

Daily Equipment Company



February 1, 2017

This Handbook provides important information about the Daily Equipment Company and its current policies, procedures and guidelines. Although we have made our best effort to fully address the most common policies and procedures, this Handbook is not intended to cover every possible situation. DEC reserves the right to add to or amend the policies, procedures and guidelines contained herein, without prior notice. Your employment relationship with DEC is “at will”, meaning that either you or DEC can terminate the employment relationship, with or without notice, at any time. If you have any questions about any of the information in this Handbook or about your employment, please contact your immediate supervisor or a member of the Human Resources Department.

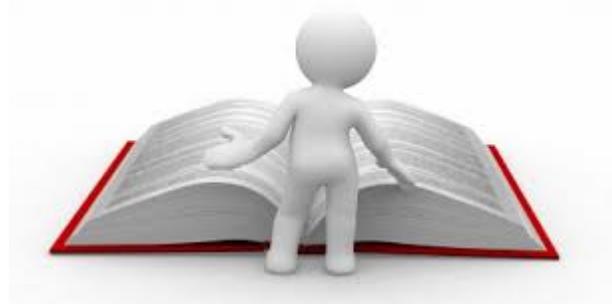


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Welcome to Daily Equipment Company

DEC Values

DEC Values System:

Discipline — Commit to getting better. Develop your skills, and continuously improve.

Excellence — Always strive to do your best. Hire the finest people. Be great every day!

Customer — Always put the customer first in all we do. Exceed their expectations.

People — Treat all people with respect and always work to make each other better.

Responsibility — Be accountable for your own actions, attitudes and performance.

Integrity — No matter what, always do the right and ethical thing.

Deadlines — Have a sense of urgency. We're in the service business. Move quickly and beat deadlines.

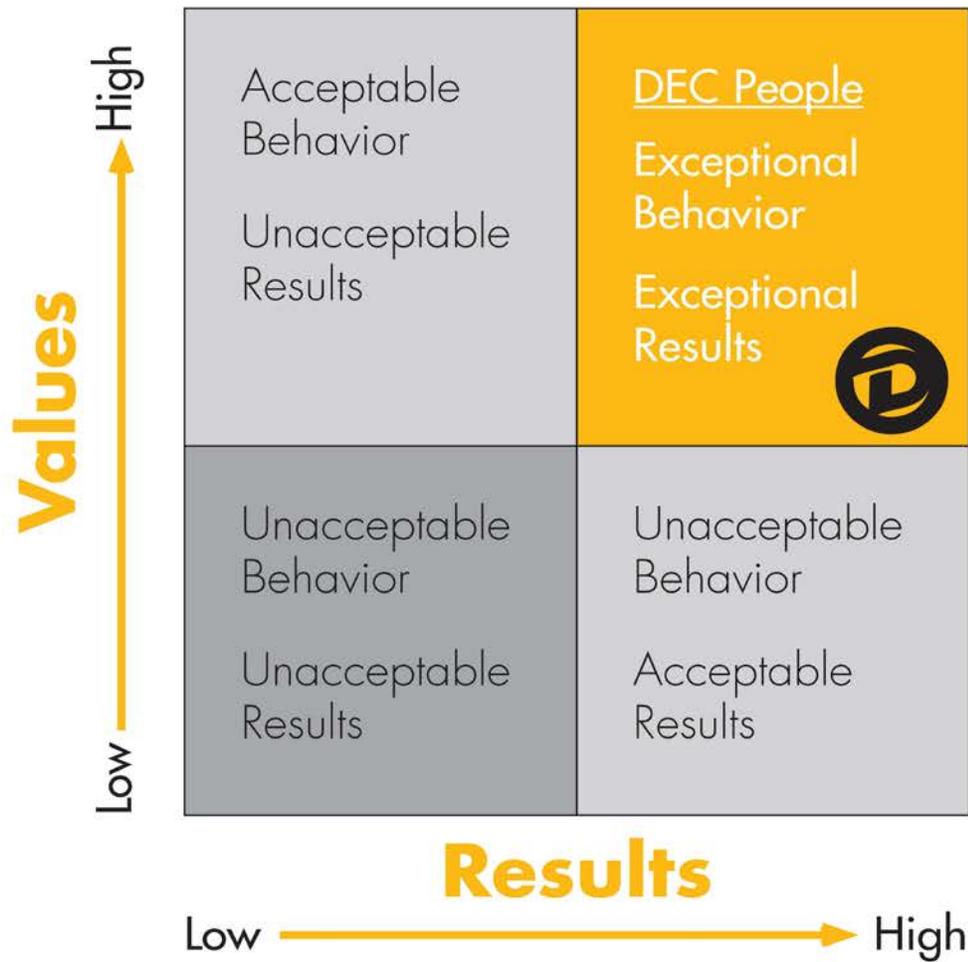
Example — Demonstrate teamwork with your co-workers. Lead from your position in the company.

Expectations

DEC expects employees to be conscientious, reliable and honest, to become proficient in their work, and to get along with others including co-workers, supervisors or customers. You are expected to do your best in whatever work is assigned to you. In addition, we expect you to be able to do your fair share of the work assigned to you and your co-workers and do it safely. We expect you to be completely honest and truthful in all of your dealings with your co-worker, your supervisors, DEC's customers and DEC.



Our Culture Map



GENERAL

At will employment

Your employment relationship with DEC is “at will”, meaning that either you or DEC can terminate the employment relationship, with or without notice, at any time. If you have any questions about any of the information in this Handbook or about your employment, please contact your immediate supervisor or a member of the Human Resources Department.

Diversity statement

At Daily Equipment Company, our greatest asset is the quality and capability of each and every one of our employees. We strive to create an environment that embraces the mixture of similarities and differences, and recognizes that diversity is not limited to only race and gender, but also age, family status, religion, level of education, physical abilities, and language.

Our goal is to make sure that diversity is woven into every aspect of our company, creating a culture of inclusion.

Equal Employment Opportunity

Daily Equipment Company is an equal opportunity employer and complies with the laws prohibiting discrimination on the basis of race, color, national origin, sex, sexual orientation, gender identity, age, religion, marital status, genetic information, veteran status, or disability. This commitment includes the reasonable accommodation of persons with disabilities in full compliance with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities.

Equal opportunity extends to all aspects of the employment relationship, including hiring, transfers, promotions, terminations, compensation, benefits, training, working conditions and other terms and conditions of employment.

If you feel you have been illegally discriminated against in violation of these policies or any municipal, state, or federal law, please contact the Human Resources Department.

Non-discrimination policy

Daily Equipment Company has an unchanging policy of nondiscrimination in employment practices. The objectives of this program are:

- To employ the most qualified applicants from the available labor market at all employment levels.
- To have hiring practices and programs that will afford all segments of the local area equal employment opportunities.
- To evaluate objectively the utilization of qualified minority groups in all occupational categories, and to comply, not only with the letter of the law, but also the spirit of the law.

Applicants for employment are recruited, selected and hired on the basis of individual merit and ability with respect to positions being filled and potential for promotion or transfer. All applicants are afforded equal opportunities and are recruited, selected and hired without discrimination because of race, color, religion, sex, sexual orientation, gender identity, genetic information, veteran status, age, national origin or disability.

Personnel procedures and practices on training, promotion, transfer, compensation, demotion, layoff or termination are administered with due regard to job performance, experience, and qualification and without discrimination because of race, color, religion, sex, sexual orientation, gender identity, genetic information, veteran status, age, national origin or disability.

