

 **REDSTAR**

AND

MULLENHOFF
 **TRUCKING**

EMPLOYEE HANDBOOK

APRIL 2025

TABLE OF CONTENTS

WELCOME LETTER.....	iv
INTRODUCTION	v
1. EMPLOYMENT POLICIES AND PROCEDURES	1
1.1 Equal Employment Opportunity.....	1
1.2 Zero Tolerance for Harassment.....	1
1.3 Policy Against Unlawful Retaliation.....	2
1.4 Performance Evaluations.....	2
1.5 Hours at Work.....	2
1.6 Introductory Period.....	3
1.7 Attendance Policy.....	3
1.8 Breaks.....	3
1.9 Payday.....	3
1.10 Personal Items.....	3
1.11 Dress Code	4
1.12 Personnel Information/Changes in Status	4
1.13 No Expectation of Privacy	4
1.14 Courtesy, Co-Workers and Clients	4
1.15 Social Media and Social Networking	4
1.16 Use of Company Property	5
1.17 Resignations	5
1.18 Confidentiality	6
2.1 Wages	6
2.2 Employee Classification	6
2.3 Complaint Procedure Regarding Deductions/Overtime Eligibility	7
2.4 Garnishments	7
3. BENEFITS	7
3.1 Holidays	7
3.2 Paid Time Off.....	7
3.3 Family and Medical Leave	11
3.4 Unpaid General Leave of Absence	12
3.5 Military Leave	13
3.6 Jury Duty	13
3.7 Medical/Dental/Vision Insurance	13
3.7 Medical/Dental/Vision Insurance	13
5.1 Safety Comes First	14
5.2 Workplace Violence	15
5.3 Drug and Alcohol Policy	15
5.4 Injury or Illness at Work	18
5.5 Use of Tobacco	15
5.6 Safety Committee	15
6. DISCIPLINE/STANDARD OF CONDUCT	16
6.1 Disciplinary Action/Standards of Conduct	19
6.2 Disciplinary Action Plan	20
ACKNOWLEDGMENT FORM	21

WELCOME LETTER

We are pleased to greet you as a new member of our team.

You were selected for employment because we believe you can make a valuable contribution each day. We hope that you take pride in your job and helping advance the interests of our company.

This handbook outlines our personnel policies and procedures. After you review it, please let us know if you have any questions.

Welcome again to our team. Good luck in your new position!

INTRODUCTION

This employee handbook is intended to be an informative guide to Redstar, LLC (at times referred to as “Redstar” or “Company”) policies, procedures and benefits. We are proud of the procedures and policies that we have developed. We think you will find that they reflect our commitment to treating our employees fairly. Our hope is that you will find this handbook useful and informative. However, if you have any questions about any of these procedures and policies, do not hesitate to ask your supervisor, or contact the Owners, Ryan and Kristin Mullenhoff. Whether you are just joining the Redstar team or are a current employee, we look forward to working with you.

We welcome employees’ comments and suggestions for improving all aspects of our operation. One of the contributing factors to our success is the maintenance of an open, responsive and on-going two-way system of communications. We encourage all employees to exchange ideas and information to help themselves and, in turn, us and our clients. You will find this philosophy reflected throughout the policies and procedures contained in this handbook.

THIS HANDBOOK IS NOT A CONTRACT OF EMPLOYMENT. NOTHING CONTAINED IN THIS HANDBOOK OR IN ANY OTHER STATEMENT OF OUR PHILOSOPHY, INCLUDING ORAL STATEMENTS, SHOULD BE CONSIDERED A PROMISE OF CONTINUING EMPLOYMENT. RATHER, BOTH COMPANY AND THE EMPLOYEE ARE FREE TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME FOR ANY OR NO REASON.

Circumstances may arise in which we determine that changes are required in this handbook. For this reason, we reserve the right, at any time, to modify, rescind or supplement any or all of the policies, procedures or benefits explained in this handbook. You will receive notice of these changes as soon as possible. All changes must be authorized and signed by the Owners. No such modification, however, shall change the at-will nature of employment at Redstar.

1. EMPLOYMENT POLICIES AND PROCEDURES

1.1 EQUAL EMPLOYMENT OPPORTUNITY

We are committed to providing a work environment that is free from discrimination, harassment, and intimidation because of an individual's race, color, religion, sex, gender identity, age, national origin, disability, genetics or marital status in accordance with all applicable local, state or federal laws.

If you ever feel we are failing in our duty and promise of equal opportunity to all applicants or employees, we sincerely invite you to report your concerns at once to your supervisor or an Owner. We will take every reasonable measure to correct any inequities, and promise that you will not be subjected to retaliation for bringing such matters to our attention. We will treat all such concerns with the utmost confidence consistent with a fair resolution of the problem.

1.2 ZERO TOLERANCE FOR HARASSMENT

We are committed to offering employment opportunity based on ability and performance, in a productive climate, free of discrimination. Accordingly, harassment of any kind by supervisors or co-workers will not be tolerated. In addition, we will protect employees, to the extent possible, from reported harassment by non-employees in the work place.

In general, ethnic or racial slurs, jokes and other verbal or physical conduct relating to a person's race, color, age, sex, gender identity, national origin, religion, genetics, marital status or disability constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work environment.

Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or other physical and verbal conduct of a sexual nature by supervisors or others in the work place. Sexual harassment exists when:

1. Supervisors or managers make submission to such conduct either an explicit or implicit term or condition of employment (including hiring, compensation, promotion, or retention); or
2. Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment-related decisions such as promotion, performance evaluation, pay adjustment, discipline, or work assignments.

Sexual harassment may also exist when co-workers (or non-employees, such as vendors and Clients) engage in such conduct, when the conduct unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

If you believe that you are being harassed by another employee, supervisor or any other person in connection with your employment at Redstar, you should bring the incident to the attention of your supervisor. If that would prove to be uncomfortable or you are not satisfied with your supervisor's handling of the complaint, bring the matter to the attention of the Owners.

