

**Western Select Freight**  
Employee Handbook

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## Section 1. Welcome

Welcome to Western Select Freight, Inc. We are pleased that you are joining us. We are a driver-focused and driver-started company located out of Southeast Nebraska with over 20 years of experience. We provide logistic services specializing in flatbeds, dump trucks, and belly dumps. We strive to maintain a professional, productive, and enjoyable work experience. Our company operates on a set of key values, including:

- Safety
- Communication
- Accountability
- Honesty
- Customer Relations

We have built our business around these values and pride ourselves on our services. This allows us to be timely, honest, and respectful with a mission of improving everyone's ability to meet shared goals.

Western Select Freight is excited about the growth you are bringing to the Company and are very pleased that you have become a part of our team. As the driver, you are the face of Western Select Freight, and we hope that you take as much pride in the Company as we do.

On behalf of everyone at Western Select Freight, we want to thank you for bringing your skills and talents. We hope your time here is both personally and professionally satisfying and rewarding.

*Dennis Flewelling*

Western Select Freight  
President

## **Section 2. Introduction**

### ***Purpose of this Handbook***

The purpose of this Handbook is to familiarize you – the employee- with the policies, expectations, and other key aspects of Western Select Freight. The information in this handbook supersedes all rules and policies that may previously have been expressed in both written and oral format. Compliance with this handbook is compulsory for all employees. The Company reserves all rights to interpret this Handbook content as it sees fit and to deviate from policy when it deems necessary.

### ***Changes of Policy***

Western Select Freight reserves the right to change this handbook content at any time and at our sole discretion. Its provisions may not be altered by any other means oral or written. You will receive written notice of any changes we make to the employee handbook and are responsible for understanding and complying with all up-to-date policies. If you are confused about any information defined herein, please contact the Company president.

### ***Employment Forms***

All employees will be required to complete required forms and return within a timely manner. Forms are uploaded on the company website and can also be provided to you.

### ***Definition of “At-Will” Employment***

Western Select Freight operates under an “At-Will Employment” agreement. This means that the Company reserves the right to alter benefits, pay-rates, and assignments as it sees fit and can terminate employment at any time.

## **Section 3. Payroll**

### ***Payment Schedule***

Employees are paid weekly, generally on Friday through direct deposit. The Company does not provide payroll advances.

### ***Wages***

Wages vary from employee to employee and are based on level of skill and experience. The Company conducts regular evaluations of all employees and issues promotions as it sees fit.

### ***Deductions & Garnishment***

Federal and state law requires that we deduct the following from every paycheck:

Social Security

Income Tax (federal and state)

Medicare

State Disability Insurance & Family Temporary Disability Insurance

Other deductions required by law or requested by the employee

If at any time you wish to adjust your income tax withholding, please fill out the designated form and submit it to your direct manager.

Sometimes, the Company receives legal papers that compel us to garnish employee's paycheck - that is submit a portion of said paycheck in payment of an outstanding debt of the employee. We must, by law, abide by this either until ordered otherwise by the court or until the debt is repaid in full through withheld payments or otherwise.

If your employment is terminated (either willingly or otherwise) within the first five working days, your paycheck will be deducted to account for drug testing and related fees.

## **Section 4. Rights and Policies**

The following section summarizes your legal rights as an employee of Western Select Freight. Questions about any policy detailed in this section may be addressed with your direct manager.

### ***Equal Opportunity Employment Policy***

The company provides Equal Employment opportunities to all applicants without regard to unlawful considerations of or discrimination against race, religion, creed, color, nationality, sex, sexual orientation, gender identity, age, ancestry, physical or mental disability, medical condition or characteristics, marital status, or any other classification prohibited by applicable local, state, or federal laws. This policy is applicable to hiring, termination and promotion, compensation, schedules and job assignments, discipline, training, working conditions, and all other aspects of employment with Western Select Freight. As an employee, you are expected to honor this policy and to take an active role in keeping harassment and discrimination out of the workplace.

### ***Accommodation for Disabled Employees***

We are happy to work with otherwise qualified disabled employees in order to accommodate limitations, and accordance with the Americans with Disabilities act (ADA). It is up to the employee to approach his or her supervisor with this request, and to provide medical proof of his or her needs upon the company's request.

### ***Religion & Politics***

Western Select Freight is respectful of all employees' religious affiliations and political views. We ask that if you choose to participate in a political action, you do not associate the company in any way. We are happy to work with employees to accommodate political and religious obligations, provided accommodations are requested from a manager in advance.

### ***Private Information***

Personnel files and payroll records are confidential and may be requested by your manger. We will not release information regarding your compensation without your permission.

### ***Leaves of Absence***

Employees requiring time off from work may apply for a leave of absence. All leaves must be approved by management. For planned leaves, employees must submit requests at least 14 days in advance. Emergency leaves must be requested as soon as possible. Accepting or performing

another job or applying for unemployment benefits during leave will be considered voluntary resignation.

We consider all requests in terms of effect on the company and reserve the right to approve or deny requests at will, except when otherwise directed by law. Any request for a leave of absence due to disability will be subject to an interactive review period a medical leave request must be supported in a timely manner by a certification from the employees' health care provider. Extension of leave must be requested and approved before the current leave pens. No employee is guaranteed reinstatement upon returning from leave, unless the law states otherwise. The company will try to reinstate each returning employee in his or her old position, or one that is comparable.

