.

Should an unavoidable circumstance cause you to be late, notify your immediate supervisor of your anticipated arrival time. If it is necessary for you to leave work

because of a personal emergency, you must inform your immediate supervisor and obtain permission from your immediate supervisor before leaving.

2.03 Time and Attendance—Recording Work Time

Each hourly employee will clock in each day, clock out and in for lunch, and clock out at the end of his or her shift. Employees will be expected to regularly clock in at their home clocks and should not clock in more than 7 minutes before their work shifts begin. You must not clock out early or late without informing and obtaining approval of your immediate supervisor. Always scan your own time card.

It is the Company's Policy to provide hourly employees with a thirty (30) minutes unpaid lunch period.

2.04 Overtime Pay

If you are an hourly non-exempt employee, you will receive overtime for all hours worked beyond 40 hours in any work week.

2.05 Anniversary Date

The first day that you report to work becomes your "official" anniversary date. Your anniversary date is used to compute various conditions of employment and benefits described in this Employee Handbook.

2.06 Performance Appraisals

While you are urged to discuss your performance and goals with your immediate supervisor informally on a regular basis, your immediate supervisor will schedule a written performance appraisal discussion with you at least once a year.

All Forklifts employees are reviewed annually. During the performance review process, your supervisor is encouraged to cover the following areas: skills; strengths and areas for improvement; attitude and willingness to work; initiative and teamwork; and attendance.

A performance appraisal gives you a chance to discuss your duties and responsibilities with your immediate supervisor and learn about the quality of your work, your progress in attaining Company goals and what will be expected of you during the next appraisal period. It gives you the opportunity to ask questions, learn about the objectives to be achieved, and explore directions for your career.

2.07 Wages

Your starting rate of pay is established by mutual agreement at the time you are employed. Periodic reviews will assess the quality of your work, your efficiency, regularity, dependability and training progress. As time passes, your base rate of pay will come to reflect these factors as well as your attitude while at work.

2.08 Payroll Distribution

Pay day is weekly for hourly employees. For salaried employees and commissioned employees, the pay day is the 15th and the last day of the month. If the last day of the month falls on a Saturday or Sunday, the pay day will be the Friday prior to Saturday or Sunday.

Checks and direct deposit notifications will be distributed in your department No salary advances will be made.

If you believe your check or deposit notification is incorrect, rather than going directly to the Payroll Office with the problem, contact your immediate supervisor, who will review your time record to verify that the hours worked were reported correctly. If the hours reported are incorrect, your immediate supervisor will contact the Payroll Office so that an adjustment can be made. If you disagree with your supervisor's response, you should contact the Company's General Manager, the Company's President or the Company's Human Resources Director.

If you lose your check, report the check to the Payroll Office. To prepare a new paycheck for you, Forklifts will have to notify the bank to stop payment on the lost check. The bank charges Forklifts for this service. These costs will be deducted from your next pay period check. You must immediately notify the Payroll Office if you do not receive your paycheck or have a deposit missing.

SECTION III - RULES & REGULATIONS

3.01 Guidelines for Conduct

Every organization requires a set of rules so that the group as a whole may operate smoothly and safely to accomplish its goals. Because the safety and comfort of everyone depends on these rules, violators may be subject to discipline, up to and including termination. We ask the cooperation of all employees of Forklifts in the observance of these policies.

Obviously, it is not possible to list every type of conduct that may result in disciplinary action. You should, therefore, speak to your immediate supervisor if you are unsure of what to do in a given situation. The following behaviors are examples of conduct that may result in immediate termination:

- Failure to treat a customer, vendor, visitor or fellow employee with proper respect and dignity

- Violation of the Company's Equal Employment Opportunity Policy, the Anti-Harassment Policy, the Sexual Harassment Policy, the Weapons Policy, the Workplace Violence Policy, the Substance Abuse Policy, and any other Company Policy

- Unauthorized use and/or possession of narcotics, dangerous drugs, intoxicating beverages or substances, or being under the influence of intoxicants or drugs on

the Company's premises, in Company vehicles, or during working hours (including breaks and lunches, regardless of whether or not these are paid hours).