We will promptly investigate all allegations of discrimination and/or harassment in as confidential a manner as possible and take appropriate corrective action if warranted. Under no circumstances will a supervisor or member of our management be allowed to threaten or retaliate against an employee who alleges harassment.

1.3 POLICY AGAINST UNLAWFUL RETALIATION

Fear of retaliation should not be a barrier to making a request for reasonable accommodation, reporting unlawful discrimination or harassment, or reporting ethical or suspected ethical violations. We prohibit unlawful retaliation against any employee

- < who request reasonable accommodation for a disability;
- < who complain about unlawful discrimination or harassment; or
- < who report ethical or suspected ethical violations, as well as those who provide information or participate in an investigation of a complaint or report.

If you believe that you were retaliated against, you must bring the incident to the attention of the your supervisor. If that would make you uncomfortable, or if you are not satisfied with your supervisor's handling of the complaint, you must bring the matter to the attention of the Owners.

Retaliation will not be tolerated, and those found to have violated this policy will be subject to disciplinary action, up to and including termination.

1.4 PERFORMANCE EVALUATIONS

To ensure that you perform your job to the best of your abilities, it is important that you be recognized for good performance and that you receive appropriate suggestions for improvement when necessary. To achieve this goal, we evaluate your performance on an ongoing basis and will attempt to give you a written performance evaluation at least once per calendar year. If you have not received a performance evaluation in accordance with this time frame, it is your responsibility to notify your supervisor to help us ensure that the appraisal process is administered in a timely manner.

All written performance evaluations will be based on your overall performance in relation to your job responsibilities and will also take into account such factors as attendance, tardiness, conduct and demeanor. A performance evaluation is not a contract or a commitment to provide a pay raise or other compensation adjustment, promotion, bonus, continued employment or retention. Such an evaluation is but one of several factors we may consider in making these and other employment decisions.

1.5 HOURS AT WORK

1. WORK SCHEDULE

Your work schedule depends upon your job, your specific duties and responsibilities and the needs of our clients.
8am -5pm

1.6 INTRODUCTORY PERIOD

All newly hired employees are required to complete an introductory period of ninety (90) calendar days. This introductory period is intended to provide both you and the Company with the opportunity to get to know each other. During this time, you have the opportunity to demonstrate:

1. That you are capable of performing the job for which you were hired;
2. That you understand our policies and procedures;
3. That you are suitable for employment at the Company; and
4. That you are able to establish a sound record of attendance and punctuality.

At our discretion, the introductory period may be extended beyond ninety (90) days.

1.7 ATTENDANCE POLICY

Because our personnel operate as a team, it is necessary for every team member to do their part and assume diligent responsibility for their attendance and promptness. Absenteeism that is unexcused, unplanned or excessive in the judgment of our management is grounds for disciplinary action, up to and including termination.

Any employee who is not at work, fully prepared to work at the beginning of his or her scheduled shift, is considered tardy. If you are going to be tardy or absent, you must notify your supervisor at least one (1) hour prior to the start of your work shift. Notification alone does not necessarily mean your tardiness or absence has been excused.

If you are absent for two (2) days without notifying your supervisor, we will assume that you voluntarily terminated your employment with Redstar.

1.8 BREAKS

For each workday, we provide our employees with a 30 minute paid meal break. Employees may leave the premises for meals. In certain seasons of the year and depending on hours worked in a day a longer break may be taken.

1.9 PAYDAY

We pay our employees on a bi-weekly basis. All required deductions, such as federal and state taxes, and all authorized voluntary deductions, such as for health insurance, will be automatically withheld from your paycheck. Also, in the event you fail to return all Company-provided property and equipment to us or owe us any money upon the termination of your employment for any reason, we are authorized to withhold such amounts from your final paycheck as authorized by you in the Acknowledgement form found at the end of this handbook.

1.10 PERSONAL ITEMS

We are not responsible for an employee's personal items that are lost or stolen. Any personal items brought to work by an employee are solely the responsibility of the employee.

1.11 DRESS CODE

It is essential that we all exercise discretion in our dress and behavior. We expect you to dress for work in appropriate work attire, and behave in a professional, businesslike manner. We will not tolerate attire that interferes with the operation of Redstar, or that poses or creates a potential safety hazard.

1.12 PERSONNEL INFORMATION/CHANGES IN STATUS

You should make sure that any personal information you provide us in connection with your employment is accurate and kept up-to-date. In this regard, you should notify us of changes affecting legal name, marital status, address, telephone number, number of dependents, and the like.

1.13 NO EXPECTATION OF PRIVACY

You do not have a reasonable expectation of privacy with respect to the work you perform for us. We reserve the right to monitor your work, work area and work product. This includes the right to monitor all means of communication internal or external including telephonic, voice mail, and e-mail communications, as well as use of our computers, workstations and registers. This also includes the right to conduct reasonable searches of employees, their work areas and their belongings (e.g., desks, briefcases, cellphones, automobiles, coats, bags, purses) upon our reasonable suspicion of theft, possession of illegal drugs or alcohol, or the commission of any other offense that is against the our policy or the law.

1.14 COURTESY, CO-WORKERS AND CLIENTS

As our employee, your attitudes and actions are representative of the Company to clients, vendors and the general public. Courtesy to clients and fellow employees is an essential part of any business organization. We require all employees to use courtesy and respect when dealing with clients and co-workers.

1.15 SOCIAL MEDIA AND SOCIAL NETWORKING

Social media, including networking sites and blogs, are increasing in popularity and activity. We believe that social media can assist in raising visibility and support for the business development efforts of our employees. We are also aware that social media will not be used exclusively for Company business and that many utilize blogs and social networking sites for personal use. However, it is important to keep in mind that what is posted is traceable and permanent. When employees create their own blogs, comment on a blog, create a LinkedIn profile, post on Twitter, use Facebook and/or contribute to or through any of the other online media (i.e., Wikis, blogs, chat rooms, Internet forums, electronic mailing lists, etc.), they are impacting their personal image and potentially impacting Redstar and our services. If your online profile indicates that you work for us, then that activity is associated with Redstar. Therefore, we are asking all employees to follow the guidelines below regarding online behavior.

