INTRODUCTION

The purpose of this personnel policy handbook is to inform you, the employee, of your rights, benefits, privileges and responsibilities that you assumed when you accepted employment with Lowe Automotive Group. We ask that you read and retain this handbook so that you can fully understand the organization for which you work.

If you have any comments, questions, or suggestions regarding any information contained in this handbook, please discuss them with your General Manager.

All statements contained in this handbook are intended to help you fully understand the various aspects of your employment at Lowe Automotive Group and its affiliates. Nothing in this handbook is intended to create any contractual rights or obligations and does not create a contract of employment, either expresses or implied. The Company reserves the right to change, amend, or update the policies without notice.
GENERAL COMPANY POLICIES

COMPANY PHILOSOPHY

The main purpose of Lowe Automotive Group and its affiliates is to provide the HIGHEST QUALITY SERVICE and parts available to all our VALUED CUSTOMERS. It is asked that you remember this objective.

Your cooperation and dedication to Lowe Automotive Group will help us satisfy all our customers’ needs. In order for us to be successful, we have to meet the diverse needs of the customer and our employees.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Lowe Automotive Group and its affiliates are committed to providing equal employment opportunity to all of our employees. This policy applies to, but is not limited to, all personnel actions and procedures, including recruitment, hiring, training, transfers, promotions, terminations, compensation, benefits and all other terms, conditions or privileges of employment.

This policy is to be administered without regard to race, religion, national origin, age, sex, disability, marital status, citizenship, veteran’s status, sexual orientation and any other characteristic protected by federal, state or local laws. If you feel there has been a violation of this policy, you should immediately contact the General Manager of your location.

Every employee is responsible for assisting the Company in the implementation of this policy and every employee is expected to adhere to this policy not only in practice, but also in spirit.

EMPLOYMENT AT WILL STATEMENT

Employment with Lowe Automotive Group is on an “at-will” basis and is for no definite period. Employment with Lowe Automotive Group may, regardless of the date or method of payment of wages or salary, be terminated at any time by either the Company or the employee, with or without cause or notice. No one, other than the Jeff Lowe has the authority to alter the at-will status of your employment or to enter into any employment contract for a definite period of time. Any such agreement altering the employment-at-will status must be in writing and signed by Jeff Lowe.

NO HARASSMENT POLICY

Lowe Automotive Group has always been committed to providing a workplace that is free of discrimination of any kind. In keeping with this commitment, we will not tolerate harassment of any employee by any person, including any manager, supervisor, co-worker, customer, client, vendor, or any other third party.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person’s protected status, such as sex, color, race, religion, national origin, age, physical or mental disability, sexual orientation, or any other protected status. The Company will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with a person’s work performance, or that creates an intimidating, hostile or offensive working environment. Prohibited harassment includes, for example, jokes about another person’s protected status, kidding, teasing or practical jokes directed at a person based on his/her protected status.
Sexual harassment deserves special mention. Sexual harassment is conduct based on sex, whether directed toward a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented “kidding” or “teasing,” “practical jokes,” jokes about obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another person’s body.

Lowe Automotive Group expressly prohibits sexual harassment or sexual misconduct of any kind. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex, constitutes sexual harassment if:

1. Submission to the conduct is an explicit or implicit term or condition of employment.
2. Submission to or rejection of the conduct is used as the basis for an employment decision.
3. The conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

All employees of Lowe Automotive Group are responsible to help ensure that a workplace free of harassment is maintained. An employee who believes that he or she has experienced or witnessed any type of harassment is asked to immediately notify their immediate supervisor or Manager.

Lowe Automotive Group’s policy prohibits retaliation against anyone for reporting harassment, assisting in making a harassment complaint, or cooperating in a harassment investigation. An employee, who believes that they have been retaliated against, is asked to immediately notify their immediate supervisor or Manager. It is our policy to investigate, immediately and thoroughly, all complaints of harassment and to the fullest extent practicable, and to keep complaints and the terms of resolution confidential, within the necessary bounds of the fact finding process.

If an investigation confirms that a violation of this policy has occurred, appropriate corrective action will be taken, including disciplinary actions, up to and including immediate termination of employment.