Harassment policy

DEC is committed to providing a work environment that is free from all forms of discrimination and harassment. Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based upon or derisive of a person's race, color, religion, sex, age, national origin, disability, veteran status or other legally protected characteristics or conduct, where the unwelcome conduct affects tangible job benefits, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. All employees have a personal responsibility to keep the work place free of any such harassment. This policy applies to any relationship or dealings that a Company employee has in the work place or in connection with the performance of job duties. Therefore, the prohibition against harassment applies to employees, customers, vendors, and others with whom we do business.

Sexual Harassment

While all forms of harassment are strictly prohibited, DEC emphasizes its prohibition of sexual harassment. Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and also includes harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, invitations, or emails.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

All allegations of sexual harassment and other unlawful harassment will be quickly and discreetly investigated. The investigation may include interviews with the person making the complaint, the person against whom the complaint is made, any potential witnesses identified by either person, or any person whom DEC believes has relevant information. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. The results of the investigation will be discussed with the person involved and appropriate disciplinary action, if any, will be taken, up to and including termination.

Managers' Responsibilities

All members of management are responsible for the effective administration of this policy. Should a manager, director or supervisor become aware of or advised of an infraction of this policy, he or she should immediately report the matter to the Human Resources Department so that a full investigation may be conducted.

Whistleblower policy

Daily Equipment Company (DEC) requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of DEC, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that DEC can address and correct inappropriate conduct and actions. It is the responsibility of all officers, managers, and employees to report concerns about violations of DEC's code of ethics or suspected violations of law or regulations that govern DEC's operations.

No Retaliation

It is contrary to the values of DEC for anyone to retaliate against any officers, managers, and employees who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of DEC. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure

Daily Equipment Company has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Human Resources department. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the DEC's Human Resources department, who has the responsibility to investigate all reported complaints.

Employees with concerns or complaints may also submit their concerns in writing directly to their Branch manager, General Manager or the Chief Operating Officer.

Compliance Officer

The DEC's Human Resources department is responsible for the actions of the Compliance Officer. HR will ensure that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Chief Operating Officer of all complaints and their resolution and will report at least annually on compliance activity relating to accounting or alleged financial improprieties.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

DEC's Human Resources department will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Employment of relatives

Relatives of employees may be eligible for Regular or temporary employment with Daily Equipment Company only if individuals involved do not work in a direct supervisory relationship, or in job positions in which there is a conflict of interest. The Company defines "relatives" as spouses, registered domestic partners, children, siblings, parents, in-laws, and step-relatives. Present employees who marry or become registered domestic partners will be permitted to continue working in the job position held only if they do not work in a direct supervisory relationship with one another or in job positions involving conflict of interest. Senior leaders of the company are prohibited from having family members on staff.

Work apparel

Understanding that the work attire will differ between job position and location, it is to be understood and practiced to have a neat and professionally acceptable appearance at work. During your first 3 days, your manager will direct you as to what is acceptable to wear in your place of work. The following list however, while not all-inclusive, provides examples of the types of clothing that are prohibited while on the clock at Daily:

- Shorts, skirts, or dresses (shorter than four (4) inches from the knee)
- Spandex, or tight-fitting clothing
- Halter tops, tank tops or shirts that expose the midriff
- Sandals
- Excessively baggy pants or sweats or any clothing that is excessively loose

Supervisors and management staff will address any employee who is dressed inappropriately on a case-by-case basis. An employee may be asked to leave the Branch until they are appropriately dressed. Work time missed because of inappropriate dress will not be paid. The Working Apparel Code must be followed at any time an employee is working. Failure to comply with the working apparel code may result in disciplinary action up to and including termination of employment.

Safety

We at Daily Equipment Company are deeply committed to the safety of our employees. It is company policy to provide safe working conditions for all employees, to attempt to provide complete instructions covering safe working methods, to make available that special equipment required to protect employees against particular hazards, to allow you to make suggestions for improvements to our safety, and to allow you to report unsafe conditions without any fear of punishment or reprimand.

It is the obligation of each employee to actively participate in DEC safety program, to perform all assigned work in a safe, reasonable manner that avoids injury to yourself, co-workers, customers or other members of the public, to perform all assigned work in a safe reasonable manner that avoids damage to company, customer, and public property, to immediately report unsafe work conditions, to immediately report all occupational injuries or property damage to your supervisor, to wear and encourage others to wear personal protective equipment such as safety goggles, to wear a seatbelt anytime you are in a vehicle, whether on business or personal, and to be fit for work, do not come to work under the influence of illegal drugs or alcohol or prescription drugs that impair your senses. As an employee of Daily Equipment Company, you should be aware of our policies concerning employee safety. We have established certain rules and regulations to help protect all employees against serious injuries caused by accidents. It is the duty of your supervisor to inform you about these matters before you begin work.

Your personal safety and the safety of your fellow employees are extremely important to DEC. From time to time you will receive training and other instruction related to the safe performance of your job duties. As a DEC employee you share an obligation with your co-workers to keep our workplace safe and free from unnecessary hazards.

If you see a situation that poses a potential threat to the safety of yourself or others, notify your supervisor or any other member of management immediately.

Glasses: To guard against injuries to your eyes caused by flying objects, ANSI Z87.1 compliant safety glasses are issued to employees who work in the service shops and in other specified areas. You are required to wear these glasses in all circumstances while working. If you wear prescription glasses and work where safety glasses are required, bring a paid bill for ANSI Z87.1 glasses with side shields to your supervisor, and DEC will reimburse you, up to \$100.00. This is subject to a limit of one (1) pair per 12 months.

Shoes: This protection consists of safety shoes with steel-protected toes, these shoes prevent or reduce injuries caused by heavy falling objects. All service and parts department employees as well as any other authorized personnel, will be reimbursed up to \$125.00 for any safety footwear purchased. Shoes will be reimbursed 1 time per 12 months

Gloves: DEC suggests that each employee working in the service department or parts warehouse use heavy-duty work gloves to protect your hands. Gloves will be reimbursed up to \$25 annually.

Ear Protection: To prevent hearing loss or damage to ears caused by noise, ear protection must be worn at all times when noise is at a level that can cause damage.

Respiratory Protection: To prevent respiratory complications, personal protection must be worn at any time that fumes or vapors can be inhaled and cause breathing problems or damage to the lungs. Respiratory protection must be worn in the paint room while painting and immediately afterwards. No food or drinks are allowed in the paint room at any time.

Face Protection: To prevent disfigurement of the face or body, personal protection must be worn when working with harmful solutions or acids. When filling a battery with acid, a shield over the face must be worn as well as gloves and rubber apron. When working with harmful solutions in the shop areas or used parts areas, safety shields or safety goggles must be worn.

Conflict of interest

All employees have a duty to be free from the influence of any conflicting interest when representing Daily Equipment Company in purchasing from suppliers and dealings with vendors and third parties. Everyone is expected to deal with suppliers and all others doing business with DEC on the sole basis of what is in the best interest of DEC, without favor or preference to third parties based on personal considerations.

