



BTK Rush Inc. Performance Points Policy

BTK Rush Inc. uses a points-based system to promote safe driving, job performance, and professional conduct. Points are assigned for violations of Company policies, including but not limited to safety, performance, and conduct issues.

How Points Work

- Points from all types of violations accumulate together.
- If an employee reaches 3 points within 60 consecutive days, employment will be terminated.
- Points expire after 60 days from the date of the violation.
- Employees will be notified of any points issued via their provided email.

Examples of Violations That May Result in Points

- Safety violations (e.g., unsafe driving, preventable accidents)
- Job performance issues (e.g., incomplete routes, poor delivery metrics)
- Conduct issues (e.g., unprofessional behavior, failure to follow company or customer guidelines)

Serious Violations

Some behaviors may result in immediate suspension or termination, regardless of points. Examples include:

- Harassment, threatening behavior, behavior violating Rules of Conduct and Discipline
- Being under the influence of alcohol, illegal drugs, or unauthorized substances
- Major at-fault accidents involving injury or significant damage
- Leaving the vehicle unsecured (engine running, doors unlocked, keys left inside)

Other Notes

- BTK Rush Inc. reserves the right to issue points for any behavior that violates company policies or endangers safety, even if not listed here.
- Final Warnings are in effect for 30 days following the date of the Final Warning, if another point is incurred during this time will result in immediate termination
- Final decisions on disciplinary action are made on a case-by-case basis. This policy may be updated, and employees will be informed of changes in a timely manner.

Employee Acknowledgment:

Signed Name

Printed Name

Date