



EMPLOYEE HANDBOOK

LETTER OF ACKNOWLEDGMENT AND CERTIFICATION

The following is a letter of employee acknowledgment and certification. An original of this document will be given to you with this Employee Handbook.

EMPLOYEE ACKNOWLEDGMENT AND CERTIFICATION

I, _____, certify that I have received a copy of the Brad's Used Parts Megacenter employee handbook (4th Edition). I understand and agree that it is my responsibility to read fully, understand the policies, and follow the policies set forth in the handbook. I acknowledge that if I have any questions, comments, or concerns related to my employment, I am encouraged to discuss any matters with the leadership team (directors and managers).

I agree that the language in this handbook does not create and cannot be construed as an employment contract between Brad's Used Parts Megacenter and myself for a definite period. My employment is "at will" and can be terminated with or without cause, for any reason or no reason, and with or without notice, at any time by me or by the company. I understand that the company reserves the right to make unilateral changes in the policies, procedures and benefits at any time with or without notice to me.

Date: _____

Employee Signature:

Employee Name (PRINTED):

Employee refusal to sign

Manager's signature:



Brad's Used Parts Megacenter Employee Handbook 4th Edition (October 16, 2014)

Brad's Used Parts Megacenter
2432 St Hwy 17
Viola, IL 61486



EMPLOYEE HANDBOOK

Table of Contents

CORPORATE OVERVIEW.....	3
GUIDING PRINCIPLES	3
GENERAL CORPORATE INFORMATION	4
WHO IS COVERED BY THIS HANDBOOK	4
EMPLOYEE’S RESPONSIBILITY REGARDING THIS HANDBOOK.....	4
TERMS OF EMPLOYMENT	4
HANDBOOK REVISIONS	5
GENERAL CORPORATE GUIDELINES.....	6
WHAT IS EXPECTED OF BRAD’S USED PARTS MEGACENTER EMPLOYEES.....	6
ETHICS.....	6
JOB DUTIES AND WORK ASSIGNMENTS	7
EMPLOYEE CONDUCT	7
SUBSTANCE ABUSE.....	10
WORKPLACE THREATS AND VIOLENCE	11
VISITORS	13
SMOKING POLICY	13
COMMUNICATION.....	13
APPEARANCE.....	13
ATTENDANCE AND PUNCTUALITY	14
PERSONNEL RECORDS.....	15
BUSINESS AND PERSONAL TELEPHONE CALLS, MESSAGES, AND SOCIAL MEDIA	15
OUTGOING MAIL	15
SOLICITATION.....	15
CHARITABLE CONTRIBUTIONS	16
WORK AREAS	16
EMPLOYEE PARKING.....	16
CONFIDENTIALITY OF COMPANY INFORMATION.....	17
OUTSIDE EMPLOYMENT/CONSULTING.....	17
COMPANY EQUIPMENT AND SUPPLIES	18
E-MAIL/INTERNET USAGE	18
EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION.....	19
EMPLOYMENT OF FAMILY MEMBERS.....	23
EMPLOYMENT CLASSIFICATIONS	23
PROBATION PERIOD	24
DISCIPLINE PROCESS.....	24
PERFORMANCE REVIEWS.....	24
ANNIVERSARY DATE	25
PAYROLL PROCESSING	25



EMPLOYEE HANDBOOK

TERMINATION OF EMPLOYMENT	26
GENERAL BUSINESS EXPENSE GUIDELINES	26
VACATION	26
HOLIDAYS.....	27
LEAVE OF ABSENCE.....	27
BEREAVEMENT LEAVE.....	30
JURY DUTY	30



EMPLOYEE HANDBOOK

Welcome to Brad's Used Parts Megacenter!

On behalf of your new colleagues, we would like to extend a warm greeting!

At Brad's we believe that each employee contributes directly to our organization's growth and success. We have great pride in our employees and we hope that you will take pride in being a member of our team.

The Brad's Used Parts Megacenter employee handbook describes some of the policies and practices that apply to you.

Each employee is required to read this handbook carefully as it is a valuable reference for understanding your job and the company. You will also be required to sign an acknowledgement form stating that you have read the handbook and agree to be bound by its terms. This handbook supersedes all previously issued handbooks and inconsistent verbal or written policy statements. Except for the policy of at-will employment, the company reserves the right to revise, delete, and/or add to the provisions of this handbook. To be effective, however, any such revisions, deletions, or additions must be in writing signed by the Director of Operations and significant changes should be provided in the form of a revised employee handbook. No oral statements or representations can change the provisions of this handbook. For further information, please contact leadership.

We hope that your experience with us will be challenging, enjoyable, rewarding, and long-lasting. Congratulations on choosing Brad's Used Parts Megacenter!

Sincerely,

Brent Silverwood
Director of Operations



EMPLOYEE HANDBOOK

CORPORATE OVERVIEW

CORPORATE MISSION STATEMENT

To be recognized as a premier provider of high quality recycled, aftermarket, and surplus car and truck parts. We will achieve this through process improvements that facilitate a high level of customer service and make the company more efficient and profitable.

OUR PURPOSE

Brad's Used Parts Megacenter's purpose is to provide of high quality recycled, aftermarket, and surplus car and truck parts at a competitive price to facilitate our customer's business.

GUIDING PRINCIPLES

CUSTOMER FIRST

- Strive to exceed customers' expectations. Focus on the customer in everything we do.

QUALITY IN EVERYTHING WE DO

- Perform every task with attention to detail and consistency that drives quality results.

INTEGRITY AND ETHICS

- We believe in operating with the highest regard to uncompromised integrity and business ethics. Trust, honesty, and respect govern our daily activities.

PEOPLE

- Our team members are the backbone of the company. We strive to be a responsible and caring employer, seeking to assist each employee to reach his/her maximum potential.

CORPORATE RESPONSIBILITY

- All of us are encouraged and empowered to promote our service, solutions, and Guiding Principles.

We serve all of our constituencies - Customers, Employees, Vendors, Shareholders, and Partners - by our Guiding Principles.



EMPLOYEE HANDBOOK

GENERAL CORPORATE INFORMATION

Brad's Used Parts Megacenter, formerly Brad's Used Auto and Truck Parts, was founded by Brad Krstic in 1998 in Aledo, Illinois. The company was founded to serve the needs of area collision repair shops. After early growth the business moved to just outside Viola, Illinois, near Gilchrist. The company became a business entity of Krstic Enterprises in December 1993.

WHO IS COVERED BY THIS HANDBOOK

This handbook applies to all employees of Brad's Used Parts Megacenter. There may be some differences in specific policies that apply to part-time employees. These differences are indicated within the appropriate section of the Handbook.

EMPLOYEE'S RESPONSIBILITY REGARDING THIS HANDBOOK

Employees are expected to read, understand and comply with the guidelines set forth in this Handbook.