Any employee of Daily Equipment Company that personally accepts payment from a customer or vendor for services rendered or products sold is subject to immediate termination. Acceptance of such payment will be considered theft from Daily Equipment Company and will be pursued via all available means of law. In particular:

- No employee shall see or accept, directly or indirectly, any personal payments, loans, services, excessive entertainment, travel or gifts or more than \$50.00 in total value from any individual or business doing or seeking to do business with DEC. (Employees may accept key chains, lunches, and ballpoint pens. Anything of greater value must be approved prior to acceptance.)

- No employee shall do business with a close friend or relative on behalf of DEC unless expressly authorized by the Chief Operating Officer.
- Employees who deal with individuals or companies seeking to do business with DEC shall not own any interest, directly or indirectly, or have any personal agreement or understanding with a supplier that might tend to influence the employees decision, unless expressly authorized by the Chief Operating Officer.
- You may not work for one of our competitors or one of our customers or in direct competition with Daily Equipment Company outside regular business hours.
- Any outside employment should be reported to your supervisor and should not be of a type or duration that could affect your performance on your regular job.

The above policies apply equally to employees at all levels of Daily Equipment Company. All supervisors are responsible for communicating and for implementing these policies within their areas of responsibility.

The Chief Operating Officer of Daily Equipment Company has the authority and responsibility to determine what remedial steps should be taken in situations involving an actual or potential conflict of interest.

Confidential Information

Some employees have knowledge of confidential business information. This includes, but is not limited to:

- Future Plans,
- Bidding Information,
- Customer Information or List,
- Prices Paid Or Received For Material And Labor,
- Payroll Information,
- Financial Information on Income, Expenses, Net Worth.

If you have such information, it is to be released to people outside of DEC only when essential and appropriate and with the approval of company management. It is never to be released to any unauthorized fellow employees. Any transaction with any customer should never be discussed with any competitor. An insignificant comment could tip off a competitor and cost DEC a deal. What you say will not help and could hurt our competitive position.

Personal Finances

DEC expects every employee to take care of his/her personal business in a business-like manner. Working hours are not to be used for personal business.

When we receive telephone calls from other businesses inquiring about your employment here, our company policy is to give only the following information:

- Your name, as carried on our records
- Your job title
- Your date of employment

In the event you plan to buy a home, or for some other reason there is a need for written information about you and your employment with us, a request will be promptly handled by the payroll department if you authorize, in writing, the release of information.

Personal telephone calls and Email

If you have been assigned a telephone, it was assigned for conducting company business. Personal telephone calls should be kept to an absolute minimum. If you have not been assigned a telephone, it is because you do not need one for business purposes.

You should request your family and close friends to call you during your working hours only in the case of an emergency. In that event, the operator will deliver the message to you promptly. Other than emergency situations, all incoming and outgoing personal telephone calls must be received before work, after work, or during lunch breaks. Servicemen are not to be called off jobs for personal telephone calls. Personal long distance telephone calls should be charged to your home telephone number or a personal telephone charge card. Personal long distance telephone calls made on company telephones are considered theft and may result in termination of employment. Our business address should not be used for your personal mail.

While at work, employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of company phones. Personal calls during the workday, regardless of the phone used, will interfere with employee safety, productivity, and be distracting to others. Employees are therefore reminded to make all personal calls on non-work time (i.e. morning or noon breaks) and to ensure that friends and family members are aware of DEC's policy. DEC will not be liable for the loss of personal cellular phones brought into the workplace.

Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone/radio for business use are expected to refrain from using their phone/radio while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are required to pull off the side of the road and safely stop the vehicle before placing or accepting a call. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area.

Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cell phone/radio for business use, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.

Employees who are charged with traffic violations resulting from the use of their phone/radio while driving will be solely responsible for all liabilities that result from such actions.

Violations of this policy will be subject to discipline, up to and including termination.

Customer Relations

Complaints and other communications from customers should never be handled as routine matters. If they are promptly and properly handled, complaints can be turned into opportunities to gain or renew friendships and build goodwill for Daily Equipment Company.

If you receive a complaint or other request from a customer which you are not equipped and authorized to handle, find out enough about it so that you can refer the customer at once to the proper department or to the individual who can handle the matter promptly and properly.

Visitors

If you have the first contact with a visitor who has business with DEC, make every effort to see that they are directed to the right person in the right department, and do not have to wait unnecessarily.

All employees are responsible for treating customers and all other people who do business with DEC in a courteous, business-like manner. When you meet a customer, you should demonstrate hospitality and a sincere desire to be of assistance.

Safety regulations and other business reasons make the restrictions of visitors necessary. Our stores all have signs posted which inform the general public that trespassing, solicitations and distribution of literature are not permitted, and that all visitors should report to the office.

In addition to customers and vendor representatives who do business with us, we sometimes have people on our premises who are not here on legitimate business. All employees should be on the alert for these people. A friendly, courteous effort should be made to get them "on their way". In no case are they allowed in the warehouse or shop areas.

Visits from relatives, friends, and any people who have personal business with you are not allowed during working hours. Please make arrangements with them to meet you outside of working hours, at some place other than our stores.

No solicitation Policy

Employees are prohibited from soliciting during working time. Distribution of literature and other material is prohibited in work areas at all times and in non-work areas during working time.

Solicitation and distribution may not be engaged in during either the working time of the employee subjected to the solicitation or distribution or the working time of the employee engaging in such conduct.

Bulletin Boards

Items of interest and information, which pertain to you, are posted on bulletin boards, which are convenient for all to see. Please do not post any notices without approval from management. Departmental management will periodically remove obsolete matter from boards in their departments.

Company Vehicles

In the employee record that was completed when you came to work, you were asked for your driver's license number, state, and type. The reason for this is that, from time to time, the insurance company, which carries our company liability insurance, asks for this information and checks against public records of traffic accidents and other violations.

If your license is revoked, suspended or lapsed, you must immediately inform your supervisor of the circumstances. This pertains to all employees as at various times you may be asked to drive for company reasons.

If you drive a company vehicle in connection with your job, you are expected to observe all applicable laws and regulations, and to be sure that any vehicle assigned to you is in good operating order. It is your responsibility to secure all items in the back of your van or truck, including tool boxes, parts, machinery or other items.

You will be expected to personally pay any ticket you receive for traffic or parking violations while you are operating a company vehicle.

All occupants of company vehicles and personal vehicles while on company business require use of seat belts. If you are provided with a gas / diesel credit card, such as Fuelman, you are to use it to fill up your company vehicle. The card is provided as a convenience to you so that you may do your job effectively, not to fill up personal vehicles. Reports for Fuelman use are monitored weekly and mis-use will lead to your termination and/or prosecution for theft.

Any automotive accident in which you are involved as a Daily Equipment Company employee must be promptly reported to your supervisor, accident reports filled out on site, and photos taken with camera from your work cell phone even if there is no apparent damage or injury.

It is your personal responsibility to make any reports on certain accidents to the state where the accident occurred. In Mississippi this applies to any accident including any personal injury or physical damage of \$250.00 or more. Your supervisor can help you to complete these reports.

Commercial licenses are required for all haul truck drivers. DEC will reimburse you for the difference in cost between a commercial license and a personal vehicle license. All drivers with commercial "type a" license shall have an "H" (Haz/Mat) endorsement. All haul truck drivers shall keep a current log book at all times. All axle trucks and trucks in excess of 10,000 lbs. GVW fall under Department of Transportation (D.O.T.) regulations. This includes, but is not limited to:

- Vehicle Inspection Records.
- Vehicle Operator Medical Examiner's Certificate.
- Vehicle Operator Road Test.
- Vehicle Operator Written Examination.
- Annual Review of Vehicle Operator's Driving Record.

