

MANLY MOVING, LLC

Employee Handbook

MANLY MOVING, LLC's Mission is to provide our customers with a professional, reliable, affordable, responsive, and convenient moving experience with every move. We want to be the one-stop-shop for moving. Our motto is that this will be our customers best move yet. It is our goal to make MANLY MOVING, LLC the #1 moving company in America. We expect nothing less from the entire team than 100% customer satisfaction. It is the only acceptable way to run a business. When we adhere to this maxim, our services will exceed the expectations of our customers and we will be on our way to reaching this Goal.

Last Modified on 3/6/2021

WELCOME

Congratulations and welcome! You have been hired to join our moving family because of your abilities, experience and the quality of your past performance. We hope your skills and personality will contribute to our mission — to provide our customers with a professional, reliable, affordable, responsive, and convenient moving experience with every move and relocating service.

This handbook was written to give you the answers to those most often asked questions about human resources policies and benefits, what we expect from you, and what you may expect of us in our combined efforts to serve our customers well. It is our policy to recruit, hire, train, and promote individuals, as well as administer all employment decisions, conditions of employment, and personnel actions, without regard to race, color, religion, age, sex, national origin or ancestry, marital status, status as a disabled or Vietnam Veteran, or status as a qualified person with a disability, or other protected status, in accordance with applicable laws. In this regard, we will take continuing action to ensure the knowledge, skill, and potential of all employees are fully utilized throughout the organization to the greatest extent possible. We hope to offer great opportunities within the company for growth and advancement. Your first task, as an employee of MANLY MOVING, LLC, is to thoroughly read this handbook, and direct any questions you have to your area manager. Keep this handbook for reference. The policies outlined cover all MANLY MOVING, LLC employees.

Change of Status

Please notify Human Resources when you have changes in the following:

1. Your name, address, or phone number.
2. Your marital status and/or number of dependents.
3. The person you notify in case of emergency.
4. Your exemptions for tax withholding purposes.

Changes to Employee Handbook

Any changes to this handbook will come in MEMO form and will be provided to each active employee.

Other Important Documents

MANLY MOVING LLC will provide Operating Policies. (Describes how we operate, pay, step by step job tasks, job scripts, forms, etc), Driver Safety Policy, Non-Disclosure, Non-Compete, and Alcohol/Drug Policy.

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POLICIES AND GUIDELINES

Nothing in MANLY MOVING, LLC's policies, procedures, practices and handbook shall be construed or interpreted as an employment contract. MANLY MOVING, LLC reserves the unconditional rights to modify, delete, or make any exception to any of its policies or procedures with or without notice at any time and for any reason. MANLY MOVING, LLC, in its full discretion, also reserves the unconditional right to terminate any person's employment at any time, and for any reason. Any verbal statements, representations, or promises contrary to the above, including promises of employment for any specified period of time, are not binding upon MANLY MOVING, LLC unless confirmed by the owner in writing.

Gifts and Tipping

Employees are allowed to accept gratuities, gifts and tips from clients, vendors and customers. However, solicitation from a client, vendors and customers by an employee of money, gifts, loans etc, are not permitted. Gifts of gratuity may be left in the office overnight, but it is your responsibility to get them home. Items left over 24 hrs will become property of Manly Moving LLC and may be discarded as trash, without notice. All tips, gifts, and gratuities, as decided by the crew collectively, are to be split fairly among the crew. Always be sure to thank our customers when they are generous.

PROBATION PERIOD

A probation period provides both the employee and MANLY MOVING, LLC a time frame within which to determine if MANLY MOVING, LLC is the right environment for the employee, and if the employee is qualified for and suited to the work to be performed. All employees are considered —in trainingll during the first 180 days of employment. The probation period may be extended or shortened at the discretion of and as required by management. At the end of the probation period, your performance will be reviewed. If it is satisfactory, you will be placed in a part-time or full-time position. Eligibility for all company benefits will begin the first day of the month following 180 continuous calendar days after the employee is assigned to ongoing employment. If the effective date falls on the first day of the month following the 180 days, benefits will be effective on that day.

Categories of Employees:

Part-time: hired as a part time employee, works less than 32 hours/wk and will not be eligible for benefits.