TERMS OF EMPLOYMENT

Employment with Brad's Used Parts Megacenter is on an "at-will" basis, and is for no definite period. Either the employee or the company may terminate the employment relationship at any time, for any or no reason, with or without cause. No supervisor, manager, or other representative of Brad's Used Parts Megacenter has the authority to enter into any agreement, written or oral, with any employee to modify this "at-will" employment relationship.

This employee handbook supersedes, revokes, cancels, and negates any and all prior statements, agreements, policies or practices, and representations, oral or written, that your employment at Brad's Used Parts Megacenter is other than "at-will" or for other than an indefinite term.

The inclusion in this handbook of any reason for discipline, including discharge, does not alter or affect the "at-will" nature of the employment relationship.

Employees cannot rely on verbal comments made by anyone at Brad's Used Parts Megacenter as a guarantee for specific privileges, working conditions, changes in compensation or future employment.



EMPLOYEE HANDBOOK

HANDBOOK REVISIONS

This edition of the employee handbook supersedes all prior editions, verbal communications, and/or management memos that may have been previously issued on the subjects covered in this Handbook. The handbook is provided to employees as a description of generally accepted guidelines and common practices. Because it is not possible for us to foresee all situations that might arise, the company reserves the right to change its policies at any time. Revisions may include changing, rescinding or adding to any procedures, benefits or practices described in this handbook. All revisions will be in writing and will be distributed to employees prior to their effective date.



EMPLOYEE HANDBOOK

GENERAL CORPORATE GUIDELINES

WHAT IS EXPECTED OF BRAD'S USED PARTS MEGACENTER EMPLOYEES

To ensure quality customer service each Brad's Used Parts Megacenter employee is expected to:

- Read and follow the guidelines established in this Handbook and other company correspondence.
- Perform duties as assigned by management. At Brad's Used Parts Megacenter there is no such thing as, "It's not my job". Doing whatever is necessary to meet company and customer needs is **everyone's** job.
- Always conduct yourself in a polite, professional manner, treating customers and coworkers courteously and respectfully.
- Dress appropriately for the job as outlined under the *Appearance* section of this Handbook.
- Be on time for meetings and appointments and deliver work projects by assigned due dates.
- Maintain assigned work areas in a clean and orderly fashion.
- Immediately report any problems with customers, equipment or facilities to management.
- Perform all job duties safely.

ETHICS

Employees are expected to adhere to the highest standards of personal, professional and business ethics, and to always use common sense and good judgment in conducting themselves while on duty or representing Brad's Used Parts Megacenter. Engaging in unethical conduct will result in disciplinary action up to and including termination. Unethical conduct includes but is not limited to:

- Engaging in business conduct which is damaging to our reputation.
- Disclosing or misusing confidential or proprietary information belonging to Brad's Used Parts Megacenter or our customers.
- Promising or giving something of value to anyone doing or seeking to do business with us in order to influence them in matters relating to us.
- Selecting vendors based on non-business reasons, such as personal or former non-business relationships.
- Representing or discussing company affairs with the news media without proper authorization.
- Undermining business decisions which are not illegal or dishonest.
- Using company confidential information, facilities and supplies for personal gain.
- Disrespect for, lying to, or misleading a customer or coworker.
- Damaging company property or vandalism of any kind.
- Any illegal activity such as stealing.
- Use of alcohol or drugs on company property.



EMPLOYEE HANDBOOK

SAFETY

Safety Policy Statement

Brad's Used Parts Megacenter is committed to creating a workplace that is safe, healthy, and injury-free. Our employees are our most valuable assets and their safety and health is our first priority. Safety is essential to all business functions and is never compromised under any circumstance. Every employee has a responsibility to maintain our work environment including reporting hazards and working toward preventing accidents.

We will provide training, review our procedures, review accidents and maintain the equipment. In the event of an injury, we will actively work to return the employee back to work when medically possible. Our Drug and Alcohol policy will be strictly enforced with no exceptions.

We are committed to supporting our team by providing them the time, employees, and resources needed to reach our common goal of an injury free workplace. I appreciate your full cooperation to follow our safety program and make our workplace safe, healthy, and injury-free.

Sincerely,

Brent Silverwood
Director of Operations

Safety Program Goals

The safety program of Brad's Used Parts Megacenter is intended to:

1. Reduce the potential for human suffering as a result of an occupational accident or disease in the workplace.
2. Eliminate or control conditions that pose a threat to employee safety.
3. Control unsafe acts by employees through education and supervision.
4. Seek and appreciate employees' communication of safety improvements in the workplace environment, processes, machinery, and procedures.
5. Investigate all workplace accidents and provide corrective actions if possible.
6. Return the employee to work as soon as possible after an occupational injury or disease.
7. Reinforce management support for ongoing safety activities.
8. Audit and revise the safety program to meet changing circumstances, processes and machinery.
9. Meet the laws and regulations pertaining to employee safety.



EMPLOYEE HANDBOOK

Safety Responsibilities

Owner and Director

- Ensure managers and supervisors have all the financial, educational, and administrative assets necessary to implement the company safety program.
- Provide the authority and ensure accountability to managers or supervisors for company safety activities.
- Ensure all laws and regulations are followed as required by authorities having jurisdiction.

Managers or Supervisors

- Ensure employees are aware of their job duties, safe work procedures, and hazard recognition and mitigation.
- Ensure employees are following safe work procedures.
- Investigate and report all accidents to appropriate personnel.
- Maintain good communication with employees by encouraging safety improvement suggestions and safety committee participation.
- Communicate to management resources needed to improve workplace conditions.

All Employees

- Follow safe work procedures as taught by employer including maintaining good housekeeping, use of required personal protective equipment, and following rules for a drug and alcohol free workplace.
- Report all unsafe action or conditions witnessed at the workplace.
- Report all accidents immediately to manager or supervisor.
- Participate in safety programs and committees as requested.

Safety Program Components

- Policy Statement
- Accident investigation (OSHA 300 forms)
- New hire safety orientation
- Personal Protective Equipment
- Lifting guide
- Forklift
- Lockout/tagout
- Fall protection
- Power & hand tools

JOB DUTIES AND WORK ASSIGNMENTS

Brad's Used Parts Megacenter is dedicated to providing the highest possible level of customer



EMPLOYEE HANDBOOK

service. Based on the needs of our customers, we routinely commit to projects with tight timetables. To successfully deliver on these commitments, we need the shared energies of all of our employees. Accordingly, consistent effort is required from everyone.

To ensure our customers are provided the best possible service, work assignments will be made at the sole discretion of the company and are based on matching employee qualifications with customer and company needs. From time to time it may be necessary to reassign employees to a different department or job responsibility. In addition to routine job duties, you may be assigned special projects that may include working at a different location.

We also reserve the right to set work schedules as deemed necessary to maintain quality customer service and efficient day-to-day operations. This may require altering starting and ending times and/or total hours scheduled to work. We will endeavor to provide as much advance notice as possible to affected employees.