All drivers of company vehicles (automobiles, pickups and trucks) will have an annual review of their operator's driving record. Any suspended license, revoked license, or an operating record with sufficient violations to cause concern to management or an increase in insurance rates will be cause for immediate removal from driving any and all company vehicles. Depending on the particular person's job skills, company's needs, and surrounding circumstances, termination from employment could occur.

Drinking and driving a company vehicle is strictly prohibited. A D.U.I. citation while driving a company vehicle or a personal vehicle while on company business is reason for termination. If you receive a D.U.I. while in your personal vehicle and on personal business our liability insurance carrier will not insure you. This means you cannot drive a company vehicle. Depending on the circumstances, there may or may not be a job for you.

Those who drive personal vehicles and are paid a car allowance for use of the vehicle on company business are required to carry minimum liability limits. Those limits are currently:

- \$250,000.00 Bodily Injury Each Person

- \$500,000.00 Bodily Injury Each Accident
- \$100,000.00 Property Damage Each Accident

Company vehicles are for company business only. Company vehicles are not to be used for personal business. This includes going to the store for milk, hauling sand for your yard, deer camp, and working on Aunt Mary's car.

Carrying of firearms in any company vehicle at any time is prohibited. If you have a firearm in your company vehicle it must be removed. This includes firearms under the seat, in the trunk or on your person. It does not make any difference whether you have or do not have a permit.

Only employees of Daily Equipment Company, customers, vendors and other business related personnel are permitted as passengers in company vehicles. This means you cannot have wives, girlfriends, children, friends or hitchhikers as passengers in any company vehicle at any time. Company vehicles have liability coverage only when used in matters consistent with the business of Daily Equipment Company. Having non-DEC people in a DEC vehicle for a non-business purpose will put your financial future and the financial future of your family in harm's way.

Remember Daily Equipment Company's policy of not permitting radar detectors in company vehicles. Although this has been a past Daily Equipment Company policy, it is now prohibited for DOT vehicles due to Federal/State regulations. All Daily Equipment Company vehicles have GPS units to protect DEC's investment. Tampering with or removing a GPS unit is grounds for termination.

Purchases by DEC

All purchases for DEC are made by the department managers, and their authorized assistants. A PURCHASE ORDER IS REQUIRED ON ALL PURCHASES.

There may be times when on the job you are asked to sign invoices from our suppliers, delivery receipts, packing lists, freight bills, and similar papers. You should not sign any of the above unless you know that the transaction is correct and that you are authorized to sign it. If there is any doubt, clear it up before you sign it. If you do sign any of the above, it is your responsibility to immediately give the original or a copy to your department head or other designated personnel. DO NOT PUT PAPERWORK IN YOUR GLOVE COMPARTMENT; LEAVE IT WITH A BOX OF PARTS; OR DO ANYTHING WITH IT EXCEPT GET IT TO THE RIGHT PLACE WITHOUT DELAY.

Charges are not to be made to Daily Equipment Company for personal items. If Daily Equipment Company receives a discount from a supplier and you would like to receive the discount, request the supplier to write the sale as a cash sale to Daily Equipment Company and pay the supplier. Personal purchases are **not** to be charged to Daily Equipment Company and deducted from the employees pay or paid at a later date.

Employee Transfers

Transfers may be made from one department to another and/or between stores. Company management will consider transfers when the employee has properly made a request. When an employee's services are needed in a different place, DEC may request the transfer.

Should you request a transfer to another department or store, and your request is approved but a position is not then open, you will be placed on a preferential transfer list.

When DEC requests the transfer, arrangements for reimbursement of moving expenses will be made on an individual basis.

Performance reviews

In order for good relations to continue to exist between you and DEC, a review process has been established. This gives you the chance to know exactly how management is evaluating your performance. It also gives management a chance to explain exactly what is expected of you.

The purposes of the annual performance evaluation process are to promote communication and provide useful feedback about job performance, to facilitate better working relationships, to provide an historical record of performance and to contribute to professional development.

It is designed to be an open session in which you may offer suggestions that would improve our company or your working conditions.

There will be a review for all employees a minimum of every twelve (12) months from date of the last review. Salaried employees will be reviewed annually. Partial reviews or special reviews may be held at other times as requested by an employee or at the discretion of the supervisor.

Employment Records

It is to your personal benefit and also very important to DEC that our records pertaining to your employment with DEC be kept confidential and up to date. You should ask your branch manager or notify the Human Resources department in case any of the following should occur:

- Change of your address or telephone number.
- A different person should be notified in case of emergency, or if the person previously designated has a change of name or telephone number.
- You legally change your name.
- Any of the following events affecting you:
 - Marriage
 - Separation
 - Divorce
- Any of the following events affecting a dependent:
 - Adoption
 - Birth
 - Death
- If a dependent child marries, leaves school, ceases to be dependent on you and cannot be carried in our group policy, or is ineligible for coverage in our group because of becoming a certain age.
 - Dependents, for this purpose, are defined in the brochures and policies for:
 - Accident Insurance
 - Dental Insurance
 - Medical Insurance

You may want to follow-up to be sure that group coverage for a dependent, which is terminated, is replaced by some other means.

If anyone formerly claimed as a dependent ceases to be a dependent, or if you marry, divorce, separate or acquire new dependents, your federal and state income tax withholding should be reviewed.

Personnel files are the property of DEC. You may review your personnel file by requesting to do so with your supervisor but under no circumstances will you be allowed to copy or remove any records from your personnel file.

Suggestions and Improvements

Daily Equipment Company has always believed that there is a better way to do anything. All of DEC officers, and managerial personnel have, as one of their primary duties, the continuing improvement of existing method of operation.

Suggestions from all other employees have always been encouraged. We have established an official Suggestion Plan to encourage participation. Officers, management and supervisory personnel are not eligible to participate in this plan. It will be operated as shown below.

The types of suggestions, which are encouraged, are those that would have the following or similar results:

- Improving quality
- Reducing monthly expenses
- Improving service to customers
- Reducing lost time
- Reducing waste of material and supplies
- Correcting conditions which are hazardous to safety and health

Termination of Employment

Any employee, who resigns from Daily Equipment Company, is expected to give a two-week notice. If you are absent for two consecutive working days without notification to your supervisor, you are automatically removed from the payroll and your employment is terminated.

If your employment is terminated either voluntarily or involuntarily, you should report to your immediate manager and schedule an exit interview before separation. The purpose of this interview is to assure complete understanding between you and DEC, including the settlement of any outstanding property charges, uniform accounts, salary advances, expense accounts, etc. The final payroll check will be delayed until the next available regular payroll date.

Your department head must file an employee termination notice when a termination occurs. The purpose of this form is to let the payroll department know how to handle your final pay, your insurance and related matters. Be sure to include your current mailing address.

Sales People Termination of Employment

Due to the amount of work that must be done after order acceptance but prior to and during delivery, commission salespeople who either resign or are terminated will be paid for all: Rental Commission (LTR or STR), TM&R Commission, P/M Commission and all other commissions paid through the date of separation, machines delivered through the date of separation, or parts delivered through the date of separation, provided that DEC has been paid by the customer for the sale. Sales assistance fees, for units sold by other dealers or our vendors, will be paid on those fees received up to the date of separation. Separation compensation will be paid on one check as soon as commission can be calculated, minus any monies owed to Daily Equipment Company.