- Falsification of employment application or other employee records
- Reporting time of arrival or time of departure for another employee, requesting another employee to register time on a time sheet other than your own, or any other falsification of time records
- Insubordination
- Using foul and/or abusive language
- Smoking in any unauthorized area
- Sleeping on the job during work hours
- Violation of any safety rules
- Threatening, intimidating, coercing or fighting with another employee
- Possession of firearms or any other type of weapon while on the Company's property or in a Company vehicle
- Unauthorized possession of property belonging to the Company, of another employee, a customer, a vendor, or a visitor to Forklifts
- Behavior either at work or off duty that reflects adversely on the Company or its reputation
- Unauthorized possession, use or disclosure or confidential and/or proprietary information
- Refusing to cooperate with a Company investigation
- Any violation of this Employee Handbook that may, in the Company's opinion, be grounds for disciplinary action, up to and including termination of employment

Any employee who violates the Company's Rules of Conduct may receive one or more of several actions, depending on the severity of the problem, the employee's length of employment, and the employee's disciplinary record. Copies of all oral warnings, written warnings and suspensions will be placed in the employee's personnel file. The Company will review each disciplinary case individually, and issue disciplinary action as deemed necessary and appropriate.

3.02 Introductory Period

Every employee shall undergo a 90-day introductory period beginning with the date of hire. During the introductory period, the employee shall be reviewed to determine whether he or she is learning the job and functioning properly. Upon completion of the introductory period, the employee will be provided with a written evaluation. The completion of an introductory period shall not create any contractual right to continued employment.

3.03 Attendance and Punctuality

It is important to be prompt and dependable. Excessive absenteeism and tardiness places an additional burden on other employees and may impact services provided by Forklifts.

If an employee fails to give any notification and also does not report to work for his/her scheduled shift, it will be considered a no-call/no-show absence. If this occurs, Forklifts will assume that you have voluntarily resigned your employment.

It is essential to report for work as scheduled and in a timely manner. You will not be permitted to make up time when you are tardy.

3.04 Dress Code

Because all casual clothing is not suitable for the office, these guidelines will help you determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work.

In a business casual work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional business casual attire for work, please ask your supervisor.

If you work in a department that requires a uniform, please make sure that your uniform is neat and clean.

Slacks, Pants: Slacks that are similar to dockers and other makers of cotton or synthetic material pants, wool pants, dressy capris, and nice looking dress pants are acceptable. Inappropriate slacks or pants include jeans, sweatpants, and exercise pants, any type of shorts, bib overalls. Leggings and any spandex or other form-fitting pants are acceptable only when worn under something that is at least mid-thigh length. (Jeans are acceptable for casual Friday only.)

Skirts, Dresses: Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, sun dresses, beach dresses, tank tops, spaghetti strap tops, midriff

tops, graphic shirts with words, halter-tops and spaghetti-strap dresses are inappropriate for the office.

Shirts, Tops, Blouses, and Jackets: Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire for work. Most suit jackets or sports jackets are also acceptable attire for the office if they violate none of the listed guidelines.

Shoes and Footwear: Conservative athletic or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, and leather deck-type shoes are acceptable for work. No flip flops allowed. Closed toe and closed heel shoes are required in the shop and warehouse area.

Good taste should be used with jewelry, makeup, perfume, and cologne. Remember, that some employees are allergic to the chemicals in perfumes and make-up, so wear these substances with restraint.

If clothing fails to meet these standards, as determined by the employee's supervisor and our management, the employee will be asked not to wear the inappropriate item to work again.

If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. All other policies about personal time use will apply. Progressive disciplinary action will be applied if dress code violations continue.

3.05 Employee Personnel Records

The Company will maintain employee files on all current and former employees. The contents of an employee's file are considered confidential and the property of Forklifts.

Access to employee files will be limited to Forklifts management, employees, and consultants with a business need for access.

You may review your own file. You must review the file in the Company's General Manager's Office and you may not remove it from that office. Records in the file may not be removed or altered. However, you may make written comments concerning the records or discuss any questions your have about the file with the Company's General Manager, the Company's President or the Company's Human Resources Director. You may obtain copies of written evaluations, LOA forms, and prior disciplines.