EMPLOYEE CONDUCT

Brad's Used Parts Megacenter has established rules governing personal conduct to promote orderly and efficient operations, as well as to protect the rights of all employees. Brad's Used Parts Megacenter expects employees to follow rules of conduct that will protect the interests and safety of personnel. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, but the following are examples of infractions of rules of conduct that may result in disciplinary action, including suspension, demotion, or termination of employment:

1. Falsification of employment records, employment information, or other records.
2. Recording the work time of another Employee, allowing any other Employee to record your work time, or allowing falsification of any time card, whether your own or another Employee's.
3. Theft or the deliberate or careless damage of any company property or the property of any Employee or customer.
4. Removing or borrowing company property without prior authorization.
5. Unauthorized use of company equipment, time, materials, or facilities. This includes the installation or possession of unauthorized third party software on company computers and non-business use of the company electronic mail systems and Internet access.
6. Possessing, distributing, selling, transferring, or using or being under the influence of alcohol or illegal drugs in the workplace. When the use of certain legal prescription drugs, taken under the direction and care of a physician, could endanger the employee or others, the employee will not be allowed to work, but will not be disciplined.



EMPLOYEE HANDBOOK

7. Provoking a fight or fighting during working hours or on premises owned or occupied by the company.
8. Participating in horseplay or practical jokes on the company's time or on premises owned or occupied by the company.
9. Carrying firearms or any other dangerous weapons, at any time, on premises owned or occupied by the company or its customers (unless otherwise mandated by your role AND pre-approved by leadership in writing).
10. Engaging in criminal conduct whether or not related to job performance.
11. Causing, creating, or participating in a disruption of any kind during working hours or on premises owned or occupied by the company.
12. Insubordination, including but not limited to failure or refusal to obey the orders or instructions of any Manager or member of management, or the use of abusive or threatening language toward any Manager or member of management.
13. Coercion, intimidation or threats against supervisors or other employees.
14. Using profane or abusive language at any time during working hours or while on premises owned or occupied by the company or its customers.
15. Failing to notify the appropriate Manager when unable to report to work.
16. Excessive absenteeism or tardiness.
17. Failing to obtain permission to leave work for any reason during normal working hours.
18. Failing to observe working schedules, including rest and lunch periods.
19. Failing to provide a physician's certificate when requested or required to do so.
20. Sleeping or malingering on the job, such as playing computer games or conducting personal business at work.
21. Making or accepting personal telephone calls of more than three minutes in duration during working hours (including repeated phone calls less than 3 minutes).
22. Use of social media, texting, or messaging platforms for any reasons other than business.
23. Working overtime without authorization or refusing to work assigned overtime.
24. Wearing extreme, unprofessional, or inappropriate styles of dress or hair while working.
25. Violating any safety, health, or security policy, rule, or procedure of the company.
26. Harassment of others in the workplace, including offensive, sexual or unwelcome comments.
27. Gambling on company property.



EMPLOYEE HANDBOOK

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28. Conduct and statements contrary to the best interests of the company, i.e., making or publishing false, vicious or malicious statements concerning an employer, supervisor, supplier or customer.

Each violation of these policies is considered based on its own facts. In the case of misconduct or violation of Brad's Used Parts Megacenter's policies, immediate termination may be appropriate depending on the facts. This statement of prohibited conduct does not alter or limit the company's policy of employment at will. Either you or Brad's Used Parts Megacenter may terminate the employment relationship at any time for any reason, with or without cause or without notice.

Brad's Used Parts Megacenter firmly believes that every employee is responsible for promoting a positive image regarding the company. It is important that each individual's contact with customers and co-workers be positive, professional, and courteous. In the event of unpleasant developments or disagreements with a customer or co-worker, the incident should be reported immediately to your Brad's Used Parts Megacenter manager.

Employees delivering to a customer site are responsible to act in the best interest of the company and client for all operational business issues affecting the client and Brad's Used Parts Megacenter jointly.

In any organization, problems or differences of opinion over work matters may occasionally arise between the employees and their managers, fellow employees, or the company in general. **Under no circumstances is it acceptable for employees to discuss these issues with the customer.** Brad's Used Parts Megacenter and its employees are providing a service to the customer; therefore, it is improper to burden the customer with issues that are between Brad's Used Parts Megacenter and its employees.



EMPLOYEE HANDBOOK

SUBSTANCE ABUSE

Brad's Used Parts Megacenter is committed to programs that promote safety in the workplace, employee health and well-being, and customer confidence. Our goal is to establish and maintain a safe workplace and a healthy and efficient workforce free from the effects of drug and alcohol abuse.

As indicated in the Employee Conduct section of this Handbook, the use, possession, sale, transfer or distribution of illegal drugs or alcohol by any employee while on Brad's Used Parts Megacenter property or Brad's Used Parts Megacenter business may subject the employee to discipline, up to and including termination. Illegal substances may be confiscated and the appropriate law enforcement agencies notified. For the purpose of this policy, an illegal drug is any substance that is deemed illegal under Federal Law regardless of its legality under State and Local Law. Further, company property also applies to customer property or any location in which you may be performing work for the company.

You may be required to submit to blood, urine, or other diagnostic tests to determine if alcohol or illegal drugs (or drug metabolites) are present in your system if you are involved in an on-the-job accident or if there is reasonable suspicion of drug or alcohol use. Refusal to submit to testing when requested may result in disciplinary action up to and including termination.



EMPLOYEE HANDBOOK

WORKPLACE THREATS AND VIOLENCE

Statement of Policy

Brad's Used Parts Megacenter recognizes that violence in the workplace is a growing nationwide problem necessitating a firm, considered response by employers. The costs of workplace violence are great, both in human and financial terms. We believe that the safety and security of Brad's Used Parts Megacenter employees are paramount. Therefore, the company has adopted this policy regarding workplace violence.

Acts or threats of physical violence, including intimidation, harassment, and/or coercion, that involve or affect the company or that occur on company property or in the conduct of company business off company property, will not be tolerated. This prohibition against threats and acts of violence applies to all persons involved in company operations, including, but not limited to, Brad's Used Parts Megacenter personnel, contract workers, temporary employees, and anyone else on Brad's Used Parts Megacenter property or conducting company business off company property. Violations of this policy, by any individual, will lead to disciplinary and/or legal action as appropriate.

This policy is not intended to create any obligations beyond those required by existing law.

Definitions

Workplace violence is any intentional conduct that is sufficiently severe, offensive, or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends, and/or property such that employment conditions are altered or a hostile, abusive, or intimidating work environment is created for one or several Brad's Used Parts Megacenter employees. Workplace violence may involve any threats or acts of violence occurring on company premises, regardless of the relationship between the company and the parties involved in the incident. It also includes threats or acts of violence that affect the business interests of the company or that may lead to an incident of violence on company premises. Threats or acts of violence occurring off company premises that involve employees, agents, or individuals acting as a representative of the company, whether as victims of or active participants in the conduct, may also constitute workplace violence. Specific examples of conduct that may constitute threats or acts of violence under this policy include, but are not limited to, the following:

- Threats or acts of physical or aggressive contact directed toward another individual;
- Threats or acts of physical harm directed toward an individual or his/her family, friends, associates or property;
- The intentional destruction or threat of destruction of company property or another Employee's property;



EMPLOYEE HANDBOOK

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- Harassing or threatening phone calls;
 - Surveillance;
 - Stalking;
 - Veiled threats of physical harm or similar intimidation; and
 - Any conduct resulting in the conviction under any criminal code provision relating to violence or threats of violence that adversely affects the company's legitimate business interests. Workplace violence does not refer to occasional comments of a socially acceptable nature. These comments may include references to legitimate sporting activities, popular entertainment, or current events. Rather, it refers to behavior that is personally offensive, threatening, or intimidating.