Termination of Employment – Incentive Pay

If your employment is terminated, either voluntarily or involuntarily, you will not receive incentives or other bonuses upon termination. Monthly, Quarterly or Annual incentives will not be pro-rated or paid early for separation of service. Employees must remain in the employment of Daily Equipment Company through the time the incentive is normally paid to be eligible to receive incentive pay.

BENEFITS

As a DEC employee you will enjoy excellent benefit programs including paid vacation and holidays, 401(k), Short and Long term disability as well as a wide variety of insurance plans to cover you and your family's needs. We monitor your benefit program on a continual basis to ensure it is competitive.

During long-term leaves of absence, most insurance policies carried through DEC have to be suspended or cancelled. If you ask for and receive a long-term leave, be sure to check with the Human Resources department about the status of your employee benefits.

Benefit changes

It is important to note that IRS regulations do not allow changes to your benefits during the plan year unless you have a qualified family status change, such as:

- Marriage or divorce
- Death of a spouse or dependent
- Birth or adoption of a child
- Gain or loss of spouse's employment

Contact the Human Resources within *31 days* of any qualifying event to make any changes to your benefits.

Vacation

Upon employment, vacation will be available immediately based off a prorated amount depending on the date of employment.

For employees who have been employed by Daily Equipment for less than ten (10) years will have 80 hours of vacation per year. Their vacation time is accrued at the rate of 3.07 hours every pay period worked.

For employees who have been employed by Daily Equipment for ten (10) years or more without a break in service will have up to 120 hours of vacation per year. Their vacation time is accrued at the rate of 4.61 hours every pay period worked.

Vacation are not intended as additional compensation for past service, but to enable you to have a period of rest and relaxation while you are employed by DEC. Any unused vacation due in one year cannot be carried over into the next year unless due to very unusual circumstances that are approved by general management team. At the beginning of the year, employees must designate their desired vacation dates TimeStar. A vacation schedule will be posted as soon as possible.

Management reserves the right at all times to assign vacation periods. In the event of conflict in requested vacation dates, seniority will be given consideration. Of course, all possible consideration, consistent with business needs, will be given to employee requests for specific dates.

If vacation time is taken before it is earned, DEC reserves the right to deduct the amount of the vacation pay from the employee's final check. Upon termination, if vacation time has not been taken, the employee will be paid for vacation days earned during the current year provided the employee gives a two-week written notice of leaving.

Holidays

Holiday pay is eight (8) hours of straight pay that is paid to employees on company observed days off. Holiday pay will be paid out towards hours worked for pay purposes. Holiday pay will be paid out towards hours worked for overtime.

Due to the nature of our business, it may be necessary for some employees to work on a holiday. If you work on a holiday, you will be paid for the time you work and for the eight holiday hours.

All full-time employees will be paid for the following holidays:

- New Year's Day
- Mardi Gras-Fat Tuesday (For New Orleans Store Only In Lieu Of Memorial Day)
- Memorial Day (Except New Orleans Store-See Above)
- Independence Day
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas (Two Days, Dates To Be Announced Each Year)
- If a holiday falls on a weekend, another day will be announced and observed as a holiday.

Holiday pay for employees who are not required to work equals eight hours at the straight-time rate.

Employees having an unexcused absence on the workday preceding or following a holiday will not be paid for the holiday.

If an employee uses sick leave for the workday preceding a holiday, they will still be eligible for the holiday pay. The employee must call in and speak directly with their manager for approval of the requested sick leave.

If the vacation is approved in advance, holidays just before, during or immediately after vacation days will be paid for as holidays and not charged to vacation pay.

Sick Days

When you are first employed by Daily Equipment Company, a sick leave account is established in your name. Depending on the month you start work with DEC, your sick leave account is credited as shown below:

If you start in:

January, February, March
April, May, June
July, August, September
October, November, December

You are credited with:

Four (4) Days
Three (3) Days
Two (2) Days
One (1) Day

On each January 1st after the year of your employment, you are credited with five (5) days for sick leave for the current year. Any of the days that have not been used during the preceding years, will not be transferred to the current year.

Commissioned Sales Reps and Employees who receive Incentive Pay are allowed the same use of vacation and sick days as any other employee of Daily Equipment Company, based on tenure.

Sick days do not get paid out upon termination or resignation of employment.

Short-term disability insurance

DEC provides Short Term Disability at no cost to you, and you are automatically enrolled and we are pleased to offer it to regular, full-time employees. Below is a brief summary of the benefits available.

- Eligible after 1yr. of employment 5 day waiting period unless hospitalized (From date of disability)
- 4 weeks- 100% covered
- 5 to 8 weeks- 80% covered
- 9 weeks to LTD (90 Days)- 50% covered
- PTO and Sick time used during waiting period and after week 4 to supplement the difference

Long-term disability insurance

The ability to earn a living is your most valuable asset and protection of that asset is essential. Long-term disability insurance is a very important part of any insurance program, and we are pleased to offer it to regular, full-time employees. Daily Equipment Company pays 100% of the total cost for full-time employees.

Below is a brief summary of the benefits available.

- BENEFIT WAITING PERIOD: Ninety (90) Days
- MONTHLY PAYMENT: Sixty percent (60%) of your basic earnings, less any payments received, because of disability, from Social Security, Workmen's Compensation, etc. Maximum payment is \$5,000.00 per month.

Purchase of tools and other approved items

Tools that you use on your job as a mechanic may be purchased through our company with the following rules:

- Bi-weekly payroll deduction for the purchase of tools, toolboxes, etc., for use in lift truck repair for mechanics only.
- Limit of \$500.00 charged to the employee account.
- Items will be paid for over 4 pay periods. The minimum deduction per pay period being the total cost of the tool if less \$40.00
- All items will be sold at cost. All items will be taxed. Any freight charges incurred will be charged.
- An Employers Purchase sheet will accompany every purchase. The manager and the tech must sign parts invoice and purchase sheet.
- All charges must be on an invoice.
- You may request a monthly statement of account.

Tools personally owned-insurance

Some of you have now, or are acquiring, a substantial investment in personally owned tools. A part of our employee benefit program can help you protect this investment. Maximum coverage available is either \$4,000.00 or \$8,000.00 per incident at a cost of \$2.00 and \$3.80 respectively per biweekly payroll period. DEC pays for the remaining cost of this protection. If you have personally owned tools and want to put this program into effect, you should prepare a tool inventory, and submit it to your Branch Manager along with DEC Form 301. Your branch manager will check your tool inventory, give you a copy and keep a copy. In the event of additions or changes, use the same procedure.

To be covered by this program, your toolboxes, service truck toolboxes and van doors must be locked when you are not on duty. Tools lost or stolen when left on top of toolboxes or on top of service trucks are not covered. In the event of theft, etc., a report must be made promptly to your supervisor and to the appropriate police department or sheriff's office. Coverage applies only on tools located in DEC service area or on company field service assignments. Losses covered by the program will be paid, less a \$50.00 deductible.

Uniforms

DEC provides work uniforms for employees who work in areas where clothing is subject to soil and grease. Generally, this includes service department employees and drivers. Standard issue for servicemen and truck driver personnel is 11/11. All uniforms will have patches and names. DEC pays the entire cost of these uniforms. In turn, we expect you to wear a clean one each work day, and to take care of all of them assigned to you as if they were your own property. If at

any time there are shortages or they are not in usable condition, report it to your supervisor so that necessary corrections can be made. Uniforms are not changed with season changes. Choose either long sleeve or short sleeve.