**INTRODUCTORY PERIOD**

The first 60 days of employment is considered an introductory period for all new employees. During this period employees will have the opportunity to learn about the nature of our business as well as the requirements of the work they will be performing. During this same period we will have an opportunity to observe the employee's skills, abilities, attitudes, attendance and potential for contributing to our company objectives. If, in management’s evaluation, an employee does not meet the standards of our company, the employee may be dismissed at any time during or at the end of the introductory period without benefit of prior warning or counseling. Of course, upon completion of the introductory period, employees must continue to meet the standards of employment. Completion of the introductory period does not alter the at-will nature of employment with the Company.

**POST-JOB OFFER PHYSICAL**

All employees will be subject to a pre-employment physical and the employment offer may be revoked if employee fails to successfully pass pre-employment screenings.
CONDITIONS AND HOURS OF WORK AND PAY

WORKING HOURS

Individual working hours will be determined by the General Manager. Hours may be extended without notice due to an increase in business volume.

LUNCH BREAKS

All employees are entitled to an unpaid lunch break. Lunch break time and length will be determined by the General Manager. Lunch breaks should be taken. Time will not be paid for skipped breaks unless authorized by the General Manager. This lunch break policy is subject to change due to business volume or any other factors as determined by the General Manager.

TIME CARDS

Hourly and non-exempt employees are required to complete weekly timesheets by using the company provided Time Cards. Time cards are electronically recorded via your personal identification code that is given to you at the beginning of employment. You are expected to login in and out according to your designated work schedule or by the request of your immediate supervisor. You are required to log out for breaks, extended personal phone calls or any other non-work related activity that keeps you from performing your normal responsibilities. Please see your location manager if you have any questions regarding time card policy.

OVERTIME

Hourly and non-exempt employees are eligible to receive overtime pay at a rate of 1.5 times their regular hourly rate for hours worked in excess of 40 in any work week. Overtime is delegated and approved by management. Employees who work overtime without receiving prior approval from management may be subject to discipline. For the purposes of calculating overtime, only hours worked will be included. Paid Time Off, Holidays, Jury Duty, Bereavement Leave or other time off does not count as hours worked.
EMPLOYEE CLASSIFICATION

Full-time: Any employee who has completed a 60-day introductory period and is working at least 40 hours per week on a regular basis. Benefits are accrued based on the number of hours worked. (If changing from Part-time to Full-time there will be a 60 day introductory period.)

Part-time: Any employee who has completed the 60-day introductory period and works less than 40 hours per week on a regular basis. No benefits are provided.

Temporary/Seasonal: Any employee who is hired for short-term assignments, summer help or other miscellaneous duties. Temporary employees do not receive any benefits.

Employees are further classified as follows, depending upon job duties and responsibilities. Determinations of exemption status are made pursuant to state and federal law regulations.

Hourly - Includes employees who are paid on an hourly basis and who are entitled to "Overtime" pay at a rate of 1.5 times their regular salary for any hours worked in excess of 40 in one week.

Salaried/Exempt - Includes certain Company officers, directors, managers, supervisors, saleperson and other personnel who are paid on a salary basis but who are not entitled to "Overtime" pay.

OUTSIDE EMPLOYMENT
Your employment with Lowe Automotive is considered your primary employment. If you have a second job, you must not let this job interfere in any manner with your duties with Lowe Automotive Group. No phone calls involving your other job, or overlapping hours will be tolerated. Your performance level should not be hindered by other employment. If anything interferes with your performance of this job, it will be cause for action. Employment with a competitor of Lowe Automotive will not be allowed. Employees who are working for competitors will be terminated.

SALARY

It is the intention of Lowe Automotive Group to maintain a sound salary policy which assures that every employee is compensated fairly for the position occupied.

SALARY AND PERFORMANCE REVIEWS

Your overall performance will be evaluated on a regular basis by the General Manager and Jeff Lowe. Salary adjustments will be granted based on a number of factors including performance, company standing, market comparisons, employee attitude and helpfulness. Employees should have no expectation of a salary adjustment.
BENEFITS AND TIME OFF

Unless otherwise noted, the benefits listed below are for full-time employees who have met the 60-day Introductory Period.

