ELTA Logistics LLC — Discipline and Termination Procedures

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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.

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.

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: _____