



## Performance Points Policy

Performance points will accumulate for safety violations, job performance, misconduct and on-road issues. Some examples are listed below. Points work in a “3 strikes you’re out” rule. Points from all categories get added together, if 3 points, or 3 strikes are reached in a 6 week consecutive period that will result in termination of employment with BTK Rush Inc. Oldest point(s) will fall off after 6 weeks or 42 days after the point(s) is (are) accrued. For an update on your Points balance review your emails, each assigned point(s) will be emailed to your work email address provided.

Each employee receives one metrics related warning per employment term. This is to give our new employees a chance to learn our metrics and performance standards. However the warnings do not apply to any other type of violation such as safety, misconduct or on-road issues. The warning stays on the employment record permanently, there is only one warning per employment term.

There are also types of misconduct which lead to immediate suspension or termination, the list below covers SOME but not ALL circumstances.

STRIKES	
Strikes	Offense
0	First Offense is Verbal/Written Warning with coaching for metrics based violation
1	Normal or Below Performer on Scorecard for the week
2	Tier 2
1	Tier 3 or Amazon Coaching Email
1	Unsafe behavior
1	Losing/Breaking Company Property
1	Urine Bottle in Van + 1 Day Suspension
1	Leaving Garbage in Van
1	Any type of suspension
1	Route Performance – cannot complete 15-20 stops per hour, needs rescue to complete route and or bringing back packages not correctly delivered
2	Grossly neglecting Customer Notes and/or not following Package Delivery Guidelines

Automatic Suspension	
Days	Offense
1	Taken off Road for Netradyne violation
1	Poor Netradyne Previous Day
1	MIA on your route
1	At fault minor vehicle accident (loss under \$1000)
1	Urine Bottle in Van
2	Tier 2
Automatic Termination	
<ul style="list-style-type: none"> <li>Bringing a route back incomplete</li> <li>Threatening anyone or threatening behavior</li> <li>Using profanities or offensive language towards anyone at BTK Rush, Amazon, or customers</li> <li>Any type of harassment</li> <li>Repeated unsanitary behavior</li> <li>Leaving the van running, doors unlocked and keys in the van</li> <li>At fault major accident where there is injury caused/incurred or greater than \$1,000 loss due to driver negligence</li> <li>Smoking in van or being under the influence of alcohol, illegal drugs or unauthorized substances.</li> </ul>	

Above are examples of the most common points, not all points or point categories are listed in this table. BTK Rush Inc. reserves the right to issue points for any type of safety violation, job performance or employee conduct in accordance with the company handbook.

\_\_\_\_\_  
Signed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Dated

*The Company reserves the right to make final decisions on any corrective action on a case-by-case basis and reserves the right to adjust and update this policy when necessary. The Company will relay any changes to this policy in a timely and fair manner.*