INSURANCE

Full-time employees are eligible for medical and dental insurance the first of the month following your 60 day introductory period. For more detailed information regarding our benefits plan, please speak with management. If for any reason you miss more than 2 consecutive weeks of work, you must still pay your Employee Contribution to the company.

HOLIDAYS

Full-time employees will be paid for each of the following holidays after 60 days of employment; New Year’s Day, Memorial Day, July 4th, Labor Day, Thanksgiving, and Christmas Day. If a holiday falls on the weekend, the company typically issues a Floater PTO day. You must work your scheduled days before and following the holiday in order to be paid for that holiday, unless you have received approval for time off (such as PTO).

JURY DUTY

Whenever any employee is called for jury duty, your normal salary, less the amount received from the courts, will be paid during the time of service for a maximum of 5 working days per year.

401K

Employees working over 30 hours are eligible for the company 401k plan. To be eligible, the employee must have been employed for 1 year and be 21 years old. Enrollment is permitted following the employee's one year of service and part-time employees, after one year of service must have worked at least 1000 hours. The company matches up to 4% Any questions regarding this plan should be directed to your General Manager or Russell Long.

PARTS PURCHASES

Employees are able to purchase parts at a discount for themselves on a COD basis.
PERSONAL TIME OFF (Paid time off)

Upon completion of 1 year of full-time employment, full-time employees may use their allotted personal time off days as paid time off. Paid Time off is provided in lieu of vacation, sick or personal days. The intent of Personal Time Off is to provide paid time off for the purposes of intermittent vacation, sick, personal appointments or infrequent days away. No personal time off is considered earned or as having accrued until the employee’s anniversary start date of employment. After completion of one year of full-time employment, full-time employees are entitled to 9 days of personal time off.

After 1 year anniversary date, employee earns 2 days for each quarter remaining in the year.

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<th>Jan-Mar</th>
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Example:  Hired May 2012-Eligible for 6 days May 2013  
Hired Nov 2012-Eligible for 2 days Nov 2013

Second year of vacation becomes eligible on January 1st of the following year for 9 days of personal time off for full-time employees. The following year the employee is eligible for 14 days of personal time off. After five years of full-time employment with the company you will receive an additional day of personal time off for a total of 15 days of personal time off. Upon completion of ten years of full-time employment with the company you receive an additional day of personal time off for a total of 16 days of personal time off.

Any part-time employee wanting time off without pay must give sufficient notice and consult with the General Manager. Full-time employees should submit their request for personal time off by February 15th. Weeks will be selected by seniority and single days can also be selected with the approval of the General Manager.

If conflicts do arise and more than one employee wants the same day off, it is up to the General Manager to determine if this can be worked out. Please give the General Manager enough notice as far in advance as possible so that arrangements can be made to cover any situation that may arise. Each employee must take the full allotted personal time off days within the calendar year that it is earned. Unused personal time off days can only be carried over into the next year provided it has the approval of the General Manager, maximum of 5 days. Upon termination of employment, earned but unused personal time off will be paid except when termination is due to misconduct or due to resignation without notice of at least two weeks.

Personal Time Off is granted on an annual basis and the employee is responsible for taking time off in a reasonable manner. Employees are expected to take time periodically throughout the year as opposed to using most/all days at the beginning or end of a year. Time off without pay will be granted on a case by case basis.

PTO time will be allotted in 4 hour or 8 hour increments only
ATTENDANCE

If you cannot be present for work, you should contact a manager as soon as possible. Do not leave a message or a voice mail; you must speak with a manager directly. If an emergency occurs and you have to leave a message, you must call back as soon as possible and speak to a manager. Do not notify a fellow employee of your anticipated absence. Excessive unexcused and unscheduled absences will lead to disciplinary action. Failure to call in and speak with a manager for two consecutive days is considered a no call/no show and the company will assume the employee has voluntarily resigned.

TARDINESS

Your job is important to the success of Lowe Automotive Group. If you are going to be late, please call a manager. Do not leave a message on voice mail; you must speak with a manager directly. Tardiness, early departure, or abuse of lunch time penalizes your fellow co-workers and the company, and will lead to disciplinary action.