Forklifts reserves the right to provide employment information, such as confirmation of employment, dates of employment and job title, on current as well as former employees. Representatives of government or law enforcement agencies, in the course of their business, may be allowed access to the file information. This decision will be made at the discretion of Forklifts in response to the request, a legal subpoena or court order.

3.06 Opportunities for Advancement

It is our policy to provide opportunities for promotion to our employees in accordance with our Equal Employment Opportunity policy. While there is no formal Career Development Policy, the first criterion for any promotion is to consistently do a good job in your current assignment. In addition, you should let your immediate supervisor know that you are interested in more responsibility and discuss methods for your development. Continuing your education is another positive step.

3.07 Job Postings

The goal of this Policy is to ensure that all employees are made aware of and have the opportunity to apply for open positions either before or concurrent with Forklifts' consideration of external candidates for employment.

While it is Forklifts' philosophy to promote from within whenever possible, there are business conditions that could cause a position to be filled without posting, or to post the position while simultaneously recruiting from the outside. The business conditions that could cause a decision to bypass posting or to post the position while simultaneously recruiting from the outside include, but are not limited to: organizational restructuring; position requirements that include skills, education, and/or experience that are not known to match any existing employee; critical operational needs; etc.

3.08 Employee Health Records

Employee health records are maintained in the Company's General Manager's Office. Access to these health records is limited to those with a business need for access.

3.09 Telephone Usage

You may make and receive personal calls of short duration (i.e., 2 to 3 minutes) at your desk or workstation. No long distance personal calls will be permitted unless prior permission to make such a call is received from your immediate supervisor and the necessity is apparent. Personal telephone call privileges are subject to change or termination at any time. For instance, if you are found spending more than just limited time on personal calls, this privilege may be withdrawn. **Use of cell phones, including texting, must be limited to breaks and lunch periods.**

Employees using Forklifts' telephones, cell phones, and pagers should have no expectation of privacy, and the Company reserves the right to monitor or track all calls and to access and retrieve voice mail messages left on the Company's communication equipment.

3.10 Food and Beverages

Employees are requested to eat their daily meals or snacks in a meeting/luncheon area. Meals are not to be eaten in departments or at workstations.

3.11 Reporting of Accidents and Injuries

Forklifts is committed to the safety and health of all visitors and employees. Maintaining a safe work environment, however, requires the continuous cooperation of all employees. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your immediate supervisor for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be **immediately** reported to your supervisor. If your supervisor is not available, you should contact the Company's General Manager, the Company's President or the Company's Human Resources Director. Compliance with these safety rules is considered a condition of employment. Therefore, each supervisor must make the safety of employees an integral part of his/her regular management functions. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

You must **immediately** report all accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues to your immediate supervisor. If your immediate supervisor is not available, you should contact the Company's General Manager, the Company's President or the Company's Human Resources Director. If such an incident occurs, it is in everyone's best interest that injuries are properly managed. The Company will send the injured employee to a Company health provider to help diagnose the injury and provide a treatment plan. The Company's health care providers have been informed of the Company's intent to provide transitional duty work for a recovering employee, and the Company will make every effort to provide transitional work intended to facilitate a return to regular work duties as soon as medically feasible.

Additionally, failure to report for work under a transitional work plan at designated times or places will be regarded as a voluntary resignation and may affect the employee's time loss compensation and/or re-employment rights. This Policy is not intended as a guarantee of continuing benefits or rights. The Company's employees are its greatest assets, and it is committed to providing prompt, high-quality medical care and returning injured workers to full gainful employment as soon as it is medically feasible.

The Company is required by law to report work-related injuries or illnesses to the Division of Workers' Compensation. An employee who fails to notify the Company of a work-related injury or illness as soon as possible after its occurrence may be subject to disciplinary action, up to and including termination of employment. In addition, failure to notify the Company of a work-related injury may result in the denial or delay of payment for treatment by the Company's workers' compensation insurance carrier.

If an injury does not require medical attention, an Accident Report Form must still be completed in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. Treatment for work-related injuries or illness is not covered by the Company's group health insurance plan.

Any employee who fails to timely report an accident or injury as required by this Policy shall be subject to discharge.