Full-time Internal: hired as a full time internal employee, works 32 hours/wk. or more inside the office, will be eligible for all benefits as long as they maintain the 32 or more hours per week and have met the 180-day probation period.

Full-time External: hired as a full time external employee, works 32 hours/wk. or more outside the office, will be eligible for some benefits as long as they maintain the 32 or more hours per week and have met the 180-day probation period.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

MANLY MOVING, LLC is committed to equal employment opportunity in all of its employment practices. Management and supervisors recruit, employ, train, promote, discipline and terminate employees solely on the basis of individual qualifications and merit, and as is feasible under the

standards and policies outlined in this handbook and related policies. Decisions involving every aspect of the employment relationship are made without regard to an employee's race, color, creed, religion, sex, age, national origin, marital status, veteran status, or any other status or characteristic protected under applicable state or federal law, unless it is a bona fide occupational requirement necessary to the normal operation of the business. Discrimination or harassment based on any of these factors is consistent with our philosophy and will not be tolerated at any time. Those found violating this policy, which insures a discrimination-free work environment, after a thorough investigation of charges, will be disciplined, suspended or terminated.

IMMIGRATION REFORM AND CONTROL ACT

MANLY MOVING, LLC complies with the federal 1989 Immigration Reform and Control Act (IRCA) and hires only U.S. citizens and aliens authorized to work in the United States. The law requires you to submit documents that establish both identity and employment authorization, or produce a receipt showing you have applied for such documents, within three days of your hire. If your documentation has not been provided within 90 days, your employment will be terminated.

THE TEAMWORK APPROACH

Failure to report to work

Failure to report to work, contact the employee's supervisor, or a company representative after treatment of injury will lead to disciplinary action. If an employee cannot report because of the extent of injury, (such as sick, being admitted to the hospital, or other personal reasons) it shall be the employee's responsibility to contact his or her supervisor. If an employee does not notify his or her supervisor after three days, the employee will be assumed as quit.

Attendance and Tardiness

We anticipate you'll practice self-imposed responsibility, rather than having it imposed by others. Regardless of the reason, if you aren't with your fellow employees as scheduled, you are loading others down with your lack of responsibility. If it becomes necessary for you to be absent or late, it is your responsibility to notify your manager at once to explain your situation and when you expect to return for work. Failure to do so is cause for disciplinary action. You are expected to call in as far in advance of starting time as possible each day you are scheduled to work. Do not ask a friend or relative to call in for you, except under conditions which make your personal phone call impossible. Management has the discretion to require you to substantiate any absence or late arrival.

Employee Time Loss

An employee who has been excused from work as a result of an injury or illness will be required to report to their supervisor on a weekly basis by personally reporting the first day of their scheduled work week. Failure to do so could lead to disciplinary action.

Report of Injury

All work related injury or illness shall be reported immediately to the supervisor. The employee's supervisor shall complete a written accident report of all injuries or the supervisor must be knowledgeable of the accident. A supervisor's report will be completed for all injuries or illness,

regardless of whether treatment is necessary. An Injury form will be completed for every on-the-job injury that results in medical treatment, or whenever an employee requests one.

STANDARDS OF CONDUCT

Standards of Service

MANLY MOVING, LLC has set a high standard of behavior, which it has a right to expect from its employees. We urge you to assume full responsibility for our reputation. Be uncompromising in your honesty and integrity, and always make sure your personal conduct is the very best it can be. Employees of MANLY MOVING, LLC are expected to accept certain responsibilities, adhere to accepted business and professional principles in manners of personal conduct, and exhibit a high degree of personal integrity at all times. This responsibility not only involves sincere respect for the rights and feelings of others, but also demands that both in professional and in personal life employees refrain from any behavior that might be harmful to the employee, coworkers, and/or MANLY MOVING, LLC, or that might be viewed unfavorably by our clients or by the public at large. Remember, customers judge MANLY MOVING, LLC by its employees' conduct, hospitality, enthusiasm and pride. A moment of carelessness or discourtesy may break down the good will that we have been building for years.

You are expected to...

