ELTA Logistics LLC — Employee Handbook and Company Rules

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Purpose and scope

This handbook sets standards for employees and office personnel. Contractor/carrier agreements remain separate. Federal, state and local law and signed contracts control if a conflict exists.

Employment relationship

For Texas employees, employment is at will unless a signed written agreement by an authorized owner expressly states otherwise. Either party may end employment at any time for a lawful reason, with or without advance notice. This handbook is not an employment contract.

Equal opportunity, anti-harassment and retaliation

Employment decisions must be lawful and nondiscriminatory. Harassment, bullying, threats, sexual harassment, and retaliation for good-faith reports or protected activity are prohibited. Report concerns to the owner or designated alternate; complaints are reviewed impartially.

Attendance, performance and honesty

Be ready for scheduled shifts, accurately record hours, promptly report absences, meet role expectations, and keep complete, truthful records. Falsifying forms, signatures, inspections, pay records, or load information is prohibited.

Confidentiality and data protection

Access only information required for assigned duties. Secure devices and files, report suspected disclosure, and use company-approved storage. Medical, drug-testing, I-9, payroll, and bank information must have restricted access and appropriate separation.

Safety and incident reporting

Report injuries, hazards, equipment issues, security incidents and near misses promptly. Do not retaliate against safety complaints or legally protected reports.

Workplace conduct

No violence, intimidation, theft, dishonesty, unauthorized use of company assets, or working while impaired. Follow lawful instructions and conflict-of-interest disclosure requirements.

Company property and technology

Use equipment and company accounts only as authorized. Return keys, cards, devices, documents and credentials at separation; do not delete or conceal company records.

Pay, breaks and leave

Written pay agreements and applicable wage laws govern compensation. Record all hours worked; overtime-eligible employees must be paid legally even if overtime was not preapproved. Requests for leave and accommodations are handled under applicable law and company procedures.

Progressive discipline and immediate action

Depending on severity and circumstances, management may use coaching, written warning, final warning, suspension where lawful, or termination. No fixed sequence is promised. Serious safety threats, fraud, violence, harassment or intentional record falsification may warrant immediate removal from duties and investigation.

Separation and termination procedures

Management documents objective reasons, preserves relevant evidence, checks for protected leave/activity and consistency, and obtains owner approval. Notify the employee privately; document date and property return; disable system access promptly; issue required notices and final wages on time. In Texas, involuntary final pay is generally due within six calendar days, voluntary final pay by the next regular payday. Never withhold wages for unreturned property.

Policy changes and reporting

The owner may revise policies prospectively subject to law. Staff receive notice and may ask questions. Nothing here limits lawful whistleblowing, concerted activity, or protected reporting.

Driver eligibility and qualification

No driver may operate until ELTA verifies current license/endorsements, qualifications, required medical status, driving record, road-test equivalent, employment history checks, and any other applicable FMCSA requirements. Drivers must immediately report suspension, disqualification, citations, or restrictions. Office maintains individual confidential DQ records.

Hours of service, ELD and fatigue

Drivers must follow applicable 49 CFR Part 395 rules, record duty status accurately, never falsify logs or drive fatigued, and report ELD malfunctions promptly. Dispatch may not pressure drivers to violate HOS. Drivers may refuse unsafe or unlawful operation without retaliation.

Drug, alcohol and Clearinghouse

Safety-sensitive CDL drivers are subject to applicable DOT Part 382/40 testing and Clearinghouse rules. No prohibited use or possession while on duty. ELTA will provide the separately required DOT educational policy and receipt acknowledgment; this handbook does not substitute for that complete policy.

Pretrip, posttrip and equipment care

Inspect assigned equipment, report safety defects immediately, complete required inspection/defect records, follow repair/out-of-service procedures, and never operate unsafe equipment. No unauthorized passengers, modifications, or personal use without written authorization.

Safe driving and cargo security

Obey speed limits, seatbelt and distracted-driving rules; no handheld phone use where prohibited. Secure cargo, verify seals and shipping paperwork, follow site rules, and document shortages or damage. Never drive impaired or while unsafe.

Accidents, injuries and roadside inspections

Protect life, contact emergency services when appropriate, notify ELTA promptly, document facts/photos and witnesses when safe, preserve records, cooperate with lawful inspections, and do not admit fault on the company’s behalf. Office assesses applicable post-accident testing and reporting requirements.

Loads, BOLs, PODs and customer service

Confirm dispatch instructions and appointment times, check load number and equipment, communicate delays, secure signed BOL/POD and receipts, and submit accurate documents promptly. No fraudulent signatures or altered rate confirmations.

Owner-operators and leased equipment

Independent owner-operators are governed by their separate written lease and applicable regulations. Employment handbook language does not change lawful contractor status; company-driver rules apply to employees, and operational safety requirements apply where appropriate.

Fuel, tolls, advances and expenses

Use authorized cards only for approved company business; preserve itemized receipts, report lost cards immediately, and never charge personal expenses. Deductions from wages require lawful authorization and compliance with wage laws.

Payroll and confidential records

Employees receive written pay terms; report time and pay discrepancies promptly. Store W-4, bank details, payroll and sensitive personal data in restricted personnel/payroll folders, not general DQ or truck binders.

Employee receipt: I acknowledge receiving these policies. My signature confirms receipt, not waiver of legal rights.

Employee printed name: _____

Employee signature: _____ Date: _____

Company representative: _____ Date: _____