The sites covered in this document include any electronic form of communication, including, but not limited to, social networking sites such as Facebook; professional networking sites such as LinkedIn; and live blogging tools like Twitter, as well as your personal blogs and those hosted by other organizations that you either author or where you post comments.

Follow these guidelines when creating and/or publishing work-related or non-work-related content online:

- < Maintain Company confidentiality. Never divulge proprietary or confidential information about the Company, our employees or our clients.
- < Represent yourself accurately. If you are participating in an online community and commenting on topics related to our business, you must make it clear that you are speaking for yourself and not on behalf of Redstar.
- < Be accurate. When posting content, your overall goal should be providing value through accurate information. You may not post anything that is knowingly false.
- < Be respectful. Respect the opinions of others. You may have disagreements, but please make your opinions respectfully. We do not tolerate intimidating or threatening comments. Please keep the following guidelines in mind regarding your online identity:
- < Follow the rules regarding the use of Company email outlined in this employee handbook.
- < Even when using social media sites on a personal basis, please remember to follow our policies prohibiting threats and intimidation.
- < We are not interested in limiting your ability to participate in personal social networks with a personal computer and email address outside of the workplace. However, what you publish on these sites should never be attributed to Redstar. Please make it clear that you are speaking for yourself. Furthermore, even if you do not mention us or our services, that information is readily ascertainable and could reflect poorly upon you and us. Please use common sense when making online comments, even if you intend for them only to be personal in nature. If you choose to use your work affiliation on a social network, then you should regard all communication on that network as you would in a professional network.
- < Be aware of your association with us in online social networks. If you identify yourself as a Redstar employee, ensure your profile, photographs and related content is consistent with how you wish to present yourself with colleagues and clients.
- < We reserve the right to monitor employee use of social media sites and blogs.
- < Nothing in this policy, or any other Company policy, should be interpreted in a manner that unlawfully prohibits the right of employees to engage in protected concerted activity under the National Labor Relations Act. We have and always will comply fully with our obligations under federal, state and local law.

Violations of this policy may result in disciplinary action, up to and including termination of employment.

1.16 USE OF COMPANY PROPERTY

Company property is to be used for business purposes only and are not available for personal use, except where authorized in advance by management.

Violations of this policy may result in disciplinary action, up to and including termination of employment.

1.17 RESIGNATIONS

If you wish to resign from Redstar we would like to have at least two (2) weeks advance notice of your resignation. All Company property, uniforms, and equipment, must be turned in and all money that you may owe us must be paid on or before your last day of work. Otherwise a deduction for the value of any non-returned property/equipment and any other amounts you may owe us may be made from your final check, as authorized by you in the Acknowledgement form in this handbook.

You may be asked to complete a brief exit interview prior to leaving.

1.18 CONFIDENTIALITY

In the course of your employment with us you may have access to certain information which, if disclosed to a third party or otherwise misappropriated, could substantially diminish our ability to provide services to our clients and the community. Such information is the exclusive property of Redstar and must not be disclosed to outsiders. You are obligated to preserve the confidentiality of such information. Disclosure of any confidential business information in which we have a proprietary interest to any third party, for any reason, except as specifically authorized in writing for a Redstar business purpose may result in discipline up to and including termination and possible legal action against the offending employee.

2. EMPLOYEE WAGES/CLASSIFICATION

2.1 WAGES

We seek to reward employees for their skills, length of service and contributions to the Company and our clients. Depending upon your specific duties and responsibilities, you may be paid on an hourly or salaried basis. Should you have any questions regarding your wage classification, please feel free to visit with your supervisor.

2.2 EMPLOYEE CLASSIFICATION

For purposes of wage administration and employee benefits, we classify our employees as follows:

REGULAR FULL-TIME EMPLOYEES: Those employees hired to work normal, full-time workweek on a regular basis and work, on average, at least forty (40) hours per week or more.

PART-TIME EMPLOYEES: Those employees hired to work normal, part-time workweek on a regular basis and work, on average, less than forty (40) hours per week. Employees falling into these three categories will also be categorized as either exempt or nonexempt for purposes of overtime:

EXEMPT EMPLOYEES: Those employees that, pursuant to federal law, are not required to be paid overtime for hours worked over forty (40) in a given workweek. Such employees include those qualifying as “executive,” “professional,” “administrative” and “outside-sales” employees.

SALARIED EMPLOYEES: Some employees are paid on a salaried basis whereby they generally receive an established compensation or “salary” each pay period.

HOURLY EMPLOYEES: By virtue of their duties and responsibilities, some employees are paid on an hourly basis.

Should you have any questions regarding your proper classification, please feel free to visit with your supervisor or an Owner.

2.3 COMPLAINT PROCEDURE REGARDING DEDUCTIONS/OVERTIME ELIGIBILITY

We respect our obligations under the various federal, state and local laws that govern the workplace, including the Fair Labor Standards Act (FLSA). Accordingly, we strictly prohibit the making of improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that we do not allow deductions that violate the FLSA.

In the event you believe we have made an improper deduction from your wages, you must promptly bring the matter to the attention of your supervisor. If you are not satisfied with your supervisor's handling of your complaint, you must bring the matter to the attention of the Owners. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

2.4 GARNISHMENTS

We do not wish to become involved in collection of personal debts. However, sometimes creditors resort to certain legal procedures such as garnishments, levies, or judgments, which require us, by law, to withhold part of your earnings to be turned over to the creditor. In the event of garnishment or attachment of your wages we will comply with applicable law.

3. BENEFITS

3.1 HOLIDAYS

Regular, full-time employees are eligible for paid holidays.

For those employees eligible for paid holidays, we currently recognize the following paid holidays each year:

New Year Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Day and the Day after Christmas.

3.2 PAID TIME OFF

Because we recognize the importance of providing our employees with the opportunity for rest, recreation, recuperation, family and personal activities, we provide eligible employees with paid time off. PTO, begins 30 days after hire.

This policy complies with the Nebraskas Healthy Families & Workplaces Act and Minnesotas Earned Sick and Safe Time requiring time off be available for the following:

The employee has a mental or physical illness, injury, or health condition; needs a medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or needs to obtain preventive medical care.