What to do if you are threatened, are a victim of, or are a witness to workplace violence

If you receive, witness or have been told that another person has received or witnessed any threats, you must notify a Brad's Used Parts Megacenter manager immediately. Even without an actual threat, you should immediately report any behavior witnessed which is regarded as threatening or violent, when that behavior is job related or might be carried out at a company-controlled site, or is connected to company employment. You are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior.

Employees who apply for or obtain a protective or restraining order that lists company locations or client sites as being protected areas should provide their Brad's Used Parts Megacenter manager with:

- a copy of the petition and declarations used to seek the order,
- a copy of any temporary protective or restraining order which is granted, and
- a copy of any protective or restraining order which is made permanent.

Enforcement

Any person who engages in a threat or violent action on company property may be removed from the premises as quickly as safety permits and may be required, at the company's discretion, to remain off company premises pending the outcome of an investigation of the incident. When threats are made or acts of violence are committed by employee(s), a judgment will be made by the company as to what actions are appropriate, including possible medical evaluation and/or possible disciplinary action. Once a threat has been substantiated, it is Brad's Used Parts Megacenter's policy to put the threat maker on notice that he/she will be held accountable for his/her actions and then implement a decisive and appropriate response.

Under this policy, decisions may be needed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing. No existing policy or procedure of the company should be interpreted in a manner that prevents the making of these



EMPLOYEE HANDBOOK

necessary decisions. Brad's Used Parts Megacenter will make the sole determination of whether, and to what extent, threats or acts of violence will be acted upon by the company. In making this determination, the company may undertake a case-by-case analysis in order to ascertain whether there is a reasonable basis to believe that workplace violence has occurred. No provision of this policy shall alter the at-will nature of employment at Brad's Used Parts Megacenter.

VISITORS

A Brad's Used Parts Megacenter employee must escort visitors at all times. All Brad's Used Parts Megacenter employees are responsible for the conduct and behavior of their guest(s), including family, friends, or clients.

SMOKING POLICY

As required by Illinois law the use of tobacco products is prohibited in all Brad's Used Parts Megacenter offices and company vehicles.

COMMUNICATION

All Brad's Used Parts Megacenter managers observe an open door policy. You are encouraged to share ideas, issues, or concerns. It is your responsibility to ask about things you do not know or understand, make suggestions that could improve any part of the operation.

The best way to do this is through open discussions with any member of management. The important thing is to talk to someone who can answer the questions or help correct problem situations. While you may not always get the answer you want, every effort will be made to provide a quick response. You are encouraged to bring any problems or issues to your immediate manager first. If you are unable to resolve the issue to your satisfaction, you should discuss it with the next level of leadership.

APPEARANCE

We live in an image-conscious society, and customers may form opinions about employee competence and our products or services based on their opinion of the employee's appearance. Accordingly, Brad's Used Parts Megacenter employees are expected to present a professional image to our customers and to conduct themselves in a manner that complements our "Best In Class" service. All employees are expected to arrive at work clean and well groomed. Because employees are in contact with others at work, they are expected to practice good personal hygiene. Hair must be clean, neat, and if colored, a color that is a natural hair color (i.e., no green, purple, blue, etc.). In most locations, men may wear mustaches, beards or long hair that is neatly groomed and trimmed. Body piercing (other than the ear lobe) and body art (i.e.,



EMPLOYEE HANDBOOK

tattoos) may not be appropriate in some work environments.

Do not wear strong perfumes, colognes, or scented lotions to the office. If a coworker indicates that perfume, cologne, or lotion causes an allergic reaction or is irritating, the employee is expected to stop wearing that scent to work.

Employees who report to work inappropriately groomed or attired may be asked to leave until their appearance conforms to the above standards.

Unacceptable dress examples include:

- Mini or ultra-short skirts/dresses/shorts
- Cropped or bare midriff blouses/tops/dresses
- Sheer blouses or blouses/dresses with plunging necklines
- Unitards or similar tight clothing
- Sweat suits, sweat pants or wind suits
- Discolored or ripped jeans
- Stretch pants/stirrup pants
- Tank tops

ATTENDANCE AND PUNCTUALITY

As an employee of Brad's Used Parts Megacenter, you are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for your fellow employees. When you are absent, your work must be performed by others, just as you must assume the work of others who are absent.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized Brad's Used Parts Megacenter business. Late arrival, early departure or other absences from scheduled hours are disruptive and should be avoided.

If you are unable to report to work on any particular day, you must call Brad's Used Parts Megacenter before the time you are scheduled to begin working for that day. In all cases of absence, employees must provide Brad's Used Parts Megacenter with an honest reason or explanation. Employees also must inform Brad's Used Parts Megacenter of the expected duration of any absence. Absent extenuating circumstances you must call in on any day you are scheduled to work and will not report to work.

Excessive absenteeism and/or tardiness (excused or not) may be grounds for discipline up to and



EMPLOYEE HANDBOOK

including termination of employment. Each situation of excessive absenteeism or tardiness shall be evaluated on a case-by-case basis.

PERSONNEL RECORDS

Personnel records and files are the property of Brad's Used Parts Megacenter and access to the information they contain is restricted. You may review your file once annually, consistent with applicable law. If you would like to review your personnel file, or need copies of items in your file, please contact leadership.

BUSINESS AND PERSONAL TELEPHONE CALLS, MESSAGES, AND SOCIAL MEDIA

Restraint should be exercised in placing or receiving personal calls during the workday. When they are necessary, keep them as brief as possible. Personal telephone calling cards should be used for personal long distance calls made from office telephones. Caution should be exercised in the use of cellular phones so as not to disturb operations, and they should be used only when necessary.

Making or accepting personal telephone calls of more than three minutes in duration during working hours (including repeated phone calls less than 3 minutes).

Use of instant messaging, text messaging, and social media during work hours for personal reasons is prohibited and grounds for immediate termination.

Telephone accessed directory assistance is not available. Directory assistance may be accessed through the Internet. If Internet access is not available, please see leadership for assistance.

Employees should not use cellular telephones to conduct company business while operating a vehicle. You can be easily distracted while using a cellular phone, leading to an accident.

OUTGOING MAIL

Outgoing mail consisting of letters relating to the business of the company must be written on company stationery and signed by an authorized individual. You should never use company stationery for any correspondence not directly related to company business. All outgoing mail submitted for postage must be directly related to Brad's Used Parts Megacenter business.