3.12 Separation of Employment

Forklifts expects that you will give at least two (2) weeks' notice in the event of your resignation.

At termination, Forklifts' management may request an exit interview to discuss your reasons for leaving and any other impressions that you may have about the Company. Your insights are helpful.

Any property issued to you, such as vehicles, cell phones, computer equipment, keys, etc., is the property of Forklifts, and must be returned at the time of your separation of employment. You will be responsible for any lost or damaged items.

3.13 Problem Resolution Process

In accordance with the values of Forklifts, the purpose of this Policy is to provide employees a formal channel for the expression of employee problems, questions or complaints without fear of retribution.

It is the Policy of Forklifts that all employees are treated with dignity and respect. Most employee issues and concerns can be resolved by the employee discussing the problem with his/her immediate supervisor.

The Grievance Procedure is not intended to address dissatisfaction with the wage scales or the written employment policies that are used by Forklifts. Accordingly, wage scales and written policies are not subject to the grievance procedure. However, when a disciplinary action has been taken against an employee in the form of a written reprimand, suspension, demotion, or termination, the adversely affected employee may use the grievance process to object to the action taken.

A time limit that is not met on the part of the Grievant will be considered an automatic withdrawal of the grievance. If Forklifts exceeds the time limits, the grievance will automatically proceed to the next step. These time limits may be extended due to extenuating circumstances (in advance of the expiration) by written agreement of the employee and Forklifts.

You should take the following steps in processing a grievance:

<u>Step 1 – Immediate Supervisor</u>

If you have a complaint concerning a written warning, suspension, a demotion, or a termination, you are encouraged to orally discuss the matter frankly with your immediate supervisor.

If the complaint is not resolved to your satisfaction, you may file a grievance, using a form that can be obtained from the Company's Human Resources Director. Should you decide to file a grievance, you must submit the grievance in the proper form to your immediate supervisor within five (5) calendar days after the incident about which you are complaining occurs. Within five (5) calendar days after the submission of the grievance, your immediate supervisor will provide you with a written response.

Step 2 – General Manager

If you disagree with the immediate supervisor's decision, you may appeal that decision to the Company's General Manager. The written grievance should be submitted to the General Manager within five (5) calendar days of the immediate supervisor's determination The General Manager will arrange a conference with you and the immediate supervisor in an attempt to resolve the issue. During this conference, you will be asked to provide written and verbal documentation about the issue. You may have another employee present, if desired. The Company's General Manager will provide you with a written reply within five (5) calendar days.

Step 3 - Grievance Committee

If, following Steps 1 and 2, you do not believe that your grievance has been properly resolved, you may request a determination by the Grievance Committee. This request must be done by written notice to the Company's General Manager. The written request must be submitted to the Company's General Manager within five (5) calendar days after you receive the Answer to Step 2.

The Grievance Committee shall consist of two (2) employees who are selected by you from a list of qualified employees. The Company's General Manager shall provide you with a list of qualified employees. To serve on the Grievance Committee, an employee must meet the following criteria: employed as a full-time employee for at least two (2) years in continuous service; work in a department other than the one in which the Grievant works; must not be related to the Grievant; must not have had any disciplinary action taken against him or her within the past two (2) years; and must not be a relative of the Grievant.

The Company's General Manager shall select two (2) members of management to serve as Grievance Committee Representatives. While the Company's General Manager will serve as Chairperson of the Grievance Committee, he or she will not be allowed to vote. Members of the Committee each will be entitled to one vote.

The Committee shall investigate the matter raised in the grievance, and shall interview persons as desired. You will be invited to present to the Committee, in person, the evidence that you wish to present. If you so desire, you may have another employee assist in the presentation of your evidence, and may also have other employees who have direct knowledge of the event(s) testify on your behalf. Within five (5) calendar days after your presentation, the Committee will render a decision based on the majority vote of the Committee members. A majority decision will be final and binding on both you and Forklifts. In the case of a tie vote, all records will be immediately provided to the Company's President, or his or her representative, who will cast the tie-breaking vote within five (5) calendar days.