1. Obey all laws, follow all policies and procedures, and keep informed of policy and procedural changes. This will insure prompt and accurate service to our customers. You should strive to provide quality service and feel good about a job well done.
2. Be courteous and helpful. Make certain everyone you encounter, over the telephone and in person, receives consideration and superior service.
3. Be a good listener. Whether you are dealing with a customer or an employee, listen to their point of view. Understand occasional frustration or anger as these often accompany moving with its stressful nature.
4. Ask questions. Ask your supervisor any questions you may have about your job and company guidelines. Ask your customer's questions that will help you help them.
5. Watch your language – Profanity, obscene gestures, telling dirty jokes, and other offensive behaviors are not permitted around customers, clients, etc.
6. Be aware of the topic of conversation. Customers are always listening and joking about breaking things or making offensive comments about anyone can result in a poor customer experience.

Zero Tolerance Theft Policy

MANLY MOVING, LLC has a —zero tolerancell policy for the theft or misappropriation of property. Any theft, misappropriation, or destruction of company or client property will result in immediate termination. We will immediately refer any suspected theft or illegal activity to the appropriate law enforcement authorities for investigation and criminal prosecution. If you suspect or know of any theft, misappropriation or destruction of property, you are required to immediately notify your Area Manager or Human Resources. MANLY MOVING, LLC is an —at willll employer and nothing contained herein shall limit the right of the employer to discharge any employee at any time, with or without cause.

Uniforms

Employees are issued 1 shirt uniform. Employees are required to wear them at all times. If an employee wishes to purchase additional uniforms they may do so at \$15 each. Additional attire must be clean and appropriate to the job function. The following are not acceptable in supporting a professional business image: tank tops, flip-flops, tights, leggings and facial jewelry. Any employee who fails to meet the uniform requirements will be paid at minimum wage for that day.

Required Uniform

Hat (Optional) - Must be appropriate

Shirt - Manly Moving Shirt

Pants or shorts - Must be of appropriate length and without intended holes

Footwear - Athletic shoes or boots with anti-slip tread

Cell Phone Usage

MANLY MOVING, LLC understands that in today's age everyone has personal cell phones. During work hours all employees need to limit their cell phone usage to MANLY MOVING, LLC's business and/or personal emergency usage. Excessive cell phone usage will result in disciplinary action. Furthermore, all employees need to use common sense when contacting management outside normal business hours... ie: it is not appropriate to call anyone at 2:00am in the morning unless it is an emergency.

Conflict of Interest / Moonlighting

As an Employee, you must avoid any activities or personal business pursuits, which might result in a conflict between your personal interest and your employment. In addition, you should not engage in, participate in or create any business pursuit, which competes with activities, products and/or services offered by MANLY MOVING, LLC. Soliciting business for personal gain while on company time is prohibited. If you are in doubt about whether or not your activity or personal business pursuits conflict with your employment or compete with MANLY MOVING, LLC check with Human Resources or your Area Manager.

Moonlighting refers to the practice of holding two or more jobs at the same time. While MANLY MOVING, LLC does not object to this practice, we do insist that your job with MANLY MOVING, LLC come first and that a second job does not interfere with or reflect unfavorably on your employment at MANLY MOVING, LLC.

Health

MANLY MOVING, LLC is a smoke-free, Vape-free, and tobacco-free work environment; therefore, no smoking, vaping or chewing tobacco is permitted in any MANLY MOVING, LLC buildings, vehicles, or storage facilities. These are also prohibited while working around clients or in client's home, office, or storage facility. We are committed to minimizing the harmful effects and discomforts that tobacco use and vaping may produce in the workplace. We will attempt to accommodate the needs of both vaping and tobacco employees by designating use areas. If no area has yet been designated then discuss that with your area manager or human resources.

Confidential Information

During your employment at MANLY MOVING, LLC you may acquire or have access to data, business information, procedures, products, customer lists, pricing data, sources of supplies, marketing production and merchandising systems and plans, or other trade secrets or confidential matters related to MANLY MOVING, LLC and its clients. At no time during or following your employment at MANLY MOVING, LLC should you use such information to benefit yourself or divulge such information to any person, firm, corporation, or entity other than MANLY MOVING, LLC. Divulging or disclosing such information could result in irreparable damage to MANLY MOVING, LLC and its clients. At no time may you copy such information without the knowledge and approval of a Corporate Manager. To divulge, disclose, or copy such information without approval is strictly prohibited.