BEREAVEMENT TIME

In the event of the death of an immediate family member employees may be allowed to take up to 2 days off with pay to make arrangements and attend the funeral. Immediate family members include the following: spouse, legal mother/father, sister, brother and children. Additional time off using PTO or without pay may be granted per management’s approval.

PERSONAL LEAVE

We understand that our employees may, for various reasons, need unpaid leaves of absence which may not fall under the Family Medical Leave Act. Unpaid leaves of absence are allowed at the Company’s discretion.

Every effort should be made by the employee to give as much advance written notice as possible as to the length of the unpaid leave as well as the expected return-to-work date. The company may require documentation supporting leave in writing. The Company does not guarantee, upon return from leave, that the employee's job position will be available, except where required by law.

During an unpaid leave of absence, employees do not accrue Company benefits including vacation pay, sick pay, paid time off (PTO) or any other benefit. The employee will not lose any seniority by taking an approved unpaid leave of absence. The employee will be responsible for paying premiums on his or her insurance coverage and that of his or her dependents. If the employee does not continue these premium payments he or she risks loss of coverage by the insurance carrier.

The failure to return from unpaid leave of absence as scheduled may result in termination.
FMLA (Family Leave Act)

***Even if you are on FMLA, you must still make arrangements to pay your Health Insurance monthly contribution (You will need to provide a check to the company since you will not be receiving a paycheck)

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

Twelve workweeks of leave in a 12-month period for:
- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee’s spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on “covered active duty”; or
- Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member’s spouse, son, daughter, parent, or next of kin (military caregiver leave).

Lowe Automotive Group administers FMLA on a rolling calendar year basis. Meaning your eligibility is based on your last occurrence of FMLA.

Eligible employees must have been employed for at least 1 year and worked at least 1,250 hours in the preceding year.

Requests for FMLA must be filed at least 30 days in advance when leave is foreseen or as soon as possible in case of emergency. In instances of serious health condition, the company may request a medical certification outlining the condition, length of absence, and estimated return. Failure to provide this information will result in delay and/or forfeiture of rights under this policy. This means the absence may then be counted against your record for purposes of discipline for attendance, etc. We may also require periodic reports during your FMLA leave for status updates and intent to return to work.

Employees will be required to use available PTO in conjunction with an approved leave of absence. Use of PTO will not extend the length of leave.

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. 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, state and or federal law.
MILITARY LEAVE OF ABSENCE POLICY

In compliance with federal law, Lowe Automotive Group will grant a Military Leave of Absence in appropriate circumstances. Please notify your supervisor of enlistment, induction or Military Reserve/Nation Guard training or active duty requirements as early as possible. An employee who voluntarily or involuntarily enters active duty in the United States Armed forces shall be reinstated to a similar position upon satisfactory completion of military service, according to law.

WORKER’S COMPENSATION INSURANCE

In accordance with state law, Lowe Automotive Group provides Workers’ Compensation Insurance. It is your responsibility to report any job accident or injury to your supervisor immediately. Failure to immediately report any accident or injury – no matter how insignificant – may result in delay of your worker’s compensation claim and could result in disciplinary action under company policy.
ADDITIONAL COMPANY POLICIES

INVENTORY

All employees may be required to take inventory on a Saturday, once a year. You will be compensated your regular wage for this day, if you worked under 40 hours in the week. If you worked over 40 hours, time worked for this event will be paid based on overtime requirements.

ACCIDENTS/INCIDENTS

It is important that if you are injured in any fashion at work, you report this immediately to the General Manager to ensure that care is rendered to you, the injured party, as soon as possible. Failure to immediately report any accident or injury will result in disciplinary action.

If you are in an accident/incident that requires medical attention you will be subject to a drug test.

USE OF COMPANY VEHICLE FOR PERSONAL USE

At no time will company vehicles be used for personal use. Any employee using company vehicles for any reason not related to the business of Lowe Automotive Group will be subject to disciplinary action up to and including termination.

PARKING

Park your personal vehicles in the designated area. Lowe Automotive Group is not responsible for damage incurred or items stolen from employee vehicles.