SOLICITATION

Solicitation and distribution for sales of food products, candy, or other miscellaneous outside goods or services are not allowed on company property or during business hours, with the exception of the sale of candy or other items for charitable purposes only. Individuals wanting



EMPLOYEE HANDBOOK

to sell candy items, solicit pledges or sell other charitable goods are allowed to do so but only in a manner that does not interrupt others' work schedules and does not constitute direct solicitation. For example, you may leave candy, food items or pledge sheets on a table in the break room with an instruction sheet. Employees who wish to participate may voluntarily contribute, but no one is to be directly asked to contribute.

No employee shall distribute or circulate any printed or written material in work areas at any time or during his or her working time or during the working time of the employee or employees at whom such activity is directed.

CHARITABLE CONTRIBUTIONS

Brad's Used Parts Megacenter supports and encourages our employees' involvement in charitable organizations. However, due to the large number of requests received for contributions from the company, all requests for corporate support from Brad's Used Parts Megacenter must be directed through leadership.

WORK AREAS

You are responsible for the appearance of your individual work area. Files and important correspondence should not be left unattended where other individuals can gain access to them. All computer equipment, office supplies, phones, etc. should be cleaned and properly stored. It is particularly important that laptop computers are secured at the end of each workday. Desks should be cleared of all unnecessary papers at the end of each shift. The company does not carry insurance for lost or stolen personal items and cannot be held responsible. Please do not leave valuables in your work area.

Personal and business-related notices/materials may be posted but no items may be posted on office walls without the permission of management. Please remember to use common sense and good taste – no suggestive pin-ups, off-color jokes, vulgar or dirty pictures, etc. will be allowed.

Employees often decorate work areas for special occasions such as holidays or birthdays. It is important that everyone enjoys these occasions but the decorations must be in good taste, not impede productivity, and must be removed at the conclusion of the event.

EMPLOYEE PARKING

Employees are expected to park in designated parking areas to facilitate ease of access for customers and vendors.



EMPLOYEE HANDBOOK

CONFIDENTIALITY OF COMPANY INFORMATION

Information about Brad's Used Parts Megacenter, its employees, customers, suppliers, and vendors is to be kept confidential and divulged only to individuals within the company with both a need to receive and authorization to receive the information. If in doubt as to whether information should be divulged be sure to err in favor of not divulging information and discuss the situation with leadership.

All records and files maintained by the company are confidential and remain the property of the company. Records and files are not to be disclosed to any outside party without the express permission of leadership. Confidential information includes, but is in no way limited to: financial records; business, marketing, and strategic plans; personnel and payroll records regarding current and former employees; the identity of, contact information for, and any other account information on customers, vendors, and suppliers; inventions, programs, trade secrets, formulas, techniques, and processes; and any other documents or information regarding the company's operations, procedures, or practices. It is not appropriate, for example, to discuss issues regarding employee salaries, wages, or other forms of compensation with customer representatives. This information is confidential and a customer's knowledge of the information could harm Brad's Used Parts Megacenter's competitive position. Confidential information may not be removed from company premises without express authorization.

Confidential information obtained during or through employment with the company may not be used by any employee for the purpose of furthering current or future outside employment or activities or for obtaining personal gain or profit. The company reserves the right to avail itself of all legal or equitable remedies to prevent impermissible use of confidential information or to recover damages incurred as a result of the impermissible use of confidential information.

If you have a question regarding the confidentiality of information please contact leadership immediately to be certain that only appropriate information is shared.

Employees may be required to enter into written confidentiality agreements confirming their understanding of the company's Confidentiality policies.

OUTSIDE EMPLOYMENT/CONSULTING

In order to avoid business-related conflicts of interest and to ensure satisfactory work performance, employees are discouraged from holding second jobs or providing outside consulting services that may conflict with business interests of the company. Prior to accepting a consulting assignment or a job that is in the same line of business as Brad's Used Parts Megacenter, you must submit a request in writing to leadership. The request will be submitted to senior management for authorization and approval. Under no circumstances should



EMPLOYEE HANDBOOK

consulting services be performed until management authorization and approval has been received by the employee.

No employee is to perform services outside the scope of their work for Brad's Used Parts Megacenter for a competitor, customer, or vendor under any circumstances. Furthermore, employees who hold approved outside employment or provide consulting and/or programming services cannot solicit Brad's Used Parts Megacenter employees or customers at any time. Employees in violation of this requirement may be subject to immediate termination.

All outside employment and consulting services must be accomplished on your own time. Under no circumstances will you be permitted to work on any outside responsibility during normal business hours, nor may company resources (i.e., telephones, copiers, software, hardware, etc.) be used for non- Brad's Used Parts Megacenter activities. As an exempt employee, you should understand that your work hours may sometimes be irregular, and your first obligation is to Brad's Used Parts Megacenter.

Under no circumstances will Brad's Used Parts Megacenter be held liable for any part of the services that the employee is providing for their client.

COMPANY EQUIPMENT AND SUPPLIES

Brad's Used Parts Megacenter will supply the equipment that you need to perform your job. This equipment is owned by Brad's Used Parts Megacenter and is your responsibility.

You will be required to sign a Statement of Responsibility when receiving company-provided equipment. You are responsible for damage or theft to the equipment caused by your negligence. Should any company equipment in your possession become lost or damaged, you may be charged a replacement fee. Replacement fees will be deducted from your salary by payroll deduction unless other repayment arrangements are made.

Company-provided equipment may not be modified or tampered with unless specifically authorized by leadership. You may not add or delete software from the computer system you are using or tamper with the network or phone system. Any unauthorized attempt to gain network access beyond your authorized level of access is grounds for immediate termination.

E-MAIL/INTERNET USAGE

Computer resources, including electronic mail and Internet access, are company assets and are to be used for company business only. Brad's Used Parts Megacenter reserves the right to monitor, open and review any file or data in the company's computer system or on any computer equipment used in connection with company business at any time. Employees do not



EMPLOYEE HANDBOOK

have a personal privacy right in anything created, received or sent over the company's computer systems. Use of Brad's Used Parts Megacenter's system constitutes your consent to monitoring. Deletion of messages from the system does not prevent the company from accessing such messages. All employees are expected to comply with these rules, and violation of these rules may result in disciplinary action up to and including termination.

Internet access will be provided to employees who have a business need, as determined by leadership. Screening software has been installed to restrict access to business-related sites. This software, however, is not perfect. The use of the Internet to view pornographic or other objectionable materials, or to conduct personal business, will not be tolerated. Non-business related information is not to be copied or printed from the Internet. Because there is always a risk of infecting the company's systems with viruses, you should not download applications without the permission of leadership. The company tracks and monitors all Internet traffic for policy compliance.