Solicitation

Because MANLY MOVING, LLC, would like to minimize work interruptions, we restrict solicitation and distribution of literature during work time and on Company property. —Work time is defined as, but is not limited to, all time when your duties require you to be engaged in work tasks. Solicitation includes oral communications for the purpose of selling, campaigning, etc., such as, but limited to requests for signatures, contributions for charities, and support of politics.

Walk-Offs & No-Shows

Employees that show up for work at their scheduled times and decide that they are not going to work their shift, or employees that walk off a job site before the job is complete, will be assumed as quit and their pay scale will be cut to minimum wage.

Termination & Reassignment

MANLY MOVING LLC in its goal to become a nationwide company, we rely on quality employees to uphold the highest and most professional standard of work. Whether your language, conversation, professional appearance, work ethic, teamwork, self-driven character, or any other attitudes or behaviors that hinder or hurt company progress toward this goal may be terminated or put on probation. We retain the right as a company to terminate employment at our sole discretion. Where possible, a reassignment of position in the company may be made if your skill set is better suited there.

HARASSMENT

Policy Against Harassment

Harassment is a form of misconduct, which undermines the integrity of the employment relationship. Specifically forbidden is harassment of any sexual, racial, ethnic, religious, disability or age related nature. No employee should be subjected to unsolicited and unwelcome conduct, either verbal or physical. Harassment is behavior, which is not welcome, is personally offensive, weakens morale, and therefore interferes with our work effectiveness. Such conduct, whether committed by management or non-management personnel, is specifically prohibited.

We are committed to providing a work environment that is free of discrimination. In keeping with this commitment, we maintain a strict policy prohibiting unlawful harassment in any form, i.e. verbal, physical and visual harassment. Such conduct is also prohibited

when it affects either an individual's work performance or creates an intimidating, hostile or offensive work environment. Inappropriate conduct is also prohibited at off-duty employer-sponsored events. Again, those found to have violated these guidelines will incur disciplinary action, which may include termination.

Sexual Harassment

It is the policy of MANLY MOVING, LLC that sexual harassment in the workplace is unacceptable and will not be tolerated. All employees, whether management or non-management personnel, are expected to avoid any behavior or conduct towards any other employee that could be interpreted as sexual harassment. All complaints will be taken seriously and investigated. If the complaint is found to have merit, corrective action will be taken, which could include termination.

Sexual harassment may include: offensive sexual flirtations, advances or propositions; verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his or her physical appearance; the display of sexually suggestive objects, pictures or printed materials; sexual gestures and innuendos; or any other conduct which has the purpose or effect of creating an offensive work environment.

In addition, no one should imply or threaten that an applicant or employee's —cooperation of a sexual nature (or refusal) will have any effect on the individual's employment, assignment, compensation, advancement, career development or any other condition of employment. Any such actions will bring prompt and certain disciplinary action, including possible termination.

Racial, Ethnic, Religious, Disability or Age Harassment

Racial, ethnic, religious, disability or age harassment may include: derogatory comments about a person's ethnic heritage, racial background, religious beliefs, disabilities or age; the display of objects or printed materials which are degrading to members of particular racial, ethnic, religious or age group, or persons with disabilities; racial, ethnic or religious slurs or name calling; the wearing of insignia supporting racist, religious or ethnic organizations.

Alcohol and Drug Abuse

The possession, use, sale, purchasing, or distribution of any illegal drug(s)/substance(s), drug paraphernalia, or alcohol by any employee while in the workplace, on MANLY MOVING, LLC premises, or while performing off-site related work is strictly prohibited. In addition, MANLY MOVING, LLC will not permit any employee to report to work or perform his/her duties after having ingested illegal drugs, or while under the influence of alcohol. The presence of any detectable amount of any illegal drug/substance in an employee's system while performing MANLY MOVING, LLC and business is strictly prohibited.

In addition, MANLY MOVING, LLC does not permit any employee to report to work or perform his/her duties while taking prescribed drugs that adversely affect the employee's ability to effectively perform his/her job functions. Employees currently taking a medication prescribed by their own physician(s) must carry it in the container labeled by a licensed pharmacist. The taking of any prescribed medication that causes drowsiness or will affect job safety and performance must be made known to your supervisor to determine whether you may continue working while

taking the medication. Any employee who violates this policy shall be subject to disciplinary action up to and including Termination.