VEHICLE SAFETY

Lowe Automotive Group has company vehicles available for company business. While using these vehicles employees are expected to adhere to safe driving procedures. This includes wearing seatbelts at all times when driving or riding in company vehicles. Use of a cell phone (personal or company) is prohibited while driving, unless a hands free device is used (See Cell Phone/Electronics Device Policy). Any employee who is driving a company vehicle while under the influence of drugs and/or alcohol will be in violation of our company drug and alcohol policy and will be subject to disciplinary action up to and including termination.

DRESS CODE

Casual attire is considered proper at Lowe Automotive Group. We suggest blue jeans or work pants, or even shorts, in season. All employees should wear collared shirts while delivering parts and in the warehouse. You should dress appropriately and conservatively. Open toed or open heeled shoes are not permitted in the office/warehouse due to safety reasons. At no time will vulgar, offensive, or revealing clothing be allowed.
PERSONAL APPEARANCE/CLEANLINESS

Your appearance is an important contribution to the impression that you project to our customers. At all times employees are expected to adhere to social acceptable standards of dress and grooming. Hair is to be well groomed and clean. Neatness and proper dress also help reflect a good image to the customer.

SMOKING

Smoking is not allowed at Lowe Automotive Group. This includes the building, and all company vehicles. Any disregard for this rule will be subject to disciplinary action.

PERSONAL ACTIVITIES

Employees are expected to postpone personal tasks until after work or during your lunch period. If this is not possible, contact the General Manager for the best alternate time. Since telephone communications are important to our business, we ask that telephone use be restricted to business unless an emergency exists. Occasionally, personal telephone calls have to be made or received during business hours. A small number of these calls will be permitted; provided they are local and they are handled in a way as not to interfere at all with your job responsibilities. Keep the personal calls brief and be ready to interrupt them instantly to get back to work. This includes all cell phone usage. (See addendum at end of the handbook requiring hands free device)

ATTITUDE AND CONDUCT

The impression you make on our customers means everything to Lowe Automotive Group. We ask that each employee conduct himself or herself in such a way, both at work and off duty, so that our image and reputation are not tarnished. Also, remember it is not what you say that matters so much, it’s how you say it or convey it that counts. It is encouraged that you discuss any business, problems, or complaints with the General Manager in private.

In addition, Lowe Automotive Group expects all members to act in a professional manner that fosters a work environment built on respect for each other and for those outside the company with whom we have contact. Specifically, members will avoid: treating others with a condescending attitude; treating others with a lack of personal or professional respect; public humiliation such as hostile criticism in front of others; temper tantrums; screaming; scapegoating and public disparaging remarks.

Any incidents of unprofessional conduct should be reported to the General Manager.

Violations of this policy may result in disciplinary action up to and including termination.
EMPLOYEE CONDUCT, WORK RULES and TERMINATION

To ensure orderly operations and provide the best possible work environment, Lowe Automotive Group expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. It is your responsibility to be aware of, understand and adhere to these requirements.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including immediate termination of employment. Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine:

- Theft or inappropriate removal or possession of company property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, manufacture, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, while operating employer-owned vehicles or equipment – employee vehicle used for company purpose on authorized time.
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism, tardiness or any absence without notice
- Unauthorized absence or tardiness from work station during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of business “secrets” or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Abusive Language: towards co-workers or management/customers
- Intentional work slowdown or stoppage
- Failing to report to work and/or does not call in a minimum of one (1) hour prior to their authorized shift
- Failure to satisfactorily perform assigned job duties
- Personal conduct or behavior on or off the job, detrimental to the company, other employees or customers
- The use of abusive language or physically abusive actions to demonstrate discrimination, sexual harassment, or illegal harassment of any kind, towards a fellow employee or customer
- Act insubordinately, refuse to perform assigned work, or leave the work place without permission of direct supervisor
- Failure to immediately report workplace injuries or to adhere to safety rules or work restrictions placed upon an employee by a licensed health care practitioner
- Destruction or theft of company property.
- Failure to report internal or external theft, or known policy violations; including violence and/or threats of violence
- Deliberately falsify, alter, destroy, or remove company records from the workplace unless needed to perform job-related duties while traveling off-site on company business
- Transmit confidential company or employee information to unauthorized persons
• Frequent tardiness and/or absence without permission
• Inconsistent attendance and/or abuse of sick leave
• Allow any non-employee access to office and shop areas unless they are on legitimate company business
• No other person should allow another employee to clock them in/out unless they are the Shift Leader or Supervisor and documentation of the occurrence is noted on the timecard and initialed by the Shift Leader or Supervisor
• Employees reporting to work under the influence or employees with knowledge of fellow employees under the influence of alcoholic beverages, marijuana, illegal substances and/or drugs that have not been properly prescribed should be reported to the supervisor immediately. The Supervisor will report the incident and/or contact medical and/or law enforcement agencies as appropriate
• Sleeping or loafing on company premises at any time