The employee needs to care for a family member, regardless of age (Biological, adopted or foster child, a step-child, a legal ward or child whom employee stands in loco parentis or is any of the above of an employee's spouse. A person whom the employee is legally married under laws of any state. A grandparent, grandchild, or sibling, whether biological, foster, adoptive, or step relationship, of the employee or employee's spouse or any other individual related by blood to the employee or whose close association with the employee is equivalent of a family relationship), or up to one individual annually designated by the employee who with a mental or physical illness, injury, or health condition; care of a family member who needs a medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or needs to obtain preventive medical care; or in the case of a child, to attend a meeting necessitated by the child's mental or physical illness, injury, or health condition, at a school or place where the child is receiving care.

Public health emergency declared by federal, state, or local official with the authority to make such a declaration. A public official has ordered the closure of the school or place of care for the employee's child or of the employee's place of business due to a public health emergency, necessitating the employee's absence from work. Also, an employee's need to self-isolate or care for the employee or a family member when it has been determined by the health authorities having jurisdiction or by a healthcare professional.

The employee has a need to be absent to attend to matters relating to domestic violence, sexual assault, or stalking for themselves or their family members.

To make funeral arrangements, attend a funeral service or memorial, or address financial or legal matters that arise after the death of a family member.

Eligibility/Availability

PTO or Sick Leave is accrued upon hire based on your employment status. Full-time employees will receive the PTO accrual set forth in this policy. Part-time employees will receive sick leave in accordance with the Nebraska Sick Leave and Minnesota's Earned Sick and Safe Time requirements.

Procedures

Accrual and Payment of PTO

PTO does not accrue while on unpaid leaves of absence or PTO cash outs upon separation. Employees become eligible for the higher accrual rate on the first day of the pay period in which the employee's anniversary date falls.

REDSTAR FULL-TIME SALARY SALES TEAM MEMBER/MANAGEMENT

REDSTAR HOLIDAYS

New Year's Day
 Memorial Day
 4th of July
 Labor Day
 Thanksgiving
 Day after Thanksgiving
 Christmas Day
 Day after Christmas

PAID TIME OFF

Unlimited PTO
 *Within reason
 *Days off will be monitored by Owners.
 *If you will be unavailable for calls during normal work hours, please put your time off on the team calendar.

MEDICAL EMERGENCY

*Employee ONLY
 *Up to 12 weeks by law
 Year 1: 5 Days PTO
 Year 2: 5 Days PTO
 Year 3: 10 Days PTO
 Year 4: 10 Days PTO
 Year 5 and Above: 15 Days PTO

MATERNITY LEAVE

6 Weeks Maternity Leave PTO
 12 Weeks Maternity Leave PTO
 6 Weeks PTO
 6 Weeks No PTP

PTO

Death/Funeral
 1 Day PTO
 Immediate Family
 5 Days PTO

JURY DUTY

*Required by Law PTO

FAMILY MEDICAL LEAVE

*Up to 12 weeks, required by law

***DAYS OFF BETWEEN APRIL 1ST AND JULY 1ST MUST BE APPROVED FIRST BY RYAN (OWNER)**

REDSTAR FULL-TIME TEAM MEMBERS

8 PAID HOLIDAYS

(8 Hours)
 New Year's Day
 Memorial Day
 4th of July
 Labor Day
 Thanksgiving
 Day after Thanksgiving
 Christmas Day
 Day After Christmas

YEARS OF SERVICE	ACCRUAL RATE PER PAY PERIOD	ANNUAL PTO ACCRUAL	MAXIMUM ACCRUAL**
UPON HIRE-5 YEARS	4.62 HOURS	15 DAYS (120 HOURS)	30 DAYS (240 HOURS)
6 YEARS - 10 YEARS	6.15 HOURS	20 DAYS (160 HOURS)	40 DAYS (320 HOURS)
11 YEARS+	7.69 HOURS	25 DAYS (200 HOURS)	50 DAYS (400 HOURS)

**No PTO hours will accrue beyond the maximum accruals listed.

Accrued and unused PTO will be paid out upon separation. Sick leave will NOT be paid out.

*PTO must be put on the team calendar & requested through Pando at least 1 week prior otherwise must be approved.

*PTO is monitored by the calendar / Pando

*PTO can not exceed 2 years of accumulation.

***PTO BETWEEN APRIL 1ST AND JULY 1ST MUST BE APPROVED FIRST BY YOUR SUPERIOR.**

*Your Superior can be found by visiting redstare.com.

Click the More Tab, Click the Team Login Tab, Password redstar (lowercase), Click Go.

Here you will find the Company Tree.

MEDICAL EMERGENCY

*Employee ONLY

*Up to 12 weeks by law

Year 1: 5 Days PTO

Year 2: 5 Days PTO

Year 3: 10 Days PTO

Year 4: 10 Days PTO

Year 5 and Above: 15 Days PTO

DEATH/FUNERAL

1 Day PTO

Immediate Family Member

5 Days PTO

JURY DUTY

*Required by Law
PTO

FAMILY MEDICAL LEAVE

*Up to 12 weeks, required by law
NO PTO

MATERNITY LEAVE

6 Weeks Maternity Leave PTO

12 Weeks Maternity Leave PTO

6 Weeks PTO

6 Weeks No PTP

REDSTAR MULLENHOFF TRUCKING HOURLY EMPLOYEES

8 PAID HOLIDAYS

(12 Hours)

New Year's Day

Memorial Day

4th of July

Labor Day

Thanksgiving

Day after Thanksgiving

Christmas Day

Day after Christmas

YEARS OF SERVICE	ACCRUAL RATE PER PAY PERIOD	ANNUAL PTO ACCRUAL	MAXIMUM ACCRUAL**
UPON HIRE-5 YEARS	6.92 HOURS	15 DAYS (180 HOURS)	30 DAYS (360 HOURS)
6 YEARS - 10 YEARS	9.23 HOURS	20 DAYS (240 HOURS)	40 DAYS (480 HOURS)
11 YEARS+	11.53 HOURS	25 DAYS (300 HOURS)	50 DAYS (600 HOURS)

**No PTO hours will accrue beyond the maximum accruals listed.

*TIME OFF and PTO must be submitted to dispatch at least 1 week prior otherwise must be approved by Fran (Dispatch).