DISCIPLINARY ACTION

When an employee violates MANLY MOVING, LLC standards, his/her supervisor is responsible for acting promptly to correct the situation and to prevent further occurrences for mutual benefit. Often, disciplinary actions are taken in a progressive manner in order to provide the opportunity for the employee to correct his/her behavior and to meet work standards. Examples of progressive steps in this process are:

1. Verbal Counseling
2. Written Counseling
3. Suspension (three days - without pay)
4. Discharge

Any and all of these steps may be omitted, as we deem appropriate upon review of the circumstances. There may also be offenses, which are deemed sufficiently serious to result in immediate termination. These may include, but are not limited to, acts of violence, fighting, theft, abandonment of position, breach of confidentiality, carrying weapons of any sort, falsification of records, and the possession, use, sale, purchase, or distribution of any illegal drug(s) or substance(s), drug paraphernalia, or alcohol.

VOLUNTARY RESIGNATION

An employee wishing to resign in good standing shall submit to the supervisor a resignation letter dated and signed stating the effective date of the resignation. All employees are expected to give at least two (2) weeks notice. An employee who fails to comply with this requirement shall have such failure documented in their personnel file and may be considered ineligible for rehire. Employees that fail to submit a resignation letter during their probation period will be paid their final check at minimum wage.

OPEN DOOR POLICY

In any situation, it is possible for problems to arise. It is our sincere desire to provide an effective acceptable means for you to bring your problems or concerns about your work to the attention of management. Therefore if you have a problem or concern, please feel free to discuss your concern with your Supervisor. If the problem is not resolved, you may contact the Human Resources department for further direction and assistance. We will try to resolve problems as early as possible.

LICENSURE

Persons being considered for employment whose occupations are regulated by a State or federal licensing board must present proof of licensure if applicable, before beginning work. Employees are responsible for renewing their licenses when necessary and ensuring that the license is kept current. An employee who fails to present or maintain a valid license as requested will not be allowed to work.

BENEFITS

Major Medical and Basic Life Insurance

MANLY MOVING, LLC does not offer any medical or life insurance plans at this time.

Holidays

All internal full-time employees who have worked past their 180 day probationary period will receive time and a half hourly holiday pay for the following Six (6) holidays if worked.

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Christmas Day

External full-time employees will be eligible for time and a half on the above mentioned holidays. Temporary employees or part time employees are not eligible for paid holidays.

Bonus Pay

Bonus (and/or Incentive or Reward) Pay is additional compensation paid to an employee, or group of employees, in addition to their normal rate of pay. Bonus pay may be granted only under limited circumstances and is not to be expected. Bonus pay is awarded at the discretion of management. All employees (except temporary employees) qualify for bonus Pay.

Workman's Compensation

MANLY MOVING LLC provides all employees workman's compensation which compensates employees for accidental injuries, death, and occupational disabilities suffered in the course of employment. This compensation covers disability payments, hospital, medical, and surgical expenses (paid directly to the hospital/physician) and assistance to injured employees in returning to suitable employment. Part of your workman's comp premium will be deducted from your pay to cover you in case of work related injury. As the employer we will pay the remainder to help cover the coverage costs. All 1099 contractors are to supply proof of workman's comp or have the amount deducted from their compensation.

Retirement Plan 401(k)

MANLY MOVING, LLC, does not offer any investment or retirement plans at this time.

LEAVE OF ABSENCE

Family Medical Leave Policy

In general, a leave of absence is an official authorization to be absent from work without pay for a specified period of time. Eligible employees may be entitled to job-protected family or medical leaves of absence if they are unable to come to work due to pressing family or medical concerns as described under the following Family/Medical Leave Policy, which shall be administered in accordance with applicable Family Medical Leave Act (FMLA), state and federal laws.

- A. Employees are eligible if they have been actively employed for 12 months and worked at least 1250 hours during those 12 months.
- B. Under the circumstances set forth below, each eligible employee shall have up to a total of 12 weeks unpaid leave during any one year period.