Each department has a regular time and place for turning in soiled uniforms to be picked up by the uniform company driver, and a time and place for you to pick up clean uniforms. You are responsible for all uniforms assigned to you. All losses and any damage other than on-the-job wear and tear will be charged against your payroll account.

If your employment is terminated for any reason, a full accounting for all uniforms that have been issued to you must be made. Your final paycheck will be debited for all uniforms not turned in.

LEAVES OF ABSENCE

Bereavement

Daily Equipment Company will pay up to 3 days at 8 hours per day of straight time pay in the event that bereavement is requested and approved should a death occur in your immediate family:

- Husband or Wife
- Parents or Grandparents (in-laws)
- Children or Grandchildren
- Brothers or Sisters (in-laws)

The above relationships include those by blood, by marriage or by adoption. You should notify your manager of a covered death as soon as possible, if you will be off work, so that necessary work arrangements can be made.

Payment will not be made for any Saturday or Sunday.

Jury Duty

If you are called to serve on a jury, you should take the duty as part of your civic responsibility and assume the duty with enthusiasm. Inform your supervisor as soon as possible of the time you must report for jury duty. When you serve on a jury, DEC will pay you for a normal workday, up to fifteen (15) working days in any calendar year. Any jury duty checks received, should be copied and that copy turned in so Daily can pay the difference for the time spent. If you are excused from jury duty for all or part of a day, you are expected to report to your supervisor and work for the remaining part of the day.

Inclement Weather

Any time missed by hourly-paid employees during inclement weather will generally be treated as an excused absence without pay. However, any employee who has vacation time accumulated may be paid vacation pay for such days lost if he so requests.

Leave for military service

Permanent employees who perform service in the uniformed services may be granted leaves of absence for the purpose of participating in military service. Under USERRA, "uniformed services" consists of the U.S. Army, Navy, Marine Corps, Air Force and Coast Guard and their Reserve components, U.S. National Guard and Air National Guard, the Commissioned Corps of the Public Health Service and any other category of persons designated by the Chief Operating Officer of the United States in time of war or emergency.

Employees will be granted leave as required to complete the military service, for up to five years of cumulative uniformed service-related absences. Some special categories of military service are exempt from this five-year limit.

Employees with leaves of less than 31 days must report back to work by the beginning of the first regularly scheduled work period after the end of the last calendar day of service, plus the time required to return home safely and have an eight hour rest period.

Employees with leaves between 31 and 180 days must apply for re-employment no later than 14 days after completion of uniformed service. Employees with leaves longer than 180 days must apply for re-employment no later than 90 days after completion of uniformed service. The reporting or application deadlines are extended for persons who are hospitalized or convalescing because of an injury or illness incurred or aggravated during the performance of military service.

Returning service members will be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority

(escalator position). DEC will make reasonable efforts (such as training or retraining) to enable returning service members to refresh or upgrade their skills to help them qualify for reemployment. However, certain exceptions apply and a service member may be placed in an alternative reemployment position if he or she cannot qualify for the escalator position.

Reemployed service members are entitled to the seniority and rights and benefits based on seniority that they would have attained with reasonable certainty had they remained continuously employed.

During a period of military service, the employees will be treated as if they are on a furlough or leave of absence. Consequently, during their period of service they are entitled to participate in any rights and benefits not based on seniority that are available to employees on comparable nonmilitary leaves of absence.

If an employee's health plan coverage would terminate because of an absence due to military service, he or she may elect to continue the health plan coverage for up to 24 months after the absence begins or for the period of service (plus the time allowed to apply for reemployment), whichever period is shorter. The employee may be required to pay up to 102 percent of the full premium for the coverage. However, if the military service is for 30 or fewer days, the employee cannot be required to pay more than the normal employee share of any premium.

In recognition of the public service performed by Reservists and members of the National Guard, employees will receive the difference between their regular pay and their service pay, excluding any military subsistence allowance or other expense allowances during the training period.

Family and Medical Leave

The Family Medical Leave Act (FMLA) provides federal "job protection" while Short-term Disability (STD) provides company-paid "pay protection." If you are enrolled in STD for your own serious health condition, then you are also eligible for FMLA. Conversely, you could be enrolled in FMLA, but not be covered by STD.

If you have worked for DEC for at least 12 months, and at least 1,250 hours in the previous twelve month period, you are eligible to request leave for certain reasons under the Family Medical Leave Act of 1993 (FMLA).

FMLA leave may be granted for the following reasons:

- 1) To care for a newborn or newly adopted child or foster child
- 2) Because of your own serious health condition; or
- 3) To care for a family member with a serious health condition
- 4) A covered family member's active duty or call to active duty in the Armed Forces
- 5) To care for an injured or ill service member

Request for FMLA should be made directly to Human Resources. For more detailed information, please contact your manager or Human Resources.

Health Reasons

During the first six (6) months of absence for health reasons your insurance remains in effect. The human resources department will keep a record and notify you of the amounts due for your share of the cost of insurance. You are expected to make arrangements for payment of this account.

Of course, when there is no pay due, there is nothing due for long term disability insurance and unless you make special arrangements, any payroll savings plans will be in an inactive status.

For information about absences for more than six (6) months, please refer to "Terminations".

A leave of absence may be granted to an employee after one year of service - subject to approval of company management. In the case of illness, the request for the leave must be presented in writing with a doctor's statement attached. If the leave of absence is granted for a reason other than an illness or injury covered by FMLA, you should understand that if the need of DEC requires that a replacement be hired or transferred your old job cannot be guaranteed upon your return. Every consideration will be given to you, however, for placement in a job that is available at the time of your return and for which you are qualified.

Other Types of Leave

If you do not qualify for the types of leave described in this policy, DEC may approve a personal leave of absence, depending on your circumstances. Except where mandated by law, we cannot guarantee that benefits will continue or that your position will remain open in your absence.

Benefit Continuation during Leave

DEC will maintain your group health plan coverage and certain other employment benefits (such as group life insurance, AD&D insurance and health and dependent flexible spending accounts) during your FMLA leave on the same terms as if you had continued to work, if these benefits were provided to you before the leave was taken. You will be required to pay your regular portion of premiums – contact Human Resources for an explanation of your options.

Benefits that are accumulated based upon hours worked will not accumulate during the period of FMLA leave. In some instances, DEC may recover premiums it paid to maintain health plan coverage for an employee who fails to return to work from FMLA leave.

Returning to work

If the reason for FMLA leave is for your own serious health condition, you will be required to present a fitness-for-duty certification immediately upon return to work. Any restrictions will be evaluated and accommodations made as appropriate.

If you exhaust all leave under this policy and are still unable to return to work, your situation will be reviewed to determine what rights and protections might exist under other Company policies.

Upon return from Family or Medical Leave, you will be returned to the position you held immediately prior to the leave if the position is vacant. Certain exceptions exist for Key Employees as defined by law. If the position is not vacant, you will be placed in an equivalent employment position with equivalent pay, benefits and other terms and conditions of employment.

The law provides that an employee has no greater rights upon a return from leave than the employee would have if the employee had continued to work. Therefore, you may be affected by a layoff, termination or other job change if the action would have occurred had you remained actively at work.