*PTO can not exceed 2 years of accumulation

REDSTAR MULLENHOFF TRUCKING HOURLY EMPLOYEES(CONTINUED)

3*ANY TIME OFF, PAID OR NOT, BETWEEN APRIL 1ST AND JULY 1ST MUST BE APPROVED FIRST BY FRAN (DISPATCH).

MEDICAL EMERGENCY

*Employee ONLY
*Up to 12 weeks by law
Year 1: 5 Days PTO
Year 2: 5 Days PTO
Year 3: 10 Days PTO
Year 4: 10 Days PTO
Year 5 and Above: 15 Days PTO

DEATH/FUNERAL

1 Days PTO
Immediate Family Member
5 Days PTO

FAMILY MEDICAL LEAVE:

*Up to 12 weeks, required by law
NO PTO

JURY DUTY

PTO
*Required by Law
Maternity Leave

ACCRUAL AND PAYMENT OF SICK LEAVE FOR EMPLOYEES NOT ELIGIBLE FOR PTO

Sick Leave accrues on regular hours worked. Sick Leave does not accrue while on unpaid leaves of absence.

Sick Leave Accrual Rates for Employees not Eligible for PTO:

YEARS OF SERVICE	ACCRUAL RATE PER PAY PERIOD	ANNUAL PTO ACCRUAL	MAXIMUM ACCRUAL**
UPON HIRE	1 hour for every 30 hours worked. .033 per hour worked	Varies based on hours worked.	7DAYS (56 HOURS)

USE AND SCHEDULING OF TIME OFF

Employees are required to use available time off when taking time off from work. Time off may be taken in increments of (4) hours or (8)hours.

Sick Leave accrues on regular hours worked. Sick Leave does not accrue while on unpaid leaves of absence. Sick Leave will carry over from year to year but still only allows for use of 56 hours in a given calendar year.

PTO may be subject to supervisory approval.

Sick leave shall be provided upon the notice/request of an employee and when possible, should include the expected duration.

Sick leave more than three (3) consecutive days will require documentation that the paid sick time has been used for a purpose covered.

Time off may not be used in advance of accrual.

Accrued and unused PTO will be paid out upon separation. Sick leave will NOT be paid out.

3.3 FAMILY AND MEDICAL LEAVE

The federal Family and Medical Leave Act (“FMLA”) provides up to 12 calendar weeks of job-protected leave during a rolling 12-month period for any one or a combination of the following reasons:

1. Birth of a son or daughter, and care for the newborn son or daughter, if concluded within twelve (12) months of the birth of the child;
2. Placement with the employee of a son or daughter for adoption or foster care, if concluded within twelve (12) months after placement;
3. Care for the employee’s spouse, child, or parent who has a serious health condition;
4. Inability of the employee to perform the functions of his or her position due to a serious health condition;
5. Any qualifying exigency (i.e., urgent demand) arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation; or
6. Care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

To be eligible for a leave of absence under this policy, an employee must be employed by Company for at least one (1) year, and have worked at least 1,250 hours during the twelve (12) months preceding the commencement of a leave. Additionally, the employee must work at a worksite where fifty (50) or more Company employees are employed or within seventy-five miles of that worksite to be eligible. Eligible employees will be returned to the same or an equivalent position following the leave. This leave shall be provided in accordance with federal law.

Eligible employees should provide Company with at least a 30-day notice when the need for a leave is foreseeable such as when the leave is due to the birth or adoption of a child or for planned medical treatment. When the timing of the leave is not foreseeable, the eligible employee must provide Company with notice of the need for leave as soon as practicable.

Eligible employees may be required to submit medical certification from a health care provider to support a request for FMLA leave for the employee’s or a family member’s serious health condition.

Eligible employees must use all available time off during FMLA leave. All time off will run concurrently and count toward an employee’s 12-week FMLA entitlement. Once paid time off is exhausted (including short-term disability benefits, if applicable), the remainder of FMLA leave will be without pay.

Prior to returning to work, employees on FMLA leave for their own serious health condition will be asked to provide Company with medical documentation attesting to the employee’s ability to return to work. At the end of the leave, subject to some exceptions, an employee generally has a right to return to the same or to an equivalent position.

FMLA leave or return to work may be delayed or denied if the appropriate documentation is not provided in a timely manner. Also, a failure to provide requested documentation of the reason for an absence from work may lead to termination of employment.

3.4 UNPAID GENERAL LEAVE OF ABSENCE

Employees who have worked for the Company for at least one (1) year may request a leave of absence for reasons other than those discussed in the Family and Medical Leave policy or if employee is not eligible for Family and Medical Leave. All leave requests will be considered on a case-by-case basis and the decision whether to grant a leave request rests solely with the Company. The maximum length of time normally available for a general leave of absence is three (3) months. All general leaves of absence are without pay.

Employees who have already utilized their accrued PTO must submit a written request for a leave of absence to the immediate supervisor as far in advance of the anticipated leave date as practicable (in most cases, a request should be submitted at least thirty (30) days prior to commencing leave). If absence is due to an emergency, the employee or a member of the immediate family must inform the employee & supervisor as soon as possible. This should be followed up with a written leave request, normally submitted within three (3) working days of the beginning of the leave.

In the case of leave due to medical reasons, the employee will be required to submit medical documentation. The employee will also be required to provide a medical provider's certification releasing him or her to return to work upon completion of the leave.

All fringe benefits will be suspended during an unpaid general leave of absence. The Company will continue health insurance coverage during an unpaid general leave of absence provided that the employee pays the entire premium, including the Company's portion. Arrangements regarding insurance should be taken care of prior to the commencement of the leave of absence.

Reinstatement cannot be guaranteed to any employee returning from a general leave of absence. We try, however, to place employees returning from general leave in their former position or positions comparable in status and pay.