- C. A family leave shall be granted upon the birth or adoption of a child of the employee, or upon the serious illness of the employee's child, spouse, or parent. The Company may request written verification of such illness from a physician.
- D. A medical leave shall be granted upon the employee's own serious illness.
- E. Whenever possible, and subject to our health care provider's approval, absences for planned medical treatment should be scheduled so as not to unduly disrupt company operations.
- F. In the event of a serious illness to the employee or his/her child, spouse, or parent, creating a need for unforeseeable family or medical leave, the employee should provide us with notice, as soon as practicable of any needed time off and a written doctor's certificate indicating the expected duration and nature of the illness, particularly as it related to the employee's ability to come to work or the need for that employee's presence at home to care for a seriously ill family member.
- G. Employees shall be required to give 30 days advance notice in the event of a foreseeable medical treatment. To assist us in arranging work assignments during your absence, we ask that you give us prior notice, to the extent possible, of an expected birth or adoption, as well as an indication, to the extent known, of your expected return date.
- H. For purposes of this policy, a child is defined as a natural, adopted, or foster child, a stepchild or a legal ward. If the child is over 18, he/she must be unable to care for himself/herself due to a serious illness.
- I. A parent is defined as the employee's or his/her spouse's natural, adoptive or foster parent, stepparent, or legal guardian.
- J. A serious illness is defined as a disabling physical or mental illness, injury, impairment, or condition involving (1) inpatient care in a hospital, nursing home, or hospice, or (2) outpatient care requiring continuing treatment or supervision from a health care professional.
- K. Leave of absence rights available to you under other sections of our policy shall be counted towards the total time off available under this section.
- L. Upon completion of a leave granted under this section, you shall be reinstated to your original position, or an equivalent one, provided one is available.
- M. If, due to your own medical circumstance, you are no longer able to perform your original job, we will attempt to transfer you to alternate suitable work, if available.
- N. While on a leave of absence provided for under this policy, we will continue your group health insurance benefits under the same terms as provided to other employees, for up to a maximum of 12 week leave time during any one year period. If your leave extends beyond 12 weeks, you shall be offered the opportunity to purchase continuing coverage under state and federal COBRA continuation rules.
- O. Should you seek a Leave of Absence for reasons other than described above, we will evaluate such a request on a case-by-case basis. We reserve the right to refuse such a request at our sole absolute discretion.
- P. Any employee who works for another employer during any leave of absence, unless MANLY MOVING, LLC Management is notified in writing and agrees beforehand, automatically vacates such leave and will be considered to have terminated employment as of the first day of the leave of absence period.

Sick Leave/Emergency Leave

In compliance with FMLA, internal employees will be eligible for four (4) unpaid sick days and emergency leave per year for personal illness or to care for their immediate family members. Payment for these days will be included on a regular payroll and required prior approval from management. If an employee terminates his or her employment or is terminated, they will not be paid for their unused sick leave.

Some examples of emergency leave would be funeral leave for immediate family members or to provide care for an immediate family member due to an accident or illness.

Maternity Leave

MANLY MOVING, LLC will grant unpaid leave of absence for pregnancy. The employee must let management know how many weeks they are planning to take off. FMLA allows a minimum of 12 weeks to mothers and up to 30 days for fathers. If the employee does not return to work from leave when stated, the company will assume the employee has terminated their employment.

Unpaid Leave of Absence

MANLY MOVING, LLC may grant a leave of absence. A regular full time employee may request in writing and be granted a leave of absence for a minimum of 30 days and a maximum of 6 months. The employee must request for a leave of absence from management. When requesting for a leave of absence the employee must state the reason for the leave, the date on which they wish the leave to begin, and the date on which they will return from the leave.

When the employee returns from their leave of absence, they will be placed in their regular job if such position remains available. If MANLY MOVING, LLC has had to eliminate or fill their position, they will be placed in an open position for which they are properly qualified. MANLY MOVING, LLC will not guarantee a position or employment for any regular full time employee that takes a leave of absence longer than 1 month. Failure to return from a leave at the time agreed will result in termination of Employment.

Military Leave

Employees who serve in U.S. military services may take the necessary time off without pay to fulfill this obligation, and will retain all of their legal rights for continued employment under existing laws. MANLY MOVING, LLC respectfully salutes these employees.

Employees absent from work because of service in the military are entitled to reemployment if:

1. The employee has given either written or oral advance notice of service to the employer, unless giving notice is prevented by military necessity or otherwise impossible.
2. The employee must report to or submit an application for reemployment to the employer as soon as they have completed service. This must be done in a timely matter as such:
 - a. An employee who served for less than 31 days must report to the employer right away.
 - b. An employee who has served more than 30 days but less than 181 days must submit an application for reemployment within 14 days after the completion of service.
 - c. An employee who has served more than 180 days must submit an application for employment within 90 days after the completion of service.