- E-mail/Internet messages containing confidential or proprietary information should be handled in the same way that other confidential or proprietary information is handled. Specifically, E-mail should only be sent to those with a need to know.
- No recipient of an E-mail has authority to forward an E-mail without the sender's permission.
- E-mails are written communications and should be treated as such. You should not write anything in an E-mail that you would not be comfortable writing in a formal letter or memorandum. You must remember that any E-mail or Internet transaction conducted on company equipment portrays you as a representative of Brad's Used Parts Megacenter, and you should act accordingly. Use the following guidelines when preparing an E-mail: 1) state only the facts and the conclusions that flow out of the facts; 2) state only what you can prove; 3) speak only for yourself - let others state their positions; 4) don't "bad mouth", accuse or otherwise impugn a person or company's reputation; and 5) remember that your E-mail could be reviewed by outsiders and third parties. Do not use language or make statements that are offensive or could potentially subject you or Brad's Used Parts Megacenter to any liability.
- E-mail containing jokes or stories, communicating non-business-related information, using derogatory, vulgar, harassing, offensive or otherwise inappropriate language is prohibited.
- It is inappropriate to read another employee's E-mail messages without his or her permission

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

It is the intent and resolve of Brad's Used Parts Megacenter to comply with the requirements and spirit of the law in the implementation of all facets of equal employment opportunity and affirmative action. Underlying this policy is the understanding that pursuit of equal opportunity not only is right and appropriate, but also is a sound business practice.

Brad's Used Parts Megacenter employs individuals of different ages, genders, ethnicity, physical



EMPLOYEE HANDBOOK

and mental abilities and lifestyles and values the unique background of each of its employees. Brad's Used Parts Megacenter will not discriminate (or tolerate discrimination by its employees) against any applicant or employee based on age, gender, race, color, religion, national origin, ancestry, disability, height, weight, marital status, veteran status and sex (including pregnancy, childbirth, and other sex-specific conditions) or any other characteristic protected by federal, state or local law. As part of the company's policy of equal opportunity employment, derogatory comments, slurs, statements, jokes, or other objectionable conduct based on ethnic background, race, sex, religion, age, disability, marital status, veteran status, height, or weight are prohibited.

If you believe that you have been subjected to any form of unlawful discrimination, you should provide a written or verbal complaint to leadership as soon as possible. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. The company will undertake an objective investigation and attempt to resolve the issue in an appropriate manner.

If the company determines that unlawful discrimination has occurred, it will take effective remedial action commensurate with the severity of the offense. Any employee determined by the company to be responsible for inappropriate or unlawful conduct will be subject to appropriate disciplinary action, up to and including termination. The company will also take appropriate action to deter any future discrimination. Brad's Used Parts Megacenter will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management employees or your co-workers.

UNLAWFUL HARASSMENT

In accordance with applicable law, Brad's Used Parts Megacenter prohibits sexual harassment and harassment because of race, color, national origin, ancestry, religion, creed, physical or mental disability, marital status, medical condition, veteran status, age, and any other basis protected by federal, state, or local law. All such harassment is unlawful and will not be tolerated.

Sexual Harassment Defined

Applicable state and federal law defines sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission to the conduct is made a term or condition of employment; or (2) submission to or rejection of the conduct is used as basis for employment decisions affecting the individual; or (3) the conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive working environment. This definition includes various forms of offensive behavior. Following is a partial list:

- Unwanted sexual advances;



EMPLOYEE HANDBOOK

- Offering employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters;
- Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about any employee's body or dress;
- Verbal sexual advances or propositions;
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, or suggestive or obscene letters, notes, or invitations;
- Physical conduct such as touching, assault, or impeding or blocking movements; and
- Retaliation for reporting harassment or threatening to report harassment.

It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment on the job is unlawful whether it involves coworker harassment, harassment by a manager, or harassment by persons doing business with or for the company.

Other Types of Harassment

Prohibited harassment on the basis of race, color, national origin, ancestry, religion, physical or mental disability, marital status, medical condition, veteran status, age, or any other protected basis, includes behavior similar to sexual harassment, such as:

- Verbal conduct such as threats, epithets, derogatory comments, or slurs;
- Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;
- Physical conduct such as assault, unwanted touching, or blocking normal movement; and
- Retaliation for reporting harassment or threatening to report harassment.



EMPLOYEE HANDBOOK

What To Do If You Believe You Are Subject To Harassment Or Have Observed Harassment.

If you believe you are a victim of harassment or you have witnessed harassment as defined in this Handbook, including but not limited to sexual harassment, you should immediately tell the person displaying offensive behavior to stop. He or she may not be aware that his or her conduct is unwelcome or offensive. You are encouraged to address harassment directly when it occurs, however, this is not required.

You should also report the alleged act immediately to leadership as soon as possible. Your complaint should be as detailed as possible, including the names of individuals involved, the names of any witnesses, direct quotations when language is relevant, and any documentary evidence (notes, pictures, cartoons, etc.). Upon receipt of a complaint, Brad's Used Parts Megacenter's complaint procedure provides for an immediate, thorough, and objective investigation of any claim of unlawful or prohibited harassment and appropriate disciplinary action against one found to have engaged in prohibited harassment.

Applicable law also prohibits retaliation against any employee by another employee or by the company for using this complaint procedure or for filing, testifying, assisting, or participating in any manner in any investigation, proceeding, or hearing conducted by a governmental enforcement agency. Additionally, the company will not knowingly permit any retaliation against any employee who complains of prohibited harassment or who participates in an investigation.

All incidents of prohibited harassment that are reported will be investigated. The company will immediately undertake or direct an effective, thorough, and objective investigation of the harassment allegations. The investigation will be completed and a determination regarding the reported harassment will be.

If the company determines that prohibited conduct has occurred, the company will take effective remedial action commensurate with the circumstances. Appropriate action will also be taken to deter any future harassment. If a complaint of prohibited conduct is substantiated, appropriate disciplinary action, up to and including termination, will be taken.

Liability for Harassment

Any employee of the company, whether a coworker or manager, who is found to have engaged in prohibited harassment is subject to disciplinary action, up to and including termination of employment. Any employee who engages in prohibited harassment, including any manager who knew about the harassment but took no action to stop it, may be held personally liable for monetary damages. The company does not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duties. Accordingly, to the extent permitted by law, the company reserves the right not to



EMPLOYEE HANDBOOK

provide a defense or pay damages assessed against employees for conduct in violation of this policy.

Brad's Used Parts Megacenter also recognizes that false allegations of harassment / discrimination can have serious effects on innocent men and women. The company trusts that everyone will continue to act responsibly to establish a working environment free of harassment / discrimination. You are encouraged to raise questions that you may have regarding harassment / discrimination with the appropriate official as designated in the complaint procedure.

EMPLOYMENT OF FAMILY MEMBERS

Brad's Used Parts Megacenter does not restrict nor encourage the hiring of relatives of current employees, including immediate family. However, relatives or spouses may not work in supervisor-subordinate relationships or in situations where a potential conflict of interest exists. If there is a question about whether or not the hiring or assignment of a family member may violate this policy, please contact leadership.

