

Brenny Transportation, Inc. & Brenny Specialized, Inc. Team Agreements & Expectations

Team Commitment:

- *All Brenny team members are expected to live up to Brenny's Road Map to Success.
- *There is no "I" in team. Brenny believes for our company to be successful we must put the team before our individual goals.
- *Our team will not tolerate gossip, rumors, cliques or triangling.
- *Please respect and value people.
- *All important company information is reported in the team talk screen; please view and report any updates as needed. Each team member is assigned a team talk screen for individual updates at the team member discretion.
- *If you chose to be a part of the very important and vital industry of transportation, remember the following: People depend on you, therefore, you must be on time and rarely, if ever, miss work - trucking is a 24/7 industry! These are not just Brenny expectations, these are trucking expectations! Please know that without trucks America stops! We must have committed individuals who are ready and willing to serve the trucking industry. Thank you for understanding how important your role in the transportation industry is to our country!

Controlled Substance & Alcohol:

- *All applicants must undergo testing for controlled substance & alcohol, after a conditional offer of employment has been made.
- *All team members will be part of random drug & alcohol testing while employed at Brenny.
- *If a team member quits before three months of employment at Brenny Transportation, Inc. or Brenny Specialized, Inc., the costs of all controlled substance & alcohol testing that were incurred during team members' scope of employment will be deducted from team members' last paycheck

General Information & Housekeeping:

- *All Brenny property is smoke free.
- *Three breaks per day, 10 min. morning break, lunch break 30 min., 10 min. afternoon break. Please discuss break time & floor coverage with your leader.
- *We ask that you make and receive personal calls on your breaks, unless an emergency.
- *Please park in East lot, away from the building.
- *Work stations must be kept neat and safe.
- *Refrain from putting personal hygiene products in plumbing, use trash receptacles.
- *If you used the last hand towel, please change it.
- *The Brenny Team says The Pledge of Allegiance and inspirational reading daily- participation is strictly your choice.
- *Monthly motivators are responsible for tidiness of the kitchen and for taking out the garbage.
- *No weapons of any type are allowed on Brenny property.
- *Abide by the electronic communication expectations.
- *If any personal relationship develops with another team member please bring it forth to your Team Lead. The personal relationship must NOT interfere with the team, your job, or your attitude; if there is any interference you will be held accountable and/or disciplinary action will be taken.
- *All gifts received from stakeholders are to be given to management and will be used for charity events.
- *Brenny is under no obligation to return, protect or insure team members' personal property which is brought onto or into any Brenny property. If employment ends Maintenance Technicians are required to make arrangements with their leader to pick up their personal tools.

Appearance:

*Please dress in a clean, respectable, and professional manner, always.

*The following is unacceptable attire: baggy pants, sweat pants, cut off clothing, spaghetti or razor tanks, undergarments showing, tears or holes in clothing, low cut tops, skirts or shorts more than 2” above the knees.

*Caps allowed on Fridays only.

*NO PERFUME/COLOGNE/BODY SPRAY- EVER!

*Remember you represent Brenny as a transportation professional.

Attendance & Time Off:

*A personal call to your leader no less than 1 hour before your scheduled start time is the only acceptable communication for missing any amount of work (no text message).

*At the discretion of your leader, a doctor’s slip may be requested upon absenteeism.

*We ask that you refrain from taking more time off beyond your earned time off unless it is an emergency.

Approved (A) – 1 week or more notice, this is what is expected when requesting time off

Unexcused (U) = less than 1 week notice

Unexcused could be adjusted to Approved by your leader based on the urgency level or reason for absenteeism.

-One Unexcused (U) during first 3 months of employment = Written Warning or possible termination

-Per review year but after 3 months of employment

2nd Unexcused (U) = Verbal Expectation Reminder

3rd Unexcused (U) = Written Expectation Reminder

4th Unexcused (U) = Written Warning

After 4th = Disciplinary action, left to the discretion of your leader

If after 3 months an Unexcused (U) is a Monday or Friday or a business day before or after a holiday a Written Warning will be given.

After your 2nd Written Warning further disciplinary action will result.

The above discipline action could be adjusted by your leader based on the urgency level or the reason for the absenteeism.

If a Team Member misses 20 or more days above their earned days off in a one year review period; earned time off days, benefits, review date and/or pay could change. If Team Member quits without a 2 week notice or is let go for any reason, earned time off days and bonus money of any sort will not be paid.