The employee will be placed in the position, which they would have held if they had remained continuously employed, or an equivalent position with equivalent pay. However, if the employee is not qualified for the position, then they will be placed back in the position held when service began, or an equivalent position with equivalent pay.

Jury Duty

When an employee is called to serve as a juror during the employee's regularly scheduled hours, the company will grant the employee unpaid time off with no break in service.

Layoffs

In any case involving layoffs, management shall make layoff decisions based on employee's performance, history, and ability to perform their work. Management reserves the right to determine what constitutes high and low standards in performance, history, and employee abilities. When such layoffs become necessary, MANLY MOVING, LLC will attempt to provide all affected employees with as much advance notice as possible.

E-MAIL & INTERNET POLICY

This policy describes MANLY MOVING, LLC guidelines with regard to Internet access and disclosure of electronic mail messages sent or received by MANLY MOVING, LLC, or employees with use of the MANLY MOVING, LLC e-mail system. MANLY MOVING, LLC respects the individual privacy of its employees. However, employee privacy does not extend to the employee's work-related conduct or to the use of MANLY MOVING, LLC provided equipment or supplies. You should be aware that the following guidelines might affect your privacy in the workplace.

Provision of Internet access. As a condition of providing Internet access to its employees, MANLY MOVING, LLC places certain restrictions on workplace use of the Internet. MANLY MOVING, LLC encourages employee use of the Internet:

1. To communicate with fellow employees and clients regarding matters within an employee's assigned duties.
2. To acquire information related to, or designed to facilitate the performance of regular assigned duties.
3. To facilitate performance of any task or project in a manner approved by an employee's Manager.

Employees are not permitted to view or send any pornographic, racial, or other offensive materials through the MANLY MOVING, LLC e-mail system or on the internet.

Compliance with Applicable Laws and Licenses

Employees must comply with all software licenses, copyrights, and all other laws governing intellectual property and online activity. Please be advised that your use of the Internet access, provided by MANLY MOVING, LLC expressly prohibits the following:

1. Distribution of destructive programs (i.e., viruses, worms, and/or self-replicating code);
2. Hateful, harassing, or other anti-social behavior;

3. Intentional damage or interference with others (for example, hacking and distributing viruses);
4. Making publicly accessible obscene files;
5. Non-company business solicitation;
6. Commercial usage of non-company business;
7. Dissemination or printing of copyrighted materials (including articles and software) in violation of copyright laws;
8. Sending, receiving, printing or otherwise disseminating proprietary data, trade secrets or other confidential information of MANLY MOVING, LLC in violation of company policy or proprietary agreements;
9. Offensive or harassing statements or language including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs;
10. Sending or soliciting sexually oriented messages or images;
11. Operating a business, usurping business opportunities or soliciting money for personal gain, or searching for jobs outside MANLY MOVING, LLC;
12. Sending chain letters, gambling or engaging in any other activity in violation of the law.

Violation of MANLY MOVING, LLC Internet Acceptable Use Policy may include disciplinary action. The measure of discipline will correspond to the gravity of the offense as weighed by its potential effect on MANLY MOVING, LLC and fellow employees. When you connect to the Internet using an MANLY MOVING, LLC address designation, it should be for MANLY MOVING, LLC business related Activity.

Management's Right to Access Information

The electronic mail system has been installed by MANLY MOVING, LLC to facilitate business communications. Although an employee may have an individual password to access this system, it belongs to MANLY MOVING, LLC and the contents of e-mail communications are accessible at all times by MANLY MOVING, LLC management for any business purpose. These systems may be subject to periodic unannounced inspections, and should be treated like other shared filing systems. All system passwords must be available to MANLY MOVING, LLC management.

All e-mail messages are company records. The contents of email, properly obtained for legitimate business purposes, may be disclosed within MANLY MOVING, LLC without your permission. Therefore, you should not assume that messages are confidential. Back-up copies of e-mail may be maintained and referenced for business and legal purposes.