3.5 PREGNANCY-RELATED LEAVE

Company provides paid pregnancy-related leave to eligible employees in accordance with applicable law and this policy.

ELIGIBILITY:

To be eligible for paid pregnancy-related leave employees must be employed by Company on a full-time basis for at least six (6) months prior to the start of the leave period.

PREGNANCY-RELATED LEAVE:

Company will provide eligible employees up to six (6) weeks of paid leave following the birth of an employee's child. We will administer this paid leave alongside any medical leaves of absence. Employees should notify Company at least 30 days prior to the need for leave. Employees are permitted to use any accrued, unused PTO at the conclusion of any pregnancy-related leave as determined by Company.

3.6 MILITARY LEAVE

You will be granted a military leave of absence for military service performed during your employment as required by applicable state or federal law. Your right to reemployment after military leave will also be governed by applicable law.

3.7 JURY DUTY

In the event you are summoned to jury duty, you must notify your supervisor immediately after receiving such notification. If you are required to serve jury duty and this duty interferes with your regularly scheduled work day, you will not suffer any loss of earnings. We will pay the difference between the amount you receive for jury duty and your regular rate of pay for the scheduled day(s) you must miss. Proof of jury duty pay must be submitted before the difference will be paid. You must report for work on any day you are not assigned to jury duty. Moreover, you must report for work immediately upon the conclusion of your jury service. Jury duty pay does not apply in cases where you are called to serve as a witness.

3.8 MEDICAL/DENTAL/VISION INSURANCE

We offer a group health insurance, dental insurance and vision insurance plan for eligible employees and their families. Some insurance is covered, and some require employees to pay.

This Handbook only generally identifies the various health benefits offered by Redstar and does not set forth all the terms and conditions under which these benefits may be provided. Summary Plan Description booklets describe this program more fully. In the event of any contradiction between the information appearing in this handbook, our Summary Plan Description booklet and the information that appears in the master plan documents, the master contract/document shall govern in all cases. Any or all of these benefits may be modified, terminated or supplemented at any time in the sole discretion of Redstar. All benefit coverage closes upon termination of employment or retirement, unless otherwise extended by law.

5. SAFETY AND SECURITY

5.1 SAFETY COMES FIRST

We are committed to providing you with a safe and healthful working environment. That's why we make every effort to comply with relevant occupational safety and health laws and to develop the best feasible operations and policies conducive to such an environment.

Safety is everyone's responsibility. Each employee and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe working conditions immediately.

FOR SERIOUS INJURIES:

- Emergency Services: If the injury is life-threatening or severe,
CALL 911 IMMEDIATELY OR GO TO THE NEAREST EMERGENCY ROOM.
 - < Time is often of the essence in preventing further harm.
- Informing Workplace Immediately: If possible, or as soon as you are able to, inform your workplace (HR Department or an owner) about the incident and your need for emergency care.
 - < If you're unable to do so yourself, try to have a colleague, healthcare provider, or another individual notify your employer on your behalf.
 - < Documentation: While the initial focus should be on receiving medical care, it's important that the incident is documented accurately as soon as possible after the event. This includes noting the time, location, and cause of the injury, as well as any witnesses with the HR Department.

FOR LESS SEVERE INJURIES:

- Immediate Notification: Inform your HR Department as soon as you sustain or discover an injury, no matter how minor it may seem.
 - < Some injuries might not appear serious initially
 - < If you are unsure how severe the injury is and choose to be looked at by a doctor, please visit your family doctor or go to the nearest Urgent Care
 - < DO NOT GO TO AN EMERGENCY ROOM, unless advised otherwise.
 - < If you choose to go to a Doctor or Urgent Care please advise them this is work related and give them our name and address. REDSTAR, LLC 48303 115th Ave, Leigh, NE 68643
 - < Report back in person or by phone or text immediately after receiving treatment.

INJURIES THAT REQUIRE ADDITIONAL CARE

FOLLOW-UP MEDICAL CARE:

Follow through with any recommended medical treatments or check-ups. Keeping detailed records of your visits, treatments, and any communications with healthcare providers is important.

WORKERS COMPENSATION (IF APPLICABLE)

If your injury is eligible for workers' compensation, the HR Department will begin the claims process as soon as possible.

FOLLOW WORK RESTRICTIONS:

If your doctor provides work restrictions or modifications, ensure the HR Department is aware and can accommodate these changes to prevent further injury.

STAY IN COMMUNICATION:

Keep open lines of communication with the HR Department and any other relevant parties throughout your recovery.

5.2 WORKPLACE VIOLENCE

We are concerned about the increased levels of violence prevalent in our society and have taken affirmative steps to prevent incidents of violence from occurring in the workplace. All acts or threats of violence by any Redstar employee against any other employee, client or vendor, on or off Company premises, is strictly prohibited. Violation of this policy can lead to disciplinary action, up to and including immediate termination.

If you observe or are aware of any workplace violence, threats of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, or other suspicious activity or incidents that have or could lead to violence in the workplace, you should immediately bring the incident to the attention of your supervisor. If that is not feasible, would prove to be uncomfortable or you are not satisfied with your supervisor's handling of the complaint, you must immediately bring the matter to the attention of the Owners.

We will promptly investigate all reports of actual or threatened workplace violence in as confidential of a manner as possible and take appropriate corrective action if warranted.

Under no circumstances will a manager or supervisor be allowed to intimidate or retaliate against an employee for making a report under this policy.

To ensure that we maintain a workplace safe and free of violence for all employees and clients, we prohibit the possession or use of Dangerous Weapons on Company Property or while performing Company business except as set forth in this policy.

Employees may not personally possess a Dangerous Weapon on Company Property or while performing Company business. A license or permit to carry or possess any weapon does not supersede Company policy. Management may, in its sole discretion, authorize employees to possess Dangerous Weapons on Company Property. However, such authorization must be provided in writing in advance by an Owner.

"COMPANY PROPERTY" is defined to include all Company-owned or leased buildings, warehouses and surrounding areas such as sidewalks, walkways, driveways, green spaces and parking lots under the Company's ownership or control. It also includes all Company-owned or leased vehicles.