Workers, compensation insurance

For your protection, Daily Equipment Company carries worker's compensation insurance for all employees. This covers you for on-the-job injuries; it pays for necessary medical expenses and pays benefits according to schedules established by law for lost time, disability, or death.

Lost time after five calendar days is reimbursed by insurance if you miss work because of an injury at work. If the necessary absence is fourteen calendar days or more, the five-day waiting period is disregarded. The rate of reimbursement for lost time is established by law.

It is our earnest wish that no accidents occur; however, some are inevitable. **It is important, and absolutely mandatory, that you report promptly to your supervisor any injuries, however slight, that occur to you during working hours. Complication may develop days or weeks after slight injuries, so do not try to judge if the accident is serious enough to report. In turn, your supervisor will report the incident to the appropriate parties.** Report it anyway, for it is to your benefit.

In the event medical attention is required, please ask your supervisor for the name and address of a doctor or hospital selected by DEC to use for any injury covered by worker's compensation.

An injured employee has the right to use a competent physician of his own choosing. This physician must be a licensed medical doctor, must be in a reasonably convenient location, and his services must be reasonably suited to the nature of the injury.

In the event of an emergency while you are working away from one of our stores, you may use any convenient medical facility and you should report the injury as soon as possible after you have received treatment.

An employee injured on the job is paid at the normal rate for the time required for initial medical treatment. This includes travel to and from the doctor's office, emergency room, etc.

If the injury is one that prevents your return to work the same day, you will be allowed time off, with pay and paid for a minimum of eight hours for that day. The time off is not charged against sick pay.

This insurance is paid for entirely by DEC. Your efforts toward reducing accidents and injuries will have the effect of reducing our insurance cost and making Daily Equipment Company an even better and safer place to work. Worker's compensation insurance does not apply if you are injured while participating in any athletic activity, even if it is on a team sponsored by DEC. Any claims of this type should be filed under our group medical insurance plan or with your personal medical insurance carrier if you do not have group coverage.

PAYROLL AND ATTENDANCE

Pay days

If you are paid by the hour, the payroll week starts at 12:00 Monday morning and runs for seven (7) days until 12:00 the next Sunday night. Payment for the previous two (2) weeks of work is made by direct deposit every two (2) weeks on Friday (effective 1Jan 2017).

If a pay date falls on a company holiday, but not on a banking holiday, the pay date will remain as scheduled. However, if a pay date falls on a banking holiday, payment will be made on the preceding day.

If you have authorized deductions from your payroll, they will be itemized on your check stub. All deductions are added together and pro-rated over each paycheck, i.e. the same amount is deducted out of each paycheck. Deductions include medical insurance, dental insurance (dependent coverage), tool insurance, long-term disability, accidental death, dependent life insurance, and 401K contributions.

Please review the information on your check stub regarding pay rates, hours and deductions. If there appears to be an error on your check, please take the check stub to your supervisor. They will handle the matter expeditiously with the payroll department. Payroll checks will not be released prior to the payroll date.

Overtime

Overtime is paid to hourly paid employees for work performed over forty (40) hours during the week, Monday through following Sunday night. Sick days and vacation days are not considered hours during which work is performed for the computation of overtime hours.

No work is to be performed before or after scheduled working hours, **except with the prior approval of your manager.** Arriving early or leaving late for your own convenience is not considered working time. Overtime will be paid at one and one-half times the basic hourly rate, but no overtime will be paid unless your supervisor has given prior approval.

Taking a day off without pay and saving vacation days and sick days is not allowed. Vacation days and sick days are to be used for any absence from work. See HOLIDAYS for information about pay for working on a holiday.

Time sheets

If you are paid on an hourly basis, your supervisor will give you instruction on operating the time clock. Since our payroll and our invoices to customers are processed by computers, it is necessary for some employees are assigned a payroll number. This number must be used on time cards and on time sheets. The accuracy of the information on your time cards and field service expense cards is your personal responsibility. You should never assume responsibility for anyone else's time card, nor should you ever permit anyone else to handle your time card. Field Service timesheets should be turned in/reported daily.

EMPLOYEE CONDUCT

Tobacco Usage

Daily Equipment Company (DEC) maintains a tobacco-free workspace. No smoking or other use of tobacco products (including, but not limited to, cigarettes, e-cigs, pipes, cigars, snuff, chewing tobacco, or vape products) is permitted in any

Daily Equipment building or vehicles owned, leased, or rented by the company. Employees may smoke outside only in designated areas during breaks. When smoking or using tobacco or similar products outside, do not leave cigarette butts or other traces of litter or tobacco use on the ground or anywhere else. No additional breaks beyond those allowed under the Company's break policy may be taken for the purpose of using tobacco or similar products. Dispose of any litter properly in the receptacles provided for that purpose.

DEC regularly conducts business on the worksite of numerous customers. Please remember to conform to tobacco use policies of our customers when working at a customer's site.

All DEC employees are expected to abide by this policy in all respects while at work, whether on company premises, at a customer's site, or while in transit between work locations or assignments, as well as while the employee is off duty, if the employee is on DEC premises or in vehicles owned, leased, or rented by the company. Being permitted to use tobacco products during breaks is a privilege, as long as such use does not interfere with the employee's work, fitness for duty, or professional appearance. If that privilege is abused, it may be withdrawn altogether.

Drug Screen Examinations

DEC has designated the right to drug test employees in order to provide a safe, healthy and secure work environment for employees and other individuals doing business with DEC. Drug screening will be used following accidents either with or without injury. Failed drug screen, failure to report for screening, or to submit to a drug screen will be cause for immediate termination. All information, reports or test results received by Daily Equipment Company are confidential communications. Appointments for these examinations are scheduled by DEC. Daily Equipment Company employees working at certain customer locations will be required to comply with drug and alcohol screening policies of those customers and may be required to submit to additional drug and alcohol screen examinations as required by the customer.

Housekeeping and Personal appearance

DEC expects you to put forth your best effort to keep your working area as clean as possible. All drink cans should be placed in the trashcan when emptied. All extra clothing, shoes, umbrellas, overcoats, raincoats, etc., are to be placed in the facilities provided. Each employee is expected to help keep the lounges and restrooms neat and clean.

Shop Service positions are expected to sweep and clean their own stall(s). Field Service positions are responsible for clean and neat service trucks. Bumper stickers and other personal decals are not permitted on any Daily Equipment Company vehicle.

In serving our customers, we need to be concerned about the impression we create by our personal appearance. Be careful to choose clothing that is appropriate for your job. Especially choose clothing that aids good hygiene, is safe, modest, neat and clean. Each department is entitled to have a more stringent personal appearance policy to support business needs and compliance with health codes and OSHA requirements. Be sure to know and follow these guidelines for your particular job. The manner in which employees present themselves should never be distracting to the customers. Employees are expected to arrive on property in accordance with this standard. Employees reporting to work not complying with this standard will be required to meet compliance by their Supervisor or Manager and may be sent home to accomplish this.

Willful damage to company facilities or continued untidiness will not be tolerated. DEC and your fellow employees expect you to consider your personal grooming, cleanliness, and poise. This helps create a good company image and helps ensure our success in the competitive world of business.