Personal Use of E-Mail

Because MANLY MOVING, LLC provides the electronic mail system to assist you in the performance of your job, you should use it for official MANLY MOVING, LLC business. Incidental and occasional personal use of e-mail is permitted by MANLY MOVING, LLC, but these messages will be treated the same as other messages. MANLY MOVING, LLC reserves the right to access and disclose as necessary all messages sent over its e-mail system, without regard to content. Since your personal messages can be accessed by MANLY MOVING, LLC management without prior notice, you should not use email to transmit any messages you would not want read by a third party.

Virus Detection

All material downloaded from the Internet or from computers or networks MUST be scanned for viruses and other destructive programs before being placed onto the MANLY MOVING, LLC computer system.

Software Installation

All software must be installed by the system administrator. Employees are not allowed to install any software at any time. Any employee caught installing or attempting to install unapproved software will be subject to disciplinary action up to and including termination.

Waiver of Privacy

MANLY MOVING, LLC has the right, but not the duty, to monitor any and all aspects of its computer system, including, but not limited to, monitoring sites employees visit on the Internet, reviewing material downloaded or uploaded by employees, and reviewing e-mail sent and received by employees.

Employees waive any right to privacy in anything they create, store, send, or receive on computers owned by MANLY MOVING, LLC or on the Internet.

ONE LAST WORD

This handbook has presented a brief overview of personnel policies established to help you in your job. It is not intended as a formal or exhaustive statement of an employee's rights and responsibilities, or as a contract of employment. It is simply a summary of MANLY MOVING, LLC, current policies, rules, procedures and benefits. Our past flexibility in making changes in these areas has resulted in continuing improvement in working conditions and benefits for all of our employees over the years. We feel very strongly that we must retain that flexibility to meet future economic challenges.

Accordingly, the management reserves the right to amend, modify and/or eliminate any of these policies, rules, procedures and benefits at its discretion. Since this handbook is a summary of our basic policies, rules, procedures and benefits, we have attempted to minimize the use of legal and technical language to make each section as simple and understandable as possible. It is up to you to notify us if you have a concern or question about your employment responsibilities.

**RECEIPT & ACKNOWLEDGEMENT OF
MANLY MOVING, LLC, LLC EMPLOYEE HANDBOOK**

This Policy and Benefit Book is an important document intended to help you become acquainted with MANLY MOVING, LLC. This Policy and Benefit Book will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention.

The contents of this Policy and Benefit Book may be changed at any time at the discretion of MANLY MOVING, LLC.

Please read the following statements and sign below to indicate your receipt and acknowledgement of the MANLY MOVING, LLC, Policy and Benefit Book.

- I acknowledge that I have read this handbook and understand that the policies, rules and benefits described in it are subject to change at the sole discretion of Manly Moving, LLC, at any time.
- I understand that, should the content of this Policy and Benefit Book be changed in any way, MANLY MOVING, LLC, may, but is not obligated to, require an additional signature from me to indicate that I am aware of and understand any new policies.
- I understand that my signature below indicates that I have read and understand the above statements
- I hereby certify that on the date shown below I received and read a copy of MANLY MOVING, LLC Driver Safety and Operations Policy and the Alcohol and Drug Policy. I understand and agree to comply with these policies. I further understand that I may be permanently released from my employment with MANLY MOVING, LLC if I do not comply with these policies.
- I FURTHER UNDERSTAND THAT MY EMPLOYMENT CAN BE TERMINATED AT WILL, EITHER BY MYSELF OR MANLY MOVING, LLC, REGARDLESS OF THE LENGTH OF MY EMPLOYMENT OR THE GRANTING OF BENEFITS OF ANY KIND, INCLUDING BUT NOT LIMITED TO RETIREMENT. NO CIRCUMSTANCES ARISING OUT OF MY EMPLOYMENT WILL ALTER MY "AT WILL" EMPLOYMENT RELATIONSHIP UNLESS EXPRESSED IN WRITING, WITH THE UNDERSTANDING SPECIFICALLY SET FORTH AND SIGNED BY MYSELF AND THE COMPANY'S PRESIDENT.

Employee's Printed Name:

Employee's Signature:

Date:

Manager's Signature:

Date:

Initial indicates that the documents were received, read and understood by the employee.

- Driver Safety _____
- Employee Handbook _____
- Operations Policy _____
- Non-Disclosure _____
- Non-Complete _____
- Alcohol and Drug Policy _____