The company also understands that personal relationships may develop between employees in the workplace. As an exempt employee, you are cautioned that a personal relationship with a non-exempt employee can place you in a difficult position. You could be perceived as providing special treatment to the employee because of this personal relationship. You are advised to avoid these situations and to report any situations that may be viewed as providing special treatment to leadership.

EMPLOYMENT CLASSIFICATIONS

Exempt employees are those who are not subject to the provisions of the United States Fair Labor Standards Act (FLSA) because of their duties or their rate of pay. Most commonly, this means that exempt employees are not entitled, by law, to compensation for overtime hours. Exempt employees will generally be classified as Administrative, Professional or Executive status. Full-time exempt employees are those who work an average of at least 30 hours per week in the prior calendar quarter. Full-time employees are eligible for all company benefits, as outlined in the current Employee Benefit Summary.

Part-time employees are defined as those who work an average of less than 30 hours per week in the prior calendar quarter. Part-time employees are generally not eligible for company benefits.

PROBATION PERIOD

Employees are on probation for the first 90 days of employment. Employees do not receive



EMPLOYEE HANDBOOK

benefits or holiday pay during this period. Any disciplinary issues that arise during this probation period are subject to immediate termination of employment.

DISCIPLINE PROCESS

The discipline process will include four stages designed to coach and inform the employee in a manner that facilitates growth and successful improvements.

Serious issues may go directly into an advanced stage of discipline up to and including termination of employment.

When a discipline issue is documented and communicated to the employee, the term of each discipline level is as follows:

- 1) Coaching (3 months) – providing written feedback that an employee's performance is not meeting expectations along with direction for improvement to assist the employee in meeting expectations.
- 2) Verbal Warning (6 months) – a written document that an employee's performance is not meeting expectations along with direction for improvement to assist the employee in meeting expectations.
- 3) Written warning – (9 months) a written document that an employee's performance is not meeting expectations along with direction for improvement to assist the employee in meeting expectations.
- 4) Decision making leave (12 months) – the employee is sent home for the day without pay. The following day they are required to present a written plan for how they can improve their performance to meet expectations.

If an employee has a subsequent discipline issue during a term, an advanced level of discipline may be entered up to and including termination.

If an employee successfully completes the discipline term achieving performance expectations with no subsequent discipline issues during the term they will come out of discipline and again be eligible for merit increases and other privileges such as promotion.

PERFORMANCE REVIEWS

Performance evaluations or appraisals are intended to provide you with feedback on your performance, to offer an opportunity to discuss ways of improving performance and to establish future employment, training and development goals. Performance evaluations are conducted annually.



EMPLOYEE HANDBOOK

Your manager is responsible for coordinating all information relevant to your review. The review is designed to encourage two-way communication between you and leadership. At the conclusion of the performance review, you will be asked to sign the appraisal verifying that you participated in the evaluation. Your signature indicates only that you have participated in the review process, not that you agree with the comments made about your performance. You will also be encouraged to submit comments about the appraisal and your comments will become part of the record. You will be given a signed copy of the appraisal, if you request one.

A positive performance evaluation does not guarantee an increase in salary, a promotion, or even continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions are determined by and at the sole discretion of Brad's Used Parts Megacenter. In addition to more formal performance evaluations, the company encourages you and leadership to regularly discuss your job performance.

ANNIVERSARY DATE

Your anniversary date is your first working day with the company. There are situations that may change your anniversary date, such as: layoff, voluntary resignation, failure to return from an approved leave of absence, etc.

PAYROLL PROCESSING

You will be paid on a weekly schedule every Friday.

If a scheduled payday falls on a Brad's Used Parts Megacenter observed holiday, the day of payment will be the last working day prior to the holiday. Paychecks will be distributed or mailed no later than the close of normal business hours on payday.

We make every effort to ensure that your paycheck is processed correctly. However, from time-to-time payroll errors may occur. To help us ensure that our payroll is accurate, you should review each paycheck carefully, and immediately report suspected errors to the leadership. Errors should be reported in writing, including the date of the paycheck and details of the suspected error. A copy of the pay stub and the relevant time sheet should be attached to the memo.

Brad's Used Parts Megacenter reserves the right to make appropriate payroll deductions to recover overpayments.

Brad's Used Parts Megacenter does not allow payroll advances.



EMPLOYEE HANDBOOK

TERMINATION OF EMPLOYMENT

Employment with the company is normally terminated in one of three ways. You will be paid for the time off you earned, but did not use, in your final check. Final checks or pay statements will be mailed to the employee's address of record. Employees may not pick up their final checks at the work location.

Resignation

Resignation is a voluntary termination by an employee. If you desire to terminate your employment, you are expected to give as much notice as possible. Two weeks, or 10 working days, is generally considered to be sufficient notice to find a replacement. If you resign to join a competitor, if there is another potential conflict of interest, or if you refuse to reveal the circumstances of your resignation and the future employer, leadership may ask you to leave the company immediately rather than work during the notice period. Leadership will determine the applicability of the two-week notice period. This is not to be construed as a reflection upon your integrity, but an action in the best interests of business practice. If you are asked to leave before your announced resignation date, you will be paid for this notice period, up to a maximum of two weeks.

Release

A release is an involuntary termination by the company. Because you are an "at-will" employee, Brad's Used Parts Megacenter may terminate the employment relationship at any time, for any or no reason, with or without cause.

GENERAL BUSINESS EXPENSE GUIDELINES

It is Brad's Used Parts Megacenter's policy to reimburse employees for all necessary and reasonable expenses incurred during the performance of their assigned functions. The Business Expense policy is available on the company Intranet site or from a Brad's Used Parts Megacenter manager. This policy also includes travel and business expense guidelines.

VACATION

Full-time exempt employees will earn vacation time off as indicated in the chart below:

Company Service	Vacation Eligibility
1 year	1 week
2 years	2 weeks
10 years	3 weeks
20 years	4 weeks



EMPLOYEE HANDBOOK

1. The Vacation Request Form is available on the Website on the Staff page. (a link at the bottom of the page: <http://www.bradsmegacenter.com/docs/vacationrequest.pdf>)
2. Vacation Request forms are to be submitted two weeks prior to the requested time off.
3. Late submissions may be approved or denied at the manager's discretion.

HOLIDAYS

Brad's Used Parts Megacenter observes the following holidays:

To receive holiday the employee must work the day prior and the day after the holiday.

Exceptions to this must be arranged with leadership prior to the holiday.

The following holidays will be paid at the straight hourly rate for all hourly employees after completing the probation period:

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

When a recognized holiday falls on a weekend, it will generally be observed on either the Friday before or the Monday after the holiday. These decisions will be made and communicated to all employees in advance of the holiday weekend.