SECTION IV - EMPLOYMENT BENEFITS

4.01 Medical Insurance

All regular full-time employees are eligible to receive individual medical insurance, employee plus one (1) coverage, or family coverage less co-payments for any one of these insurance plans. The Company will endeavor to obtain the most effective rates that can be obtained in the market. Information on eligibility, cost and coverage should be obtained from the Company's General Manager. Please consult the Summary Plan Description for your answer. Costs, like benefits, are subject to change at each policy anniversary.

4.02 Vacation Benefit

We all need a vacation periodically so we may return to work refreshed, relaxed, and with a better outlook. The Company's vacation policy is designed to provide for these needs. After you have been employed for a full year, full-time employees will earn the following days off with pay:

From Date of Employment	Vacation Days Off With Pay
1 Year thru 3 Years	5 Days
3 Years thru 10 Years	10 Days
10 Years thru 25 Years	15 Days
Over 25 Years	20 Days

Plan to use your days off during the anniversary year in which they are earned because they cannot be carried forward to the next year. Persons with the greatest length of service time with the Company and within their Department will generally have preference in choosing when they will take time off. Scheduling of vacation, including duration and timing, must be approved by the Company.

Employees are required to use accrued vacation time concurrently with Family and Medical Leave.

4.03 Holiday Pay

Forklifts recognizes for full-time employees eight (8) paid holidays each year: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, and Christmas Day. Hourly employees who are scheduled to work on one of these holidays will receive special holiday pay at 1 1/2 times their regular rate of pay.

4.04 Jury Duty

The Employer agrees to pay all full-time employees who are required by law to serve on juries during their regularly scheduled work week the difference between their regular pay lost because of such service and the amount that they are entitled for such service. Employees must show their jury duty summons to the Company's Human Resources Director as soon as possible so that the supervisor may make arrangements to

accommodate the employee's absence. Jury duty shall be limited to a maximum of ten (10) paid days in each calendar year.

4.05 401(k) Retirement Savings Plan

Forklifts is pleased to offer non-union employees the opportunity to participate in a 401(k) tax deferral savings plan. Employees are eligible to participate upon the completion of six (6) months of employment. Contributions are automatically deducted from employee's paycheck and employees have full discretion with the investment of their money. Please consult the summary plan document for further information, including the amount of the Company's matching contribution level.

4.06 Sick Leave

In the event a full-time employee is confined to a hospital for at least five (5) consecutive days, the sick leave with pay shall commence on the first day of hospitalization, but in no event shall the employee be entitled to more than two (2) weeks annual sick leave with pay. Such pay shall not be supplemental to, but shall be reduced by any amount due employee under the Worker's Compensation Law of the Welfare Plan provided for herein. When an employee is off of work due to accident or injury on the job and files for Worker's Compensation, said payment shall begin the first day.

No employee shall be entitled to sick leave compensation under this Article when the illness or injury is due to willful misconduct, unlawful acts, the employees' intention to injure him or herself or another, intoxication or the use of drugs.

4.07 Employee Assistance Program (EAP)

Forklifts provides a pre-paid EAP service consisting of information, counseling, and referral services to assist you and your dependents in dealing with personal concerns that may affect your work or home life. The EAP provides confidential professional assistance to you and your family for a wide range of personal concerns. This benefit is provided at no cost to you and your family.

4.08 Rest Period

Employees are given the opportunity to rest or "break" during the day. These rest periods are to be taken at Forklifts and are paid time and scheduled by your immediate supervisor. The time for unused breaks is not to be added to other breaks or lunch and is not to be used as a reason for leaving work before the scheduled quitting time. A break or breaks on every shift are not guaranteed. If your scheduled shift is at least 8 hours, you receive two 10-minute breaks where possible.

4.09 Bereavement Leave

After completing 90 days of employment, full-time employees bereaved by the death of an immediate family member may be granted bereavement leave with pay, for the purpose of arranging for and attending funeral services. Employees on a general leave

of absence or FMLA employees receiving any form of paid sick time, or workers' compensation payments at the time of the death of a family member are not eligible for bereavement leave with pay under this policy. Bereavement leave shall be paid only if used and shall not accumulate or carry over to succeeding years. Upon termination or resignation, the employee shall not be entitled to be paid for unused bereavement leave. The Company agrees to pay all employees when a death occurs in their immediate family three (3) working days off with pay. The immediate family shall be defined as mother, father, sister, brother, husband, wife, son, daughter, present mother-in-law, and present father-in-law. An employee must attend the funeral in order to receive the above-mentioned funeral leave with pay. Upon termination or resignation, the employee shall not be entitled to be paid for unused bereavement leave.