"DANGEROUS WEAPONS" includes, but is not limited to, firearms, bows, explosives, knives, swords and other weapon or object that might be considered dangerous by the Company or that is capable of being used to inflict severe bodily injury upon another. Employees are responsible for making sure that any item personally possessed by the employee is not a "Dangerous Weapon."

Because you do not have a reasonable expectation of privacy with respect to your work at Redstar, we reserve the right to monitor Company Property and those present on Company Property at any time. Any employee who violates this policy is subject to disciplinary action, up to and including termination. Any visitor who violates this policy will be denied access to Company Property.

5.3 DRUG AND ALCOHOL POLICY

We are committed to the maintenance of a safe and productive work environment for our employees and to provide a drug free workplace. Redstar, therefore, has adopted the following Drug and Alcohol Policy.

1. DRUG POLICY DEFINITIONS:

- a. "Alcohol" - Any beverage that has an alcoholic content in excess of .5% by volume.
- b. "Drug"- Any substance, other than alcohol, capable of altering the user & judgment, perception, or mood, or of impairing the user's physical reactions.
- c. "Legal Drug" - Includes prescribed drugs and over-the-counter drugs which have been legally obtained, and are being used for the purpose for which they were prescribed or manufactured.
- d. "Illegal Drugs" means any drug which (a) is not legally obtainable; or (b) is legally obtainable but has not been legally obtained. The term includes controlled substances including, but not limited to, marijuana, cocaine, PCP, LSD, heroin and other narcotics. The term also includes prescribed drugs, legally obtained, but not being used for drugs, legally obtained, but not being used for prescribed purposes or prescribed drugs which were illegally obtained.
- e. "Reasonable Suspicion" means reasonable grounds to suspect that the employee is in possession of illegal drugs or alcohol, or that the employee is under the influence of or impaired by illegal drugs or alcohol. Reasonable suspicion is to be based upon specific observations concerning such things as appearance, behavior, or speech of the employee in question.
- f. "Under the Influence" means that the employee is affected by a drug or alcohol or a combination of drugs and/or alcohol at any detectable level. The symptoms of influence may include, but are not limited to, impairment of physical or mental ability such as slurred speech, problems in maintaining balance, poor work performance, sudden mood swing, or radical change in behavior. A determination of influence may be established by a professional opinion or a scientifically accepted testing procedure.

2. DRUG AND ALCOHOL POLICY APPLICATION

- a. The sale, purchase, transfer, distribution, manufacture, dispensation or unauthorized possession or consumption of alcohol on Company property, while using Company equipment or while performing Company business is prohibited. This policy is not intended to preclude the consumption of alcohol at Company-sponsored or authorized social functions, such as Christmas parties, picnics, and the like.
- b. The manufacture, distribution, dispensation, sale, purchase, transfer, use, or possession of an illegal drug while performing Company business, or while on Company premises is prohibited.
- c. Reporting to work or working under the influence of illegal drugs or alcohol is prohibited.
- d. Except as provided below, the use or being under the influence of any legally obtained drug by any employee while performing Company business or while in or about a Company office is prohibited to the extent such use or influence may affect the safety of co-workers or members of the public, the employee's job performance, or the safe or efficient operation of Redstar. An employee may continue to work even though under the influence of a legal drug, if management has determined, after consulting with a physician or pharmacist, that the employee does not pose a threat to his or her own safety or the safety of co-workers and that the employee's job performance is not significantly affected by the legal drug. Otherwise, the employee may be required to take a leave of absence or comply with other appropriate action, including assignment to another job position, as determined by management.

- e. Any violation of these rules may result in discipline up to and including termination.
- f. Rules 1 through 4 above are applicable to employees of vendors and subcontractors. Violation of these rules or refusal to cooperate with implementation of this Policy by such persons may result in exclusion from Company premises.
- g. Compliance with the drug and alcohol policy is a condition of employment.

3. SEARCHES

- a. We reserve the right to conduct reasonable searches of employees and employees of vendors and subcontractors for weapons, illegal drugs or alcohol on Company premises or offices, including, but not limited to, parking areas, desks, purses, bags and work areas.
- b. Illegal drugs or alcohol discovered in the course of a search will be confiscated until ownership is determined. When warranted, confiscated items will be turned over to appropriate law enforcement authorities.
- c. Refusal to cooperate in a search may result in immediate suspension, pending investigation, and may result in further disciplinary action, up to and including termination. Refusal to surrender contraband may also result in discipline, up to and including termination.

4. TESTING OF CURRENT EMPLOYEES

- a. Where we have a reasonable suspicion that an employee possesses or is under the influence of illegal drugs or alcohol, the employee may be required to take a urinalysis test. The employee may also be suspended without pay pending the receipt of test results and the completion of any investigation conducted by Company.
- b. We may request or require current employees to undergo testing for drugs and/or alcohol without reasonable suspicion if the employee:
 - i. has sustained a personal injury, even a minor injury, or has been involved in an accident where another individual has sustained such a personal injury and accident; or
 - ii. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident where the accident results in property damage.
- c. Refusal of a request to take a urinalysis test may result in immediate suspension without pay pending investigation, and may also result in further disciplinary action, up to and including termination.
- d. If the initial test is positive, the laboratory will be instructed to retest the specimen for the substance indicated using a testing method approved by the Nebraska Department of Health before reporting a positive result to us.
- e. A confirmed positive test will subject the employee to disciplinary action up to and including termination.
- f. In all cases of confirmed positive test results, employees will have the opportunity to explain the result, and to substantiate the explanation with medical evidence, which could include an additional confirmatory test of the same specimen.

5. ADDITIONAL TESTING PROCEDURES

- a. All employees who agree to take a urinalysis test will be required to sign a form consenting to the test and authorizing disclosure of the results to Company.
- b. Specimen collection and urinalysis will be performed only by a qualified independent testing laboratory or health care provider designated by Company.
- c. Redstar will pay the full cost of any testing that is requested of any employee, as well as any confirmatory test requested by the employee, including the reasonable cost of any transportation to and from the designated testing facility.