Attendance

In order to maintain our work force at the highest level of efficiency and dependability, our company policy is to keep attendance of employees at a maximum and absence and tardiness at a minimum. It is realized that some absences and tardiness are unavoidable. However, if you demonstrate an established pattern of excessive absenteeism (i.e., routinely missing Mondays or Fridays or other patterns in order to extend your weekend) you will be subject to disciplinary action up to and including termination of employment. It should be clearly understood that acceptable attendance is a condition of continued employment with DEC.

If the cause of absence or tardiness is illness or an emergency of some other kind, you are expected to notify your supervisor as soon as possible. If for any reason you cannot do this yourself, you should arrange for a responsible relative

or friend to do so. **NOTIFICATION IS TO BE DIRECTLY TO YOUR SUPERVISOR - NOT JUST TO WHOEVER ANSWERS THE TELEPHONE.** By talking directly to your supervisor any needed communication can take place directly.

There is no valid reason for unexcused absences or tardiness. Your immediate supervisor will review them as they occur and records will be kept of each.

Company Property

It is your duty as an employee to help properly maintain all equipment provided for your convenience and use. All papers, records, charts, pricing information, drawings, correspondence, product information, customer lists, and similar material, which you use in your work, are the property of Daily Equipment Company. During your time of service with DEC, or when your employment is terminated for any reason, none of the above is to be removed from the premises without prior permission of management. If this violation occurs, you forego any monies owed to you.

General Rules of Conduct

The purpose of these rules are to promote order and discipline to succeed and promote the type of atmosphere that will encourage efficiency and productivity at Daily Equipment Company. To that end, every employee is expected to operate in a highly self-disciplined manner and is responsible to regulate his/her own conduct in a positive, productive, safe, and professional manner. Daily Equipment Company has established rules governing personal conduct to promote orderly and efficient operations, as well as to protect the rights of all employees. We expect employees to follow rules of conduct that will protect the interests and safety of all personnel. It is important that each employee's contact with customers and co-workers is positive, professional and courteous. It is not possible to list all forms of behavior that would be considered unacceptable, but the following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

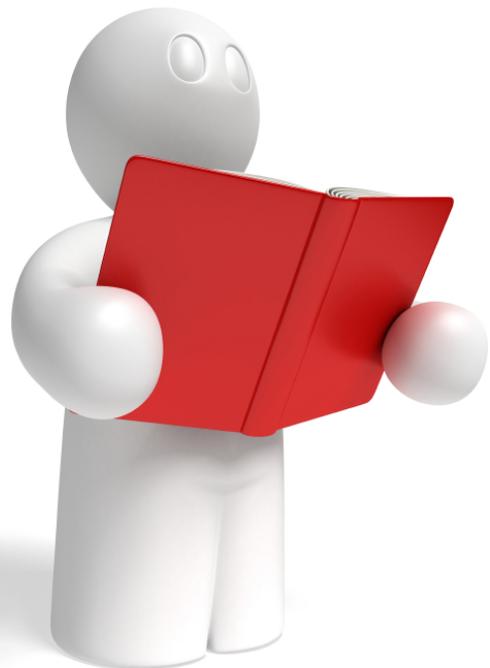
- Insubordination, including but not limited to, improper conduct toward a supervisor or refusal to perform task assigned by a supervisor without proper justification.
- Frequent or excessive tardiness or absence from work, or one's workstation.
- Absence of one or more days without authorization, see page 19 for more information on being absent.
- Sleeping during working hours.
- Unsatisfactory job performance.
- Theft or unauthorized removal of property from Daily Equipment Company, fellow employees, customers, or anyone on company premises.
- Possession or use of alcoholic beverages or illegal drugs on Daily Equipment Company premises, Daily Equipment Company vehicles, or appearing for duty under the influence of alcohol or drugs.
- Malicious or willful destruction or damage to Daily Equipment Company property or supplies, or the property of another employee, customer or visitor.
- Abuse of Sick Time
- Engagement of any harassment (see Harassment Policy).
- Release of confidential information about Daily Equipment Company or its customers.
- Violating safety or health regulations/ practices or engaging in conduct that creates a safety or health hazard.
- Fighting or provoking a fight (either verbal or physical) on or off company premises. Employee(s) provoking a fight will be equally guilty as the assailant(s).

Disciplinary Program

Daily Equipment Company has the exclusive right to administer appropriate disciplinary action, including termination, to employees for just or proper cause. Generally, a documented progressive discipline approach is indicated whenever a policy or procedure, work rule, or safety violation occurs.

- A typical progressive discipline approach includes the following action levels
 - a. Verbal warning:
Documented in writing, by supervisor or location manager, but administered in an informal setting. Documentation should include the nature of the violation and the measures to be taken by the employee to rectify the violation. The documentation is placed in employee's personnel file.
 - b. Written warning:
Letter of reprimand documented in writing by the location supervisor or manager with the original given to the employee and a copy placed in the employee's personnel file. Documentation should include the nature of the violation, measures to be taken by the employee to rectify the violation and the consequences of another violation.
 - c. Discharge:
Documented in writing, signed by location supervisor or manager and placed in employee's personnel file. The documentation should include a narrative of the violation and the reason for discharge.

- All levels of disciplinary action short of discharge must include counseling and retraining with a clear goal in mind of FAVORABLY modifying the offending employee's future behavior.





THE LAST WORD

When you have read all the preceding pages, you have an idea of what Daily Equipment Company is all about. To state it simply, the success of Daily Equipment Company depends to a very large extent on you and your fellow employees. We are counting on you, and because we are counting on you, we want you to know that you can count on us.



Receipt of Daily Equipment Company Employee Handbook

The Employee Handbook (sometimes referred to as a Personnel Policy Manual, or the “Manual”) is a compilation of personnel policies, practices and procedures currently in effect at Daily Equipment Company, an equal opportunity employer. The Manual handbook and the information within it are confidential.

This handbook is designed to introduce employees to the organization, familiarize you with Company policies as they pertain to you as an employee, provide general guidelines on work rules, disciplinary procedures and other issues related to your employment, and to help answer many of the questions that may arise in connection with your employment.

This handbook and any other provisions contained herein do not constitute a guarantee of employment or an employment contract, express or implied. You understand that your employment is “at-will” and that your employment may be terminated for any reason, with or without cause, and with or without notice. Only the CEO, CFO, Chief Operating Officer or other authorized representative(s) of Daily Equipment Company has the authority to enter into a signed written agreement guaranteeing employment for a specific term. This handbook is intended solely to describe the present policies and working conditions at Daily Equipment Company. This handbook does not purport to include every conceivable situation; it is merely meant as a guideline and, unless laws prescribe otherwise, common sense shall prevail. Of course, federal, state and local laws will take precedence over Daily Equipment Company policies when applicable.

Personnel policies are applied at the discretion of Daily Equipment Company. Daily Equipment Company reserves the right to change, withdraw, apply or amend any of our policies or benefits, including those covered in this handbook, at any time. Daily Equipment Company may notify you of such changes via email, posting on DEC’s intranet, portal or website, or via a printed memo, notice, amendment to or reprinting of this handbook, but may, in its discretion, make such changes at any time, with or without notice and without a written revision of this handbook.

By signing below, you acknowledge that you have received a copy of Daily Equipment Company’s Employee Handbook, and understand that it is your responsibility to read and comply with the policies contained within it and any revisions made to it. Furthermore, you acknowledge that you are employed “at-will” and that this handbook is neither a contract of employment nor a legal document.

Signature

Date

Please print your full name

Please sign and date one copy of this notice and return it to the Human Resources department. Retain a second copy for your reference.