This listing is not all-inclusive. Abuse of these and/or other company policies may be grounds for immediate dismissal.

Employment with Lowe Automotive Group is “At Will.” “At Will” means that employment is a mutual consent of Lowe Automotive Group and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

DISCIPLINE

Rules and regulations are needed at Lowe Automotive Group, to help provide orderliness, productivity, safety, and a healthy working environment. The best working conditions exist when these rules are followed. If any employee disregards or ignores stated policies or rules, or acts in any unbecoming manner, it will be necessary to take disciplinary action. This action can take any of the following forms:

1. VERBAL WARNING: A verbal warning will be given to an employee to not continue the present conduct. This warning may be done on an informal basis or on a formal basis with the General Manager.

2. WRITTEN WARNING: A written warning may be issued to the employee with a probationary period attached to it. A probationary period will indicate a time by which the employee has to rectify his/her conduct. If such conduct is not improved, suspension or dismissal will occur.

3. SUSPENSION: The suspension may be from 1 to 3 days according to the gravity of the situation. A written record concerning the suspension will be put in the employee’s file and the suspension will be without pay.

4. DISMISSAL: This can be done at any time if in the sole judgment of Jeff Lowe or Management, dismissal is warranted. Notations of dismissal and the reason for dismissal will be placed in the employee’s record.

These are guidelines only. Any employee is subject to whatever discipline the management deems appropriate under the circumstances with or without prior notice or warning.
ALCOHOL AND DRUGS

Substance Abuse Policy
Lowe Automotive Group’s success depends upon the good physical and psychological health of our employees. Alcohol, drug, and other controlled substance abuse in the workplace are a national problem. LOWE AUTOMOTIVE GROUP has a strong commitment to its employees to provide a safe work environment. To accomplish this objective, the Company believes it is essential for the workplace to be drug-and-alcohol-free. Misuse of drugs and alcohol constitutes unsafe work practices. Employees who abuse drugs or alcohol endanger the safety of themselves, as well as their fellow employees. To achieve a drug-and-alcohol-free workplace consistent with the Company’s commitment, LOWE AUTOMOTIVE GROUP has implemented the drug and alcohol testing programs outlines below.

Prohibited Conduct
Any employee found to be unlawfully using, manufacturing, selling, distributing, dispensing, possessing, trafficking in, or under the influence of any alcoholic beverage or drug on Company property or while performing assigned duties off Company property will be considered in violation of this policy. Employees violating this policy will be subject to appropriate disciplinary action, up to and including termination. Employees may be suspended with or without pay pending completion of an investigation.

Post-Accident Testing
Any employee involved in an accident on the job or in a company vehicle where injury or damage is involved and professional medical treatment is given must be tested for the presence of drugs or alcohol. This applies to the injured employee(s) and any other employee(s) involved in the accident. Employees may be placed on an unpaid leave of absence during testing and determination of the status. Positive test results, intentionally inconclusive test results, or refusal to submit to testing will result in termination and may also affect eligibility for workers’ compensation benefits.

Just Cause Testing
Where there are reasonable grounds for believing an employee is under the influence of or is suspected of using alcohol or drugs, the employee must submit to a medical examination and/or drug and alcohol testing. If the test results are positive or intentionally inconclusive the employee will be terminated. Refusal to submit to drug and alcohol testing will also result in termination. Employees may be placed on an unpaid leave of absence during testing and determination of status. Those with a negative test result may be reimbursed for any lost time during this leave of absence.

Prescription Drugs
If an employee is taking prescribed medication, the employee should notify his or her supervisor, since the use of such medications may affect an employee’s safe job performance. Prescribed drugs are permitted only if they do not impair an employee’s ability to perform the essential functions of his or her job effectively and in a safe manner.