LEAVE OF ABSENCE

Leaves of absence may be granted for the following reasons:

Family and Medical Leave

Family and Medical Leave is governed by the federal Family and Medical Leave Act of 1993(FMLA), and allows you to take up to 12 weeks of leave if you have a qualifying reason and meet the requirements of the FMLA. To be eligible, you must have been employed by Brad's Used Parts Megacenter for at least 12 months before the date the leave begins and worked at least 1,250 hours during this period. FMLA is typically unpaid; however, if you are eligible for salary continuation or have paid time off available that you want to use, you can apply it toward your leave. Eligible employees can take up to 12 work weeks of leave during any rolling 12-month period for one or more of the following reasons:



EMPLOYEE HANDBOOK

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- 1) The birth of a child of the employee;
 - 2) The placement of a child with the employee for adoption or foster care;
 - 3) To care for a spouse, child, or parent of the employee if this person has a serious health condition, as defined by the Act;
 - 4) Because of a serious health condition that makes you unable to perform your work functions.

The company will measure the rolling twelve-month period back from the date you use any leave under this policy. For example, if you are on an FMLA beginning in June for 6 weeks for the birth of a child, and your parent(s) become(s) ill in March of the following year, you are eligible for only 6 weeks of additional leave for the second occurrence.

When you determine that an FMLA leave is necessary, you must provide Brad's Used Parts Megacenter with not less than 30 days' notice before the leave begins. If, however, you discover the need for a leave less than 30 days in advance, you must provide notice as soon as practicable. If leave becomes necessary because of your illness or the illness of a qualifying family member, and is foreseeable based on planned medical treatment, you must make a reasonable effort to schedule the treatment so as not to disrupt the operations of Brad's Used Parts Megacenter. You must also provide certification, within 15 days of the request for leave, issued by the health care provider of the eligible employee or family member of the necessity for the leave.

Entitlement to leave for the birth, adoption or placement for foster care of a child will expire at the end of the 12 month period beginning on the date of such birth or placement. Entitlement to leave because of your illness or the illness of a qualifying family member will expire when: (1) there is no longer a serious health condition which keeps you from performing your job functions, (2) there is no longer need to care for the family member or, (3) the maximum 12 work weeks leave period has expired.

While on an FMLA leave, you must keep Human Resources advised regarding your status and intention to return to work. You should contact the company at least two weeks prior to the expiration of the leave of absence to discuss returning to work. If you wish to voluntarily terminate your employment, you should report this fact as soon as possible.

If you are on leave because of your own serious health condition, you are required to submit a note from your doctor stating that you are able to return to work, and noting any restrictions that are required.

Upon return from leave of absence, you will be entitled to the position that you held when the leave commenced, or to an equivalent position with equivalent benefits, pay, or other terms and conditions of employment, provided that you are able to perform the functions of the job.



EMPLOYEE HANDBOOK

While on an FMLA leave, your employee health insurance benefits will continue for the duration of the leave at the level and under the conditions that coverage would have been provided if you had continued working. You will, however, be responsible to continue your monthly premium contribution, at a rate equal to the contribution requirement at the time of leave. Arrangements for paying the monthly contribution should be made with the Human Resource Department prior to the leave of absence or as soon as possible after the leave begins. Failure to make contributions in a timely manner will result in cancellation of your medical coverage.

Brad's Used Parts Megacenter may recover the premium that the company paid for maintaining coverage during the leave period if you fail to return from leave. Brad's Used Parts Megacenter may require that a claim that you are unable to return to work because of the continuation, recurrence or onset of the serious health condition be supported by a certification of a doctor.

The FMLA allows leaves taken for your own serious health condition or to care for a qualifying family member to be taken intermittently or on a reduced leave schedule, when medically necessary. In such situations, however, the company may require you to transfer temporarily to an available alternative position that has equal pay and benefits and better accommodates recurring periods of leave than your regular position.

The employer reserves the right to require additional medical opinions as permitted by the Family Leave and Medical Act. Brad's Used Parts Megacenter also reserves the right to require subsequent certification on a reasonable basis.

The FMLA gives the company the right to deny restoration to employment to a salaried employee who is among the highest paid 10% of the company's employees within seventy-five miles of the employee's work site in those cases where the company determines that substantial and grievous economic injury to its operations will result if the employee is reinstated. Ordinarily, such notice will be given before the employee starts a leave of absence, although in some cases, this may not be possible.

Military Leave of Absence

Military Leaves of Absence will be granted to members of the Armed Forces for periods of active duty or training required by appropriate military authorities. Military Leaves will be without pay. You are asked to inform the Human Resources Department of the approximate beginning and concluding dates of training or service.

It is Brad's Used Parts Megacenter's policy to continue employee health insurance benefits throughout the period of the leave, provided that you continue to make the required monthly contribution payments.

Brad's Used Parts Megacenter will reinstate returning military personnel as required by



EMPLOYEE HANDBOOK

applicable federal and/or state laws.

Other Types of Leave

Leaves of absence for other reasons will be considered for full-time employees based on the merits of each case and consistent with the needs of the business. Managers will forward all such requests, with their recommendation, to Human Resources for final approval. Employees are expected to request a leave of absence with as much advance notice as possible.

Generally, this type of leave of absence will not be granted for periods of less than two weeks.

Paid time off should be used for absences less than two weeks in duration. The employee has the responsibility of keeping the Human Resources Department informed of the status of the leave and for contacting the company at least one week prior to the expiration of the approved leave.

Brad's Used Parts Megacenter cannot guarantee that the same or similar position will be available at the time you desire to return to work, or thereafter. If no position is available comparable to the position you last occupied, the company reserves the right to offer you a lower-level position, if one is available. Any offer for a lower-level position would be at a salary appropriate for that position.

Employee health and dental insurance benefits will be continued through the end of the month in which the leave begins. For example, if your leave begins April 15, you and any covered dependents would continue to have health and dental benefits through April 30.

BEREAVEMENT LEAVE

The company will provide time off necessary for you to attend the funeral, or to tend to the arrangements, of an immediate family member. Although no specific number of days is indicated, a 2-3 day window is considered normal. Each situation will be considered given your relationship to the deceased and any responsibilities you may have for the deceased's estate. Leadership must approve any time off in advance. Generally, the following family members are covered:

Spouse	Parent	Brother-in-law
Child/Step Child	Parent-in-law	Sister-in-law
Brother	Grandparent	Grandparent-in-law
Sister	Grandchild	Aunt
Uncle	Aunt-in-law	Uncle-in-law

Leave for attendance at a funeral for a non-immediate family member or a person with an especially close relationship may be granted at the discretion of leadership.



EMPLOYEE HANDBOOK

JURY DUTY

Brad's Used Parts Megacenter will grant employees time off for jury duty. Employees must substantiate appearance for jury duty by submitting orders to appear.

BENEFITS

Brad's Used Parts Megacenter offers a variety of benefit programs to meet the personal and family needs of full-time employees. The following types of plans are currently offered:

- Medical insurance
- Retirement Savings Plan (401k)
- AFLAC

Please contact leadership if you need benefits information or if you have other benefits-related questions.

EMPLOYEE PURCHASES AND/OR DISCOUNT PURCHASES

- 1) All employee purchases must be processed by leadership.
- 2) Nothing leaves the property without prior approval of leadership.
- 3) No part leaves the property without an invoice.
- 4) All \$0 invoices must be approved by leadership.