4.10 Workers' Compensation Insurance

Forklifts provides a comprehensive workers' compensation insurance program at no cost to employees. Your Company pays 100% of the premium or insurance provided by the State's Workers' Compensation benefit. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately. Employees who sustain work-related injuries or illnesses should immediately inform their supervisor. **No matter how minor an on-the-job injury may appear, it is important that it be immediately reported. This will enable an eligible employee to qualify for coverage as quickly as possible.**

4.11 Social Security Benefits

In addition to the amount deducted from your paycheck, Forklifts pays an equal amount for your benefit. Since Forklifts matches your contributions to Social Security, dollar for dollar, the Company is providing one-half the cost of this valuable benefit.

CLOSING STATEMENT

The Management of Forklifts thanks you for taking the time to thoroughly read our Employee Handbook.

Your management team expects you to abide by and follow the policies as set forth within this Employee Handbook. In addition, you are encouraged to bring forward your suggestions and good ideas about how to make Forklifts a better place to work and how to improve our jobs. When you see an opportunity for improvement, please discuss it with your immediate supervisor. He or she can help you bring your idea to the attention of the members of the Company's management team. All suggestions are valued and will be considered.

RECEIPT AND ACKNOWLEDGEMENT OF DRUGS, ALCOHOL AND OTHER PROHIBITED ITEMS POLICY CONSENT /RELEASE FORM FOR TESTING

I hereby acknowledge receipt of the Substance Abuse Policy ("Policy") and also acknowledge that I have read and understand the contents of that Policy. I agree to abide by the terms of this Policy as a condition of employment. I further agree to submit to testing for alcohol and drugs in accordance with the Policy and as a condition to my employment with the Company. I authorize the Company's designated testing officers and laboratories to disclose test results to the Company's General Manager or his or her designee. I authorize the Company's General Manager, laboratories, and the Company's drug testing administrator to contact my physician when evaluating a test result and needing to confirm what prescription medications I am taking. I authorize my physician to disclose information related to what prescription medications I am taking to the designated testing officers, laboratories, and Company's General Manager. I also authorize the Company's General Manager or his or her designee to disclose test results and related information to other Company officials on a need to know basis. I hereby release the Company, its employees and agents, and the persons and entities performing such testing from any and all liability for claims of any nature whatsoever arising from or relating in any way to such testing or the results thereof. I further understand that this is binding while I am employed by the Company. I understand that my failure to follow any aspect of the Policy may result in disciplinary action, up to and including discharge.

_____ _____

Employee's Printed Name Position

_____ _____

Employee's Signature Date

RECEIPT AND ACKNOWLEDGMENT OF FORKLIFTS EMPLOYEE HANDBOOK

Please read the following statements, sign below and return to Management.

Acknowledgment and Receipt of Employee Handbook

I have received and read a copy of Forklifts' Employee Handbook, and I understand it is my responsibility to comply with the Policies contained in the Employee Handbook. I have familiarized myself with the information in these Policies, and will comply with each of these provisions. I understand that my failure to follow any of these Policies may result in discipline, up to and including termination of my employment.

I further understand that all information transmitted or stored in the Company's computer system, telephone and/or voice mail system, or any other communication system may be accessed, monitored, reviewed, copied, retrieved, deleted or disclosed by representatives of Forklifts in a manner consistent with the Company's business interests. I understand that I should have no expectation of privacy in the use of any of these systems.

At-Will Employment

I further understand that my employment is at-will, and neither I nor Forklifts has entered into a contract regarding the duration of my employment. I am free to terminate my employment with Forklifts at any time, with or without reason. Likewise, Forklifts has the right to terminate my employment, with or without reason. I understand that no employee of Forklifts can enter into an employment contract for a specified period of time or make any agreement contrary to this Policy without the written approval from the Company's President.

_____ _____

Employee's Printed Name Position

_____ _____

Employee's Signature Date