Confidentiality
All information obtained in the course of alcohol or drug testing will be kept strictly confidential, to the fullest extent permitted by law. Only those persons who have a need to know will be given access to such information. The importance of this confidentiality to LOWE AUTOMOTIVE GROUP and its employees cannot be overemphasized.
PROBLEMS/CONCERNS

If a problem arises regarding an employee's job, the way to solve this is to bring it to the attention of the General Manager in private. Every effort will be made to handle the problem situation fairly and quickly. If the issue can't be resolved by Management, then it will be resolved by Jeff Lowe.

RESIGNATION

Any employee planning to resign from Lowe Automotive Group must notify the General Manager, in writing, at least 2 weeks in advance. Failure to comply with this could jeopardize a good standing with the company for future employment. Upon leaving Lowe Automotive Group you will be paid for unused personal time off based on the criteria stated in the employee personal time off section. Also, any other benefits will be taken care of at this time. You will receive a resignation form and a Cobra insurance form.

RE-EMPLOYMENT

Any individual terminating employment under favorable conditions may be permitted to return to work at Lowe Automotive Group if a position is available. The 60 day introductory period will apply, and seniority will not be carried over from prior employment.
I, ____________________ (name), hereby acknowledge receipt of the Lowe Automotive Group Policy & Procedures Manual. I also have read this manual and understand that if I have any questions regarding this manual, I will ask the General Manager.

I understand that nothing in the handbook creates a contract of employment, either express or implied. I also understand that nothing herein alters the employment at will relationship that exists between Lowe Automotive Group and I.

I understand that the policies and procedures described in these guidelines are subject to the interpretation of management, and may be modified from time to time with or without notice.

I understand that the benefit plans and programs described in this handbook are summarized only, and the plans are controlled by the legal documents that describe the plans. I further understand that the benefit plans and programs may be modified or amended from time to time.

Finally, I understand that employment with Lowe Automotive Group is not for a stated period. Either the company or I may discontinue the employment relationship at any time with or without cause or notice. Only the <OWNER/PRESIDENT> has the authority to enter into an agreement contrary to the employment at will relationship, and then such an agreement must be in writing and signed by the <OWNER/PRESIDENT>. No other practice, written or oral policy, or statement by anyone, can alter this employment relationship.

Signed_____________________________Date_____________
RESIGNATION FORM

__________________
Today’s Date

I, ____________________________ (Name) do hereby tender my resignation effective ___________________________ (Date). I understand that I am responsible to turn in any necessary paper work in a timely manner (IE. Health Insurance Continuation Form, 401K roll-over information, etc.).

I also acknowledge that if I do not give at least 2 weeks’ notice, I may forfeit any unused PTO time I am eligible for.

____________________________________
Signature
Cell Phone/Electronic Device Use Policy

Prepared by: The Cornerstone Insurance Group, LLC

Lowe Automotive Group and affiliates
Location: _______________
Effective Date: June 1, 2012
Revision Number: 1

PURPOSE
Lowe Automotive Group and affiliates recognizes that employees are our most valuable asset and that they are the most important contributors to our continued growth and success. Thus, we are firmly committed to employee safety and will do everything possible to prevent workplace accidents.

Crashes attributed to driver distraction are quickly on the rise, in large part because of widespread use of cell phone and other portable electronic devices behind the wheel. In fact, according to the National Highway Traffic Safety Administration, distraction-related fatalities represented 16 percent of all traffic fatalities in 2009. Researchers across the country have found that response times and attentiveness while using a mobile device are as low as those of drunk drivers. In fact, because of the dramatically increased risk of injury and death that comes with texting while driving, the Occupational Safety and Health Administration (OSHA) has stated that companies’ legal obligation to create and maintain a safe and healthful workplace includes having a clear, unequivocal and enforced policy against the hazard of texting while driving. To protect employees driving on company business as well as others on the road, Lowe Automotive Group and affiliates developed this Cell Phone/Electronic Device Use Policy, effective June 1, 2012.

SCOPE AND APPLICABILITY
The Cell Phone/Electronic Device Use Policy applies to