## **Section 5. Employment Benefits**

### ***Unemployment Insurance***

Employees rendered unemployed through no fault of their own or due to circumstances prescribed by law and who meet the state eligibility requirements for time worked or wages earned may receive unemployment insurance (also called unemployment benefits or compensation). State agencies directly administer this insurance and determine benefits eligibility amount (if any) and duration.

### ***Workers Compensation***

Workers' Compensation laws compensate for accidental injuries, death and occupational disabilities suffered in the course of employment. Western Select freight provides Workers Compensation Insurance for all employees. Generally, this includes lost wages, disability payments and hospital, medical and surgical expenses paid directly to hospital or physician and assistance for injured employees and returning to suitable employment

### ***Social Security Benefits (FICA)***

Both employees and the Company contribute funds to the federal Social Security Program as prescribed by law, providing retirees with benefit payments and medical coverage where applicable.

### ***Paid Holidays***

Employees are paid on 7 observed holidays including: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day

## **Section 6. Rules of Conduct**

### ***On the Job***

#### ***Reporting for Work***

Employees are expected to begin and end each shift at the time and on the day appointed. You must inform your supervisor before the start of the workday if you will be absent or late and obtain his or her permission to leave early. Absences and late arrivals will be recorded. Should

your absences or tardiness exceed a reasonable limit, you will be subject to disciplinary action and possible termination. Failing to call one supervisor or report to work for consecutive workdays will be considered voluntary resignation and results in removal from payroll.

### *Staying Safe*

Safety in the workplace is the Company's number one priority. You must inform your supervisor in the event of unsafe conditions, accident or injury, and use safe working methods at all times. See the driver's manual for further information on safety.

### *Communication*

It is imperative to have good communication between all personnel. It should be clear, timely, honest, and respectful with a goal of improving the Company's ability in completing our job. Good ideas and constructive criticism are encouraged, but please maintain a respectful and professional demeanor.

### *Cell Phone Use*

Cell phones must be stowed while driving to avoid disruptions. If cell phone use interferes with operations in any way, the Company reserves the right to pursue disciplinary action, including termination.

## ***Rules & Policies***

### *Confidentiality*

No previous or current employee may disclose or give access to confidential Company information, in any way or at any time, unless otherwise authorized by Management.

### *Discrimination & Harassment*

In keeping with our equal opportunity employment clause, the company will not tolerate on site discrimination or harassment on any legally protected basis, including that of physical characteristics, mental characteristics, race, religious or political views, nationality, disability, medical condition, sex, sexual preference, or gender identification. Harassment and discriminatory behavior among employees or contractors will result in disciplinary action, with the possibility of termination. Discrimination and harassment by customers or other business associates should be immediately reported to your supervisor, at which point the company will investigate and take corrective action.

### *Drugs & Alcohol*

Good performance on the part of our employees is crucial to Western Select Freights success. For this reason, we strictly forbid employees to do the following while at work:

- Drinking alcohol and selling, purchasing, or using illegal drugs at work. And "illegal drug" is any drug that has not been obtained by legal means. This includes prescription drugs being used for non-prescribed purposes.
- Possession of any non-prescribed controlled substance, including alcohol and legal but illegally obtained prescription drugs.

- Reporting for work intoxicated. We reserve the right to test employees for substance abuse. Illegal drugs, illegal drug metabolites, or excessive alcohol in your system will result in disciplinary action up to and including termination.

The Company cares about the overall health and well-being of its employees. Any employee who feels that he/she is developing a substance abuse problem is urged to seek help.

### ***Disciplinary Action***

The Company takes disciplinary matters very seriously and will exact discipline as it sees fit for any unacceptable action or behavior. These may include:

- Excessive lateness and/or absence
- Improper or indecent conduct
- Poor communication
- Uncooperative attitude
- Failure to adhere to safety guidelines and/or laws (see driver manual)
- Abuse, perfunctory or unauthorized use, or unauthorized possession of Company property
- Unauthorized use or disclosure of Company information
- Possession and/or use of illegal drugs, weapons or explosives
- Illegal harassment and/or discrimination – of any kind
- Violations of Company policy

Disciplinary action may consist of anything from verbal or written warnings and counseling, to demotion, transfer, suspension or termination. Rather than follow rote procedures, the Company will handle each matter individually to ensure fairness to all involved. Please review and internalize the list of don'ts above and try to use good judgment at all times.

### ***Vehicle Inspections***

At Western Select Freight we have a responsibility to protect our employees and our property. For this reason, we reserve the right to inspect your assigned vehicle(s), at any time, with or without notice. It is your duty to also care for and maintain Company property. It is your duty to report any concerns or needed repairs to Company vehicles.



At-Will Employment Agreement and Acknowledgement of Receipt of Employee Handbook

Employee:

I acknowledge that I have received a copy of the Western Select Freight Employee Handbook, which contains vital information on the Company's policies, procedures, and benefits.

I understand that this Handbook's policies are intended only as guidelines, not as a contract of employment. I understand that my employment is on "at-will" terms and therefore subject to termination, with or without notice or obvious reason, by myself or the Company. Changes to my "at-will" status may only take the form of a written agreement signed by an authorized member of the Company as well as myself. This agreement supersedes all prior/contemporaneous inconsistent agreements.

I understand that the Company may change its policies, procedures, and benefits at any time at its sole discretion, as well as interpret or vary them however it deems appropriate.

I have read (or will read) and agree to abide by all policies and procedures contained therein.

\_\_\_\_\_  
Employee Name

*Dennis Flewelling*

\_\_\_\_\_  
Employer Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date