6. CONFIDENTIALITY

- a. Information obtained on an individual as part of a drug and/or alcohol test is strictly confidential and will be disclosed to only those persons within the Company having a legitimate need-to-know. Such information will not be released to any individual or organization outside the Company, without written permission of the employee, except as required or allowed by law.
- b. Other information developed in investigating possible violations of this policy will be communicated to our employees only on a need-to-know basis.
- c. Laboratory reports and test results for current employees will be maintained only in the employee's confidential medical file.

5.4 INJURY OR ILLNESS AT WORK

YOU MUST REPORT ANY INJURY WHICH YOU INCUR AT WORK OR ON THE PREMISES, NO MATTER HOW MINOR, TO YOUR SUPERVISOR IMMEDIATELY.

If the injury is not serious in nature, you should complete a First Report Form and a Workers' Compensation Claim before seeking medical treatment. You may obtain these forms in the office and your supervisor will help you to complete them. Failure to follow this procedure may jeopardize your eligibility for workers' compensation benefits. If you were treated by a doctor and missed work as a result of your work injury, you **MUST** obtain a statement from the doctor releasing you to work before you return.

5.5 USE OF TOBACCO

The use of any tobacco products is prohibited except in designated areas.

5.6 SAFETY COMMITTEE

We will maintain a Safety Committee. The Safety Committee is responsible for conducting safety inspections of our premises, for investigating all work-related accidents, and adopting and maintaining a written injury prevention program. It is every employee's responsibility to help prevent workplace injuries and accidents. Therefore, you should report to your supervisor or to any member of the Safety Committee any work condition or practice which you observe that appears to be unsafe. Upon approval, you will be allowed to attend a Safety Committee meeting.

6. DISCIPLINE/STANDARD OF CONDUCT

6.1 DISCIPLINARY ACTION/STANDARDS OF CONDUCT

You are expected and required to meet acceptable performance standards and otherwise conduct yourself in an appropriate manner during the course of your employment. The rules discussed below are published for your information and to guide your conduct on a day-to-day basis. These rules are not all-inclusive, and other circumstances may arise requiring the discipline and/or termination of an employee. We recognize that problems which arise in the workplace often present unique circumstances. Therefore, depending upon the circumstances, there may be times when immediate termination is warranted for the first violation of a rule which usually would only result in discipline. For this reason, the rules described below are not intended to form any contract between Redstar and its employees as to the procedures to be followed concerning any rule violation.

1. MAJOR CODE OF CONDUCT VIOLATIONS

- a. Major offenses, as set forth below, are violations of Company rules of such seriousness that continued employment may not be desirable and, therefore, could result in immediate termination. If we believe immediate termination is not warranted, disciplinary action of a lesser nature will take place.
- b. Any act which might endanger the safety or lives of others, or the willful, deliberate or repeated violations of any safety rule;
- c. Refusal to perform work properly assigned by a supervisor or refusal to follow any reasonable, lawful instructions given by a supervisor without a reason considered acceptable by us;
- d. Absenteeism or tardiness deemed excessive by us;
- e. Falsifying any records, including expense reports, pay, employment or client records;
- f. Violating our harassment policy;
- g. Violating our workplace violence policy;
- h. Violating our drug and alcohol policy;
- i. Violating our conflict of interest policies;
- j. Destroying, damaging, defacing, sabotaging or theft of Company records, property, tools, equipment, or the property of others;
- k. Disclosing confidential information to unauthorized persons; and
- l. Any other act or failure to act which is deemed sufficient for immediate termination in our sole opinion.

2. GENERAL RULE VIOLATIONS

The following are offenses which will normally result in disciplinary action, but not immediate termination. In certain situations, however, depending upon all the circumstances, we may determine immediate termination is necessary.

- a. Abuse of time during assigned working hours, including loafing, and interfering with other employees' duties;
- b. Unsatisfactory work performance;
- c. Abuse of the personal telephone call privilege;
- d. Performing unauthorized personal work on Company time;
- e. Using abusive, profane, insulting or discourteous language toward or in the presence of supervisors, employees, clients or other third-parties; and

Any other offense detrimental to Company's best interests.

6.2 DISCIPLINARY ACTION PLAN

Normally, disciplinary measures such as verbal and written warnings or suspensions without pay are issued for general rule violations. The nature of the discipline will vary depending on the circumstances involved. However, in some cases, immediate termination of an employee for a violation may be appropriate such as when an employee engages in prohibited behavior under the Major Code of Conduct. Also, minor infractions may also lead to immediate termination if the employee's work record and other lawful considerations make immediate termination appropriate in Company's sole opinion.

[THIS SPACE INTENTIONALLY LEFT BLANK]

ACKNOWLEDGMENT FORM

I have received a copy of the 4/9/2024 Redstar, LLC Employee Handbook and have either read it or have had it read to me carefully. I understand this handbook supersedes all prior versions. I understand all of its rules, policies, terms and conditions, and agree to abide by them, realizing that failure to do so may result in disciplinary action and/or termination. I understand that upon termination of my employment for any reason I must return all Redstar materials, property, uniforms, and equipment issued to me and pay Redstar any money that I may owe Redstar and agree that upon my failure to promptly do either of these Redstar can withhold corresponding amounts from my final paycheck and take whatever action Redstar deems necessary to recover such amounts from me.

I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS TERMINABLE-AT-WILL, SO THAT BOTH REDSTAR AND I REMAIN FREE TO CHOOSE TO END OUR WORK RELATIONSHIP. SIMILARLY, NO REDSTAR OFFICIAL HAS THE AUTHORITY TO ENTER INTO AN ORAL EMPLOYMENT CONTRACT, AND ONLY THE OWNERS OF REDSTAR CAN ENTER INTO A WRITTEN EMPLOYMENT CONTRACT ON BEHALF OF REDSTAR.

I understand nothing in this handbook in any way creates an express or implied contract of employment between Redstar and me, but rather is intended to foster a better working atmosphere while the employee/employer's relationship exists.

Employee's Signature _____ Date: _____

Employee's Name (Printed) _____