

**INTEGRATED
LOGISTICS &
MATERIAL
HANDLING**

HODGE TEAM HANDBOOK

WE ARE HODGE



HODGE

WHATEVER IT TAKES.

OUR WHY



*WE BELIEVE SUCCESS
COMES FROM TREATING
PEOPLE LIKE FAMILY.*

WELCOME

At HODGE, we believe success comes from treating people like family - it's our "why."

This sentence embodies how we make decisions, how we treat our coworkers and customers, and how we lead every single day.

Now, you're a part of our HODGE family. We couldn't be more excited to welcome you to the team!

Here, you'll be surrounded by team members who work safely, take pride in working hard, and are dedicated to doing whatever it takes for our customers and, most importantly, each other. Whether your talents are supporting Logistics, Material Handling, Real Estate, or the Enterprise team, the work you do every day plays an important role in HODGE's promise to deliver smart, honest service to our customers.

As HODGE's fourth generation of family leadership, we're continuing the tradition of doing business the right way. Your success at HODGE is important to us. We're committed to giving you the time, tools, and training you need to perform your work safely and successfully – Whatever It Takes.

You'll see our Whatever It Takes tagline in our logo, on our buildings, and on just about everything we do. It means we like to work hard. At its core, it also means building a team and having a safe place to work. Making safety and teamwork a priority means that we can go home at the end of our shift to the people and things that are, and always will be, more important.

Thank you for choosing HODGE as the next step in your career. We're excited you're here!

WE ARE HODGE.



ZACH HODGE
CO-CEO | HODGE



JORDAN FULLAN
CO-CEO | HODGE



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PURPOSE

The purpose of this employee handbook is to provide guidance and orientation to employees about current policies and benefits. It is not possible to cover every scenario or answer every question that will arise during employment, but the company has attempted to provide a statement of its overall policies and procedures.

From time to time, there will be changes or additions to what is covered in this handbook, and there will be a need to take action not provided for in this handbook. While HODGE will do its best to publicize any important new or different policies or procedures, the company will not reissue new handbooks every time there is a variation or modification to its contents. Instead, the company will update the version of the handbook that is always available to employees on the HODGE Hub employee app or will otherwise publicize changes. Acknowledging receipt of this handbook expresses one's understanding of and intention to comply with the guidelines, policies, and procedures as outlined at the time of receipt, as well as one's obligation to keep up with and abide by changes as they occur thereafter.

This particular handbook supersedes any previous handbook and any unwritten policies that conflict in any way with what is published here. Any questions about the material contained in the handbook, or about any other aspect of employment, should be directed to a supervisor or HODGE's Human Resources team.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate company documents. These company documents are always controlling over any statement made in this handbook or by any member of management.

The handbook is not a contract, is not an employment agreement, and is not a promise or guarantee of continued employment or employment under any specific terms. All employees are employed at-will, which means that the employee or the employer may end the employment relationship at any time, with or without any reason or any notice, subject only to applicable employment laws. No manager or supervisor has the authority to enter into any contract of continued employment (or employment on any specific terms) with any individual employee without direct approval from the company's CEO and a written agreement. For employees who have such contracts, this employee handbook is not part of their contract. Policy issues contained in the employee handbook apply only to the extent they are not addressed in a written employment contract. If the contract and the handbook conflict, the contract will control.

Finally, as used in this handbook, HODGE (or "the company" or "the employer" or "we") refers to Hodge Company, TM, Inc., and Outfly Inc., collectively and as individual entities and employers.

If an employee chooses not to comply with a policy, procedure, or guideline published in this employee handbook or subsequent company documents, they may be subject to disciplinary action up to and including termination of employment.

EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

HODGE is an equal employment opportunity employer. This means the company does not discriminate on the basis of race, color, religion, national origin, sex (including pregnancy), age, veteran's status, disability, or any other classification protected by federal, state, or local law. This policy applies to all aspects of employment and application for employment with HODGE. Job-related reasonable accommodations will be made for a qualified employee with a disability unless it would create undue hardship. The employee experiencing a disability will need to notify a supervisor or Human Resources regarding the accommodation.

ACCOMMODATING DISABILITIES AND PREGNANCY

HODGE does not discriminate against individuals with disabilities or those who are pregnant. Reasonable accommodations will be provided to qualified applicants, employees with disabilities, or employees with pregnancy-based limitations in all employment practices, including job application procedures, hiring, advancement, job assignments, leaves of absence, transfers, layoffs, demotions, discipline, discharge, compensation, fringe benefits, and job training. The company is subject to and complies with the Americans with Disabilities Act and the Pregnancy Discrimination Act, including the Pregnant Workers Fairness Act. The company does not view pregnancy as a disability or as a necessarily limiting condition and instead uses supporting information provided by the employee's health care provider to respond to limitations or accommodation requests.

To request a reasonable accommodation, an employee should submit a written statement, which will remain confidential, to Human Resources. That statement should indicate the nature of the claimed disability (or verify pregnancy), the limitations the employee believes to exist, and the adjustment or change the employee requests. Management and the employee will engage in an interactive process to confirm an employee's disability. If the disability or pregnancy is confirmed, the requested accommodation will be evaluated for its reasonableness. Based on that evaluation, the accommodation will be granted, a different accommodation will be proposed, or no accommodation will be made, depending on the circumstances. As part of this process, additional information, including medical information, may be required from the employee. The employee is expected to participate fully in this interactive process by disclosing any and all accommodations or adjustments he/she believes might be helpful for Management's consideration.

Reasonable accommodations are defined as accommodations that do not impose undue hardship on the employer. At the conclusion of the interactive process, the employee will be notified of the decision regarding reasonable accommodation.

Medical information shared by the employee will be treated as confidential, and only disclosed to a manager or supervisor who has a job-related reason to know.

No employee, including those who have requested a reasonable accommodation for a disability or pregnancy, will be subject to discrimination or retaliation.

NURSING ACCOMMODATIONS FOR MOTHERS

In accordance with applicable state and federal law, HODGE will provide nursing mothers with reasonable break time to pump/express milk following their child's birth.

To ensure privacy for nursing mothers, a clearly designated, private room will be provided. These rooms have a lock or a sign on the door to indicate when the room is in use, as well as lighting, seating, electrical outlets for pumping equipment, and a refrigerator to store breast milk. Employees are responsible for labeling breast milk with their name and the date on which it was expressed.

Nursing mothers are encouraged to discuss the length and frequency of breastfeeding breaks with their supervisor.

Employees who have any questions or concerns regarding this policy should contact Human Resources.

DOMESTIC OR SEXUAL VIOLENCE ACCOMMODATION

HODGE cares about the safety and well-being of all employees, both at work and at home. Employees threatened with or experiencing domestic or sexual violence may request an accommodation for a known limitation. Examples of potentially reasonable accommodations include changing a telephone number, requesting leave, installing a lock, or implementing safety procedures. The company will consider the request and reserves the right to offer its own accommodation to the extent permitted by law. Some, not all, of the factors the company will consider include the nature and cost of the accommodation, overall financial resources, and work environment.

GENETIC INFORMATION

HODGE prohibits discrimination against employees based on genetic information. The company will not seek to collect genetic information through any of its policies or programs, and employees should not provide genetic information, including family medical history, to the company for any reason.

IMMIGRATION LAW COMPLIANCE

HODGE does not hire non-U.S. citizens who lack proper authorization to work in the U.S. under the Immigration Reform and Control Act of 1986. As a condition of employment, all new employees must show valid proof that they are eligible to work in the United States.

WORK GUIDELINES

Every organization has guidelines that are developed to reflect good business practices. In establishing rules of conduct, it is not the intent of HODGE to restrict the personal rights of any individual. Rather, we wish to define the guidelines that protect the rights of all employees and to ensure maximum understanding and cooperation. Therefore, employees are expected to be:

- On time and alert when scheduled for work;
- Careful and conscientious in performing duties;
- Thoughtful and considerate of other employees, customers, and contractors;
- Courteous and helpful, when dealing with customers and other employees.

Examples of behavior in violation of this policy include but are not limited to, horseplay, gossip, bullying, and profanity.

Many, but certainly not all, of the work rules and procedures observed by HODGE are printed and explained in this handbook. Employees should not necessarily conclude that if the handbook does not refer to a certain behavior no rule or procedure exists. Whenever there is any doubt concerning a rule, procedure, or practice of HODGE, please check with a supervisor.

CLASSIFICATIONS

HODGE employs both hourly and salaried employees. Hourly (non-exempt) employees are eligible for overtime pay of one-and-one-half (1.5) times the regular rate of pay, after 40 hours worked in a workweek, in accordance with applicable law. Salaried (exempt) employees are not eligible for overtime.

In addition, all employees are placed into one of the following classifications (refer to [HODGE's Benefits Guide](#) for details on eligibility for benefits):

Full-time Employee: Typically, employees hired for full-time employment are scheduled for and expected to work 40 hours per workweek on a regular basis in an established job, with described duties and skill requirements. However, employees working at least 30 hours per workweek on average will also be considered full-time.

Part-Time Employee: Typically, employees hired for part-time employment are scheduled for and expected to work fewer than 30 hours per workweek in an established job, with described duties and skill requirements.

Temporary Employee: Temporary employees are hired either on a full-time or part-time basis for seasonal and/or temporary employment. Temporary employees are not eligible for benefit plans through HODGE.

Agency Employee: Agency employee refers to an individual who is employed by a staffing agency and provided to work at HODGE on a temporary basis, with described duties and skill requirements. All conduct rules apply to these individuals, together with any other rules defined specifically for agency employees. Agency employees are not eligible for benefit plans through HODGE.

ETHICAL STANDARDS / CONFLICT OF INTEREST

HODGE has a reputation for conducting its business activities with integrity, fairness, and in accordance with the highest ethical standards. The company hopes all employees take pride in that reputation and uphold it in their roles and decision-making. Employees should report any conflict of interest or any other outside obligation that could conflict with the performance of their duties directly to their supervisor.

Employees are not allowed to take any opportunities related to the company's business for themselves, using company property, information, or position for personal gain or to compete with the company. If there is ever a doubt whether an activity meets HODGE's ethical standards, compromises the company's reputation, or constitutes a conflict of interest, please discuss it with a supervisor.

HARASSMENT / COMPLAINT REPORTING

HODGE wants all team members to feel valued and appreciated, which starts by providing an environment that is free of all forms of harassment. Harassment on the basis of sex or other protected characteristics named in our Equal Employment Opportunity Policy above is strictly prohibited. Unwelcome sexual advances, or requests for sexual favors, racial, ethnic, or sexual insults, jokes or slurs, posting sexually explicit photos or harassing comments on social media sites, and other unwelcome verbal, non-verbal, or physical conduct may constitute harassment when the conduct creates an intimidating, hostile, or offensive working environment. This includes terms and conditions of employment and employment decisions. Violations of this policy are prohibited.

An employee who believes they have been the victim of harassment by another team member or customer should immediately inform their supervisor in an attempt to reach a resolution. If the supervisor is unavailable or if the employee prefers, they should inform another member of management or Human Resources. (In the event the harassment is reported to a supervisor, the supervisor will then notify Human Resources.) The employee may be asked to provide a brief, written statement to serve as a basis for investigation of the complaint. After notification of the harassment, the complaint will be carefully investigated. HODGE will do its best to keep the

complaint confidential. However, those who may have knowledge of the incident in question or similar problems may be contacted as the situation warrants, and confidentiality might not be possible. After the investigation has been completed, a decision will be made by management to correct the issue and resolve the situation.

Any employee bringing a harassment complaint or participating in the investigation of such a complaint will not be adversely affected in terms and conditions of employment. The employee should expect no discrimination or retaliation because of the complaint or their participation in the investigation. Retaliatory action of any kind against an individual who has made a report of harassment or has participated in an investigation is strictly prohibited. Any employee who believes they have been retaliated against must bring that belief to the attention of management on the same basis as described above for reporting harassment.

The protections stated in this policy for those who initiate a complaint or participate in an investigation do not mean that an individual may falsify information or intentionally mislead the company.

OPEN DOOR POLICY / CONFLICT RESOLUTION

Employees often have workplace concerns that do not rise to the level of harassment. In these cases, employees are encouraged to share their concerns, seek information, provide input, and resolve problems/issues through their immediate supervisor and, as appropriate, consult with any member of management. Supervisors are expected to listen to employee concerns, encourage their input, and seek resolution to their concerns.

Employees are encouraged to bring conflicts or suggestions affecting their work and/or company and its employees to a supervisor. Failure to report minor problems or concerns could result in larger issues if unresolved. All attempts will be made to hold complaints in the strictest confidence, as the matter permits, and resolve the problem.

If a complaint concerns another employee, the employee making the complaint is encouraged to first approach and discuss their issue with the employee causing it, so long as they feel comfortable doing so. If this approach does not resolve the issue, employees should discuss the complaint with a supervisor. If the employee is still not satisfied with the resolution, they are encouraged to discuss the problem or complaint with Human Resources.

Throughout this process, employees are encouraged to share possible solutions and input so a mutually satisfying resolution can be achieved.

SUGGESTIONS

Employees who have any suggestions or ideas that may benefit HODGE are encouraged to share them. The company is always looking for suggestions that improve methods, procedures and/or working conditions, reduce costs or errors, and benefit the company and its employees. All

suggestions can be submitted through local continuous improvement (CI) boards, the [HODGE Hub's innovation page](#), or directly with a supervisor.

SOLICITATION

To protect employees from the distraction of being solicited for contributions or support for various causes, HODGE has put into place the following rules:

1. Solicitation and/or distribution of literature by non-employees on company property is always prohibited.
2. Solicitation by employees on company property is prohibited during working time, which is defined as the time when an employee is engaged, or should be engaged, in performing their work tasks for HODGE. Solicitation is prohibited if either the person doing the soliciting, or the person being solicited, is on working time.
3. Distribution of literature by employees on company property is prohibited during the working time of the person distributing literature or receiving it.

PERSONNEL FILES

Personnel files on all HODGE employees are confidentially maintained. It is important that employees notify Human Resources of any change in address, telephone number, tax withholding information, etc., in order to maintain accurate employee information, including benefits and emergency contacts. Notification of these changes is the employee's responsibility. Employees wishing to view their personnel file may submit a written and signed request to Human Resources to schedule an appointment for viewing. Human Resources will provide copies of documents in the file within three (3) business days for inspection and review.

BREAK ROOMS / WORK AREAS

The company provides break rooms and work areas for its employees. HODGE expects employees to clean up after themselves as a matter of courtesy to their team members and the facility. Each employee should do their part in ensuring the building is clean and orderly to present a positive image to visitors and customers.

COMPENSATION AND WORK HOURS

WORK HOURS

All employees are expected to be at their respective work areas during all working hours when scheduled, except for scheduled rest and lunch breaks. Employees who need to leave their work area for personal reasons must notify their supervisor prior to their absence.

PAY PERIOD

Employees are paid bi-weekly. Each work week begins on Sunday and ends on Saturday. Checks are issued on Friday following the close of a pay period. If a payday falls on a holiday, payroll will be electronically distributed on the last working day prior to the holiday, if possible. Employees should review and verify paycheck information online on a regular basis so any necessary changes can be made as soon as possible.

PAYROLL DEDUCTIONS

Earnings and payroll deductions are shown through an online pay stub. Deductions may include some of the following examples, as required by law or requested by the Employee:

Authorized by Employee

Health Insurance
Dental Insurance
Retirement Plan
Life Insurance
Disability Insurance
Flexible Spending
Other deductions/benefits

Required by State & Federal Government

Federal Income Tax
State Income Tax
Social Security Tax
Garnishments/Wage Attachments Short-Term

HODGE complies with all federal, state, and local laws governing compensation of employees, including, but not limited to, the Fair Labor Standards Act. Improper deductions from pay are prohibited. Employees who believe that a deduction has been made from their pay improperly should contact Human Resources to voice their concerns. The company will investigate the matter and find a resolution with respect to the deduction from pay. Employees will be reimbursed for any deduction determined to have been made improperly and make changes so as not to make the same mistake in the future. Employees will not be disciplined for voicing a concern in good faith regarding an error in the calculation of their pay.

When an employee's wages are garnished by a court order, such as for spousal or child support, HODGE is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. The company will honor federal and state guidelines that protect a certain amount of pay from being subject to garnishment.

Any questions concerning payroll should be directed to Human Resources.

TIME REPORTING PROCEDURES

All hourly employees are required to accurately record the time they begin and end their work, and any departure from work for personal reasons or unpaid breaks. Exempt employees who have exhausted all available paid time off may be subject to salary deductions for time off from scheduled work.

Any employee who alters, tampers with, or falsely records actual time worked, alters another Employee's timecard, or violates any timecard procedure may be subject to disciplinary action.

OVERTIME

Our intent is to compensate overtime in accordance with federal and state law. Only non-exempt employees are eligible for overtime pay. Compensation for overtime is one-and-one-half (1.5) times the regular rate of pay for all hours worked over 40 hours in a workweek, depending upon applicable laws.

Work performed on a holiday is paid at a rate of two (2) times the regular rate of pay for each hour.

Overtime is not permitted without prior approval of a supervisor. The company attempts to plan overtime with consideration for employees and customers. Non-productive time, even when it is paid (i.e., PTO, jury duty, bereavement pay, etc.), does not count in calculating overtime hours. For example, if an employee takes three PTO days in a workweek and then works ten hours on each of the remaining two days that workweek, no overtime will be paid.

Holidays recognized by the company will be considered as hours worked and will count toward the calculation of overtime hours.

BREAKS

HODGE supports breaks to ensure employees stay safe and in good health. HODGE grants an unpaid 30-minute mid-shift lunch break to hourly employees. This is a great time for team members to conduct any personal business, as it is considered non-work time. Hodge also provides two (2) paid 15-minute breaks in a typical eight (8) hour shift. For schedules other than 8 hours, breaks should be provided approximately every 2 hours. Break times may vary from shift to shift, given the nature of our work and also based on an individual's work schedule. Breaks should be coordinated with the supervisor in a way that ensures departmental coverage to ensure continual, optimal, quality service to our customers.

Hourly employees may not leave company premises during paid rest breaks and must clock out before leaving the premises for lunch breaks.

TRAVEL

Employees will be reimbursed at the current federal standard mileage rate for documented and approved business use of their personal vehicle. Travel time will be paid to hourly employees in accordance with state and federal law. Salaried employees will not receive additional paid time for travel.

Meal Reimbursement: With few exceptions, employees who travel out of town for business purposes for at least four (4) hours are eligible for meal reimbursement but must turn in meal receipts for reimbursement.

Vehicle Expense: The company reserves the right to either reimburse mileage for personal vehicle use or provide a rental car when business travel is necessary.

POLICIES AND PROCEDURES

Every organization has certain guidelines developed to reflect good business practices. In establishing any rules of conduct, HODGE has no intention of restricting the personal rights of any individual. Rather, HODGE wishes to define the guidelines that protect the rights of all employees and ensure maximum understanding and cooperation. Any exceptions to policies must receive management approval.

Failure to comply with the policies and procedures outlined in this handbook may result in disciplinary action, up to and including termination of employment.

If, at any time, there are questions regarding HODGE's policies and procedures, please contact a supervisor or a member of our Human Resources team.

ABSENTEEISM / TARDINESS

All employees are expected to be at their workstation or designated meeting area ready to work at their scheduled time, return from break periods as scheduled, and work their full scheduled hours. Tardiness and absence from scheduled work time can disrupt other members of the team and impact the company's ability to serve customers. If an employee is absent from work for three (3) consecutive days without informing HODGE, it will be assumed the employee has voluntarily resigned, and employment will be terminated as of the last day worked by the employee.

Please refer to the company's [Attendance Policy](#) for detailed information.

DRESS CODE

What employees wear to work reflects the pride they have in themselves and the company. Each employee should be well groomed and present a positive self-image that exhibits professionalism to their peers, customers, members of the public, and industry representatives. All attire should be clean and free from unpleasant odors.

To ensure overall safety and consistency in the workplace, different work areas may require more specific dress codes. Please refer to each department's dress code for specific details. If the supervisor deems an employee's appearance or hygiene to be unacceptable, that employee may be sent home to change without pay.

Employees should connect with their supervisor if they have any questions regarding the dress code policy.

COMPANY CREDIT AND FUEL CARDS

HODGE reserves the right to issue a company credit and/or fuel card to employees if business conditions warrant. Employees who have been issued a company credit or fuel card are expected to use the card for business expenses only. These cards are to be immediately returned to the company upon termination of employment.

PERFORMANCE REVIEW

HODGE has established a schedule by which employee performance is formally evaluated and reviewed. This schedule is subject to change and includes, but is not limited to, annual evaluations. The company reserves the right to determine the method of evaluation, including self-appraisals.

Typically, pay increases are considered in conjunction with the annual reviews, but a review does not guarantee a wage increase.

Should an employee wish to submit a written response to their review, they may do so within seven (7) days of the date of the evaluation. Any written response will be filed and maintained in the employee's personnel file with the original written review.

WORKPLACE VIOLENCE

HODGE is committed to preventing workplace violence and maintaining a safe work environment for all team members. Therefore, the company has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on company premises.

All employees should always be treated with courtesy and respect. Employees are expected to refrain from fighting and/or other conduct that may be dangerous to others. In addition, all suspicious individuals or activities should be reported as soon as possible to a supervisor. Conduct that threatens, intimidates, harasses, or coerces another employee, customer, or member of the public while on work time or representing HODGE will not be tolerated.

HODGE prohibits the possession or use of weapons on company property. Weapons include, but are not limited to, firearms, explosives, knives, and other items that might be considered dangerous, or that could cause injury or death. Company property includes, but is not limited to, buildings and surrounding areas such as sidewalks, walkways, driveways, and parking lots under the company's ownership or control.

All threats of (or actual) violence, both direct and indirect, should be reported immediately to a supervisor and Human Resources. This includes threats by current and former employees, customers, vendors, solicitors, or other members of the public. Employees are encouraged to bring their disputes or differences with other employees to the attention of their supervisor or Human Resources before the situation escalates.

The company will promptly and thoroughly investigate all reports of threats of (or actual) violence and suspicious individuals or activities. These threats could be verbal, written, or shared on social media. Employees will not be disciplined for raising such concerns, and the identity of the individual making the report will be protected as much as possible. In order to maintain workplace safety and the integrity of its investigation, the company may suspend employees, either with or without pay, pending investigation.

FRATERNIZATION

Romantic relationships between supervising, managing, or executive employees and their subordinates are discouraged. If a relationship does develop between a supervising employee and their subordinate, Human Resources must be notified promptly.

Management in supervisor positions and above, or others in sensitive or influential positions, should disclose the existence of a relationship with another co-worker that has progressed beyond a platonic friendship. Peer-to-peer relationships are not prohibited. However, employees in this type of relationship must also notify the company.

Disclosure may be made to the immediate supervisor or Human Resources. This disclosure will enable the organization to determine whether a conflict of interest or other issues exists based on the individuals involved.

GIFTS

HODGE employees must report any gifts, rewards, gratuities, or favors received from a customer, supplier, or vendor representative to their supervisor. Any gift deemed by the company to be excessive or inappropriate will need to be returned.

SERVICE ANIMALS

According to the ADA, a service animal is defined as “any animal individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals to an impending seizure or protecting individuals during one, and alerting individuals who are hearing impaired to intruders, or pulling a wheelchair and fetching dropped items.”

A person with a disability uses a service animal as an auxiliary aid. In compliance with the ADA, service animals are welcome in all buildings on company property and may attend any class, meeting, or other event. However, there may be exceptions in certain areas.

Employees requesting accommodation for a disability that includes a service animal must contact

Human Resources and complete an accommodation request form. All service animals must be registered with Human Resources.

Requirements of service animals and their owners include:

- All animals need to be immunized against rabies and other diseases common to that type of animal. All vaccinations must be current.
- Animals must wear a rabies vaccination tag.
- All dogs must be licensed per state law.
- Service animals must wear an owner identification tag, which includes the name and phone number of the owner at all times.
- Animals must be in good health.
- Animals must be on a leash, harness, or other type of restraint at all times unless the owner is unable to retain an animal on a leash due to a disability.
- The owner must be in full control of the animal at all times. The care and supervision of the animal is solely the responsibility of the owner.
- The owner must provide Human Resources with information as to how the animal accommodates the individual's disability.

Reasonable behavior is expected from service animals while on company property. The owners of disruptive and aggressive service animals may be asked to remove them from Hodge facilities. If the improper behavior happens repeatedly, the owner may be told not to bring the service animal into any facility until steps are taken to mitigate the behavior.

Cleanliness of the service animal is mandatory. Consideration of others must be taken into account when providing maintenance and hygiene to service animals. The owner is expected to clean and dispose of all animal waste.

EMOTIONAL SUPPORT ANIMALS

Emotional support animals are not allowed in the workplace.

INCLEMENT WEATHER / EMERGENCY CLOSING

In the event of inclement weather or other emergencies, if the situation warrants or requires it, a HODGE work facility may be closed to keep employees safe. Employees will be notified of such closures at the earliest opportunity. When operations are officially closed due to weather/emergency conditions, time off from scheduled work will not be considered time worked in that workweek for non-exempt employees. Employees who would not be paid for such time may use available paid time off for the scheduled work hours they missed due to closure with supervisor approval. Employees in essential operations may be required to work on a day when operations are closed. In these circumstances, employees who work will receive regular pay.

In the event of an emergency closing, employees who are able may be required to work from home. Hours worked in these cases will be paid at the employee's regular rate of pay.

If the company does not consider the weather severe enough to constitute an emergency closing, employees are asked to use personal discretion when deciding whether they can safely commute to work.

The safety of employees is HODGE's greatest concern, and employees should not put themselves in harm's way. Consequences for absenteeism will, in these instances, be considered on a case-by-case basis.

REMOTE WORK / TELECOMMUTING

With management's approval, HODGE allows employees to work remotely or telecommute if business needs allow.

All employees working remotely or telecommuting are expected to carry out their assigned duties, be available to communicate with co-workers and customers as business needs dictate, and have stable, high-speed internet connectivity.

HEALTH AND SAFETY STATEMENT

Keeping employees safe in the workplace is HODGE's highest priority. We make every effort to provide a safe work environment and expect employees to conduct themselves in a safe manner. Therefore, each Employee is subject to the following safety provisions:

- Each Employee is responsible for working safely by utilizing the training and resources provided by the company.
- Employees must observe all safety rules posted in various areas and follow all applicable OSHA and state safety regulations.
- Employees must learn the safe and proper method of doing their job and use all equipment as intended.
- In the event an employee fails to heed the advice of co-workers concerning an unsafe act, the co-workers must immediately report such an occurrence to a supervisor.
- Each employee has the responsibility to immediately correct any unsafe condition regardless of departmental jurisdiction. If unable to correct the unsafe condition, the employee must report the condition to a supervisor.
- Any employee has the right to challenge, without retaliation, any act or condition they consider unsafe.
- To promote safety to our employees and customers, employees must immediately report all unsafe incidents to a supervisor regardless of whether or not injury occurred.
- All employees should maintain an acceptable level of hygiene to ensure that interactions with other staff and clients remain positive and pleasant.

If you have questions regarding specific HODGE safety policies, programs, or procedures, please contact your Safety representative or supervisor.

WORKPLACE INJURY OR ILLNESS

It is important that employees report any accident or injury, no matter how minor, to their supervisor immediately after it happens. Failure to report claims in a timely manner may result in loss of benefit. The company does not discriminate or retaliate against any employee who has

filed a workers' compensation claim or otherwise availed themselves of rights available under workers' compensation laws.

HODGE and its insurance carrier are not responsible for the payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

WORKERS' COMPENSATION

Workers' compensation benefits are provided to all employees by law. Under workers' compensation, employees are eligible for wage replacement and medical care. On-the-job injuries must be reported immediately to a supervisor and an injury form, First Report of Injury, must be completed. Workers' compensation is designed to compensate employees for work-related injuries and illnesses only.

Injured employees should submit reimbursement for personal medical conditions to their group insurance carrier. If the injured team member is off work, they should keep their supervisor informed of their progress and make arrangements for returning to work as soon as possible.

SMOKING AND TOBACCO USE

HODGE is a smoke and tobacco-free environment. As required by state law, the company does not allow smoking or tobacco use anywhere in or directly outside HODGE buildings, including restrooms or break areas. This helps ensure the comfort and health of visitors and fellow employees and prevents potential safety hazards. Smoking and/or tobacco use is also not allowed in HODGE vehicles. Employees who wish to smoke or use tobacco must do so only in designated areas during permitted break times.

This policy applies to related activities, such as vape and e-cigarettes as well.

DRUG-FREE WORKPLACE

HODGE is committed to protecting the safety, health, and well-being of all employees and other individuals in our workplace. The company recognizes that alcohol abuse and illegal drug use pose a significant threat to these goals. Because of this, HODGE has established a drug and alcohol program that balances our respect for individuals with the need to maintain a safe working environment.

All employees have access to and are responsible for abiding by the company's [Drug and Alcohol Policy](#) upon employment.

COMPANY EQUIPMENT

Employees may be issued supplies or other company equipment during their employment with HODGE. This equipment is essential in accomplishing job duties and may be expensive and/or difficult to replace. When using company property, employees are expected to exercise care,

perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Employees are expected to use and maintain supplies and equipment in a conservative manner, are responsible for the general condition of company-issued equipment and supplies, and should notify their supervisor when any equipment is broken, damaged, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent the deterioration of equipment and possible injury to employees or others.

Any company equipment issued to an employee is required to be returned upon termination.

COMPANY VEHICLES

Employees who use company vehicles as part of their job are expected to use and maintain them in a conservative manner. In addition, employees are expected to exercise care, maintain required service, and follow all applicable state and federal laws and regulations regarding motor vehicle operation. Employees are responsible for the general condition of company vehicles and should notify management in the event a vehicle is damaged or in need of repair. In addition, all employees who operate company vehicles are required to have and maintain a valid driver's license and may be required to show proof of such. Employees who operate vehicles requiring a commercial driver's license (CDL) must provide and maintain appropriate, valid credentials to operate those vehicles. Drivers must report changes to their driving privileges, such as driver's license suspension, immediately.

Personal use of company vehicles is prohibited without prior authorization from HODGE. If approved, employees are held to the same standards during personal use as with business use. Only authorized employees of the company may operate company vehicles. The unauthorized, improper, careless, destructive, or unsafe use or operation of company vehicles, as well as excessive or avoidable traffic and parking violations while operating or in possession of a company vehicle, may result in disciplinary action. The use of a cell phone while driving is not required by the company. Any cellphone use while driving a company vehicle or a personal vehicle for company business must be conducted in a hands-free mode.

If moving violations or other violations due to driver error result in fines, the employee/operator is responsible for payment. When employment ends, a full vehicle inspection may be required, and employees may be held responsible for damage above and beyond normal wear and tear.

In the event of an accident, contact your manager immediately. Follow legal guidelines for exchanging information with other drivers and report the accident to local police if required. Do not guarantee payment or accept responsibility without company authorization.

COMMUNICATION DEVICES

Computers, telephones, cellphones, voicemail, and other office equipment, including company provided Internet, are available to employees who are required to use them as part of their job. These are provided for the purpose of conducting business and corresponding with customers.

As such, employees should demonstrate proper business etiquette with all related correspondence. All employees are expected to answer the phone promptly, identify themselves by name and department, use a pleasant tone of voice, transfer calls tactfully, and give accurate and careful answers. All telephone, voicemail, email, and other communications must be consistent with company policies, including, but not limited to, confidentiality, solicitation, harassment, and general business ethics. Foul, inappropriate, or offensive messages are prohibited.

Phone calls of a personal nature should be limited to emergencies and unusual circumstances to minimize work disruption. Except in the case of an emergency, employees are expected to use non-work time to conduct any personal phone calls and/or text messaging. To avoid disruption, unauthorized personal use of company-issued cell phones during work time is prohibited. HODGE reserves the right to monitor phone conversations on company-issued phones for business content and to ensure a consistent, high level of service is being delivered.

All employees are expected to follow applicable state and federal laws and regulations regarding the use of cell phones at all times. The use of a cell phone while driving is not required by the company. Any cellphone use while driving a company vehicle or a personal vehicle for company business must be conducted in a hands-free mode and avoid texting or emailing. Safety must come before all other concerns. Employees charged with traffic violations resulting from the use of their cellphones while driving will be solely responsible for all liabilities that result from such actions. Laws on the use of cell phones while driving vary from state to state, and employees are expected to know and abide by the laws of any state in which they are driving.

All information on company-issued devices may be monitored and/or viewed at any time without notice. All work created using company equipment or facilities belongs to the company. Employees may not utilize company computers, including internet and email, for personal use. All communications must be consistent with company policies, including, but not limited to, confidentiality, solicitation, harassment, and general business ethics. Employees are prohibited from using a code, accessing files, or retrieving any stored communication other than where authorized unless there has been prior clearance by an authorized company representative. The company prohibits using this equipment to create, forward, store, or display obscene, derogatory, defamatory, offensive, or disruptive messages, including photographs, graphics, and audio materials.

PROPER USE OF COMPANY EQUIPMENT

Employees shall not take portable equipment such as laptop computers out of the office without the informed consent of their supervisor. Informed consent means that the supervisor knows what equipment is leaving, what data is on it, and for what purpose it will be used. Keep laptops within sight whenever possible and be careful in public places. Employees should exercise care to secure and safeguard the valuable electronic equipment assigned to them and only utilize the equipment in an acceptable and appropriate work environment. Employees who neglect this duty may be accountable for any loss or damage that occurs.

POSTAGE, SHIPPING, AND OFFICE SUPPLIES

Postage, shipping, and office supplies paid for by the company are for business purposes only. They are not to be used for an employee's personal purposes.

PERSONAL LISTENING DEVICES

To promote a safe working environment, digital music players, earbuds, and similar devices are prohibited in the warehouse environment. Supervisors may authorize a radio or personal music player at individual desks in office environments if it doesn't disturb others. Radios may be authorized by the supervisor on a limited basis in warehouse environments. Please keep the volume to a minimum.

Personal music players and radios should not interfere with work or customer interactions or pose any disruptions, distractions, or safety hazards.

PERSONAL PROPERTY / THEFT

At some locations, shelving or lockers are provided in a designated area for employees to use for personal belongings while at work. This is not a secured, locked area, and employees should take care when storing personal items.

The company is not responsible for lost or stolen employee articles on or off company premises. Any employee caught leaving the facility with anything other than their personal belongings without the owner's consent may be subject to disciplinary action.

HODGE reserves the right to conduct searches of company equipment and property, including, but not limited to, work areas, lockers, storage areas, desks, and vehicles, with or without notice. In addition, the company may search an employee and/or their belongings, including, but not limited to, lockers, lunch boxes, packages, and toolboxes, if the company has reasonable suspicion of misconduct and/or a threat to any person or property. The company may also question an employee if they have reasonable suspicion of wrongdoing on the part of that employee or if the company reasonably believes such employee has relevant information regarding wrongdoing on the part of someone else. Finally, employees may not bring or display their own belongings on company premises that may be viewed as inappropriate or offensive to others.

SOCIAL MEDIA / SOCIAL NETWORKING

HODGE employees are individually accountable for their online activities. While engaging with social media, employees are expected to uphold professional conduct. This includes refraining from the use of offensive language, discriminatory remarks, and personal attacks. Inappropriate, unlawful conduct will not be tolerated. A high level of caution is advised, considering the potential impact of online actions on colleagues, customers, and the reputation

of HODGE.

Employees are asked to limit social media use to non-work hours unless authorized for work-related purposes. Employees are prohibited from sharing photos or recordings of company premises or operations or disclosing confidential or proprietary company information on social media. Additionally, employees are reminded to respect the privacy of colleagues and clients by refraining from sharing sensitive information.

Any behavior that adversely impacts job performance, fellow employees, customers, or the company's legitimate interests may result in disciplinary action.

Employees are expected to comply with all applicable laws and regulations, including copyright, trademark, and defamation laws, as well as the terms of service of each social media platform. Avoid using company email addresses for personal social media activities.

Only authorized individuals should communicate official company positions, and personal opinions should be clearly differentiated from company endorsements. Any violations of this policy must be promptly reported. By adhering to these guidelines, HODGE employees contribute to maintaining a positive online presence and safeguarding the reputations of themselves and the company.

HODGE HUB

The [HODGE Hub](http://hub.hodgecompany.com), available at hub.hodgecompany.com, serves as an online platform for management at HODGE to communicate work-related news, information, and additional resources. It is strictly intended for business purposes and should not be used for any commercial activities unrelated to the company. Unauthorized advertisements for products, services, charities, or events are prohibited. Any use of the intranet for illegal activities will not be tolerated.

The HODGE Hub also allows employees to communicate directly through chat and work-related postings. These interactions should be work-appropriate and in accordance with actions outlined in the employee handbook, privacy policy, and applicable laws. Redistribution of company communications or misuse of the platform, including harassment, stalking, or any form of inappropriate behavior, is strictly forbidden.

The use of discriminatory, insulting, abusive, threatening, or sexually suggestive language is strictly prohibited. Any violations of this policy must be promptly reported to a supervisor or Human Resources.

PHOTO / VIDEO GUIDELINES & CONSENT

As part of HODGE's marketing strategy, professional photos, and videos may be captured within company locations for internal and external use. These assets are utilized on various marketing and communication platforms, including, but not limited to, the HODGE Hub, company website,

and print materials. Employees who prefer not to be featured in such media should notify their leader before, during, or within two (2) business days following the shoot. HODGE reserves the right to use all photos and videos taken within its operations, regardless of the individual's employment status.

MEDIA REQUESTS PROTOCOL

Employees are prohibited from speaking on behalf of the company in response to media requests. Employees who receive a media inquiry representing HODGE must promptly direct the request to a supervisor. The supervisor will then coordinate with HODGE's Marketing and Communications team to address the inquiry appropriately and ensure alignment with company messaging.

AUDIO / VIDEO SURVEILLANCE

HODGE may use audio and video surveillance equipment to monitor and record employee activities in the workplace for security and safety purposes. HODGE will respect the privacy of its employees and will not use video surveillance in a manner that is illegal, unethical, or discriminatory.

The [Audio / Video Surveillance Policy](#) outlines the guidelines for video surveillance of employees and their work environment.

CAMERAS AND RECORDING DEVICES

Employees may not bring cameras, video and audio recording devices, or digital devices that have recording capability into restrooms and/or locker rooms. Employees who use cameras, camera phones, or other digital devices to capture photos or video on company or customer property or at company events must follow these rules:

- Employees may take pictures of other employees, customers, clients, or visitors only with their permission. Posting or distributing pictures externally that were taken on HODGE or customer premises is not allowed.
- Employees may not take pictures of company trade secrets or other confidential information. This includes but is not limited to memos and notes from meetings regarding company products, customer lists, etc.
- Employees may not take or use pictures to harass, embarrass, or annoy others. All company policies, including those on harassment, discrimination, and professional conduct, apply to workplace photographs.

If there are questions about whether it's appropriate to take or use a photo or video at work, please ask a supervisor.

OFFICE CLEANLINESS (5S)

To improve safety, quality, and efficiency, HODGE requires office staff to maintain an orderly workspace, free from clutter and unnecessary materials, as outlined in the following 5S workplace organization policy:

1. **Sort:** Keep what is needed; get rid of everything else.
Examples: outdated materials, items unrelated to work, unused or excess office supplies.
2. **Set in place:** A place for everything and everything in its place.
Examples: files in drawers, binders centralized, supply drawers organized, work area uncluttered and clean, no boxes or clutter on the floor.
3. **Shine:** Clean and neat workstation, trash off the floor and work surfaces. Examples: recycling bins and trash emptied, clean desk, computer, phone, etc.
4. **Standardize** (ongoing): Labeling, color coding, and reserving and maintaining conference rooms.
5. **Sustain** (ongoing): Make it a habit every day. Examples: monthly audits, always improving.

VISITORS

HODGE requires visitors to be pre-approved by management. Due to safety concerns and insurance requirements, visitors must sign in and employees must meet with them in safe locations, such as front offices, conference rooms, etc. If employees have any questions regarding appropriate locations to meet with visitors, they should ask a supervisor or contact a member of the Safety team.

Visitors must abide by all safety requirements in place for the facility they are visiting.

OUTSIDE EMPLOYMENT / CONFLICT OF INTEREST

Activities during non-working hours that interfere or conflict with the performance of an employee's job duties may lead to disciplinary action. Additional conflicts of interest that may result in disciplinary action include but are not limited to working for a competitor, receiving

kickbacks (financial or other), conducting company-related business with relatives or friends, or divulging company information to outside sources.

COMPETING EMPLOYMENT

Due to the highly competitive nature and demands of the industries in which HODGE is involved, employees are restricted from certain associations or working arrangements with competing or conflicting organizations. Employees may work for other businesses during the course of their employment with HODGE provided they notify management of their intentions.

However, employees may not accept or perform work of a nature that conflicts or competes in any way with the business or services of HODGE, use any HODGE resources, perform any non-HODGE work on HODGE premises, or perform any non-HODGE work during normal business hours or while clocked in with the company.

SELF-EMPLOYMENT

Employees involved in self-employment may not, unless otherwise approved by management, use any HODGE resources for or in connection with any non-HODGE work, perform any non-HODGE work on HODGE premises, or perform any non-HODGE work while clocked in with the company.

DISCIPLINARY ACTION

When concerns related to performance, safety, or behavior occur, coaching and mentoring is the desired approach. HODGE may also take the following actions to alert an employee and give them an opportunity to show improvement:

- Written Warning
- Final Written Warning
- Performance Improvement Plan (PIP) / Safety Improvement Plan (SIP)
- Suspensions: Employees may be sent home pending the outcome of an investigation. These suspensions may be paid or unpaid depending on the circumstances.

Depending upon the nature, frequency, and severity of the matter, some of the above actions may be repeated or omitted. HODGE may impose any of these disciplinary measures at any time, regardless of whether all the identified actions have been taken. Consistent with the at-will employment relationship between the employer and its employees, nothing in this policy alters the company's right to discharge an employee at any time with or without warning or cause for any

reason not prohibited by law. Records of all disciplinary actions may be retained in the employee's personnel file and considered when an employee is being evaluated for promotion, review, and/or wage increases.

TERMINATION OF EMPLOYMENT

HODGE sincerely hopes the relationships with all employees are long term and mutually rewarding. However, as mentioned elsewhere in this handbook, all employment relationships are for no specified amount of time and are on an at-will basis. Therefore, employees may choose to terminate their employment at any time, just as HODGE reserves the right to terminate the employment relationship at any time, with or without cause or notice, for any reason not prohibited by law.

Employees desiring to end/terminate their employment relationship with HODGE are encouraged to give at least a two (2) working week notice in advance of their intended termination. Such notice should be given in writing to the supervisor. HODGE reserves the right to end the employment relationship immediately upon receipt of a two-week notice or at any point prior to the end of the notice.

Any HODGE property issued to the employee is required to be returned immediately upon termination.

Any PTO (or PLAW for Illinois employees) remaining at the time of termination of employment shall not be paid out.

Please refer to the [Employee Benefits Guide](#) for information concerning your employee benefits.

BENEFITS

HODGE offers a wide array of employee benefits, many of which are voluntary and must be elected by each employee. These benefits are listed below, with a short description that follows. A full description of benefits is included in HODGE's Employee Benefits Guide, which can be found at hodgecompany.com/benefits.

Please reference the [Employee Benefits Guide](#) for detailed and up-to-date information regarding these benefits, including eligibility rules.

MEDICAL INSURANCE

Eligible employees of HODGE may be enrolled in the company's group health insurance plan the first day of the month following completion of thirty (30) calendar days of employment. Health insurance coverage ceases at the time of termination of employment, absent COBRA continuation as provided below.

HEALTH AND WELLNESS

The mission of the HODGE Wellness program is to create a corporate culture that places the health status and safety of employees amongst the highest priorities. In support of this mission, HODGE hosts multiple Wellness activities year-round.

DENTAL

Eligible employees of HODGE may be enrolled in the company's group Dental insurance plan the first day of the month following completion of thirty (30) calendar days of employment. Dental insurance coverage ceases at the time of termination of employment, absent COBRA continuation as provided below.

VISION

Eligible employees of HODGE may be enrolled in the company's group Vision insurance plan the first day of the month following completion of thirty (30) calendar days of employment. Vision insurance coverage ceases at the time of termination of employment, absent COBRA continuation as provided below.

FLEXIBLE BENEFIT PLAN / SECTION 125

The company has adopted the HODGE company Flexible Benefit Plan, a "Cafeteria Plan" under Section 125 of the Internal Revenue Code, for the benefit of its Employees. It is intended to provide eligible employees with a choice between taxable income and non-taxable benefits under the medical and dental premium cost, dependent expenses, and other medical expenses.

LIFE INSURANCE AND ACCIDENTAL DEATH POLICY

A group Life Insurance Plan and Accidental Death Policy is available to employees of HODGE who are eligible to participate.

ACCIDENT INSURANCE

Eligible employees of HODGE may enroll in the Accident Insurance Plan at their expense. If they are accidentally injured, Accident Insurance can help take care of out-of-pocket expenses and medical costs beyond what existing health plans cover.

CRITICAL ILLNESS INSURANCE

Eligible employees of HODGE may enroll in the Critical Illness Insurance Plan at their expense. If they become ill, Critical Illness Insurance can help take care of out-of-pocket expenses and medical costs beyond what existing health plans cover.

SHORT-TERM DISABILITY INSURANCE

Eligible employees of HODGE may enroll in a Short-Term Disability (STD) plan at the employee's expense on the first day of the month following the completion of 30 calendar days of employment.

LONG-TERM DISABILITY INSURANCE

Eligible employees of HODGE are enrolled in a Long-Term Disability (LTD) plan on the first day of the month following the completion of 30 calendar days of employment.

BASIC LIFE INSURANCE

HODGE provides a basic life insurance policy for all eligible employees.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

HODGE offers a free and confidential service that allows employees and their eligible dependents to seek professional assistance with personal and job-related concerns, including: emotional well-being, family and relationships, legal and financial, healthy lifestyles, and work and life transitions.

RETIREMENT PLAN

401(k) Eligible employees are offered the opportunity to participate in a 401(k)-retirement savings plan. The plan exists to provide employees an option for retirement savings.

FEDLOGIC (State and Federal Benefits Advocate)

HODGE has partnered with FEDlogic to provide state and federal benefits information and advocacy to you and your household members. The service is confidential, unlimited, and free to you as an employee.

PAID TIME OFF (PTO) / ILLINOIS PAID LEAVE (PLAW)

Full-time employees receive paid time off (PTO) based upon length of continuous service and anniversary date. Part-time employees are eligible for limited paid leave benefits. Any PTO (or PLAW for Illinois employees) remaining at the time of termination of employment shall not be paid out.

HOLIDAYS

Full-time employees will be paid eight (8) hours holiday pay for the holidays observed by HODGE. Regular part-time employees will be paid four (4) hours holiday pay for these holidays.

LEAVES OF ABSENCE

HODGE offers several varieties of leaves, some of which are mandated by law. Please refer to the [Employee Benefits Guide](#) for full details on each.

- BEREAVEMENT
- FAMILY AND MEDICAL LEAVE (FMLA)
- PERSONAL LEAVE
- PREGNANCY DISABILITY LEAVE (PDL)
- MILITARY LEAVE (USERRA)
- BONE MARROW AND ORGAN DONATION LEAVE
- JURY DUTY / WITNESS DUTY
- VOTING

BENEFITS CONTINUATION (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) allows eligible employees and their qualified dependents the opportunity to continue health insurance coverage under the HODGE health plan when a "qualifying event" would normally result in the loss of eligibility.

CONFIDENTIALITY AGREEMENT

As an Employee, I acknowledge that I may, in the course of employment duties, come in contact with confidential company information, including, but not limited to: information concerning the company's financial status, business practices, customer-related information and/or Employee records.

Further, I agree to use good judgment and discretion in discussing or reviewing such information and to do so only in a legitimate, work-related context. All customer information must remain confidential and I understand all company and customer information is required to be returned to my Employer upon departing employment.

I understand and agree that all works of authorship, inventions, discoveries, ideas, and other work product created, authored, or conceived of by me during my employment that relate in any way to the business of my Employer (collectively, "Work Product") shall, to the extent permitted by law, be deemed "works made for hire" as defined in the Copyright Act, and such copyrights are therefore owned by my Employer. To the extent that the foregoing does not apply, I hereby irrevocably assign to my Employer, for no additional consideration, my entire right, title and interest in and to all Work Product and intellectual property rights therein, including the right to sue, counterclaim and recover for all past, present and future infringement, misappropriation or dilution thereof, and all rights corresponding thereto throughout the world.

I acknowledge that any violation of such confidentiality policies may result in disciplinary action, up to and including termination by my Employer.

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the HODGE Employee Handbook and acknowledge my obligation to read its contents and policies linked within. I understand that the handbook is intended to provide an overview of the company's personnel policies and does not necessarily represent all such policies in force. The Employer may at any time, add, change or rescind any policy or practice at its sole discretion, without notice.

I further understand that my employment and compensation are for no fixed term and may be terminated by the Employer at any time, with or without cause or notice, for any reason not prohibited by law. Likewise, I may resign at any time.



WHATEVER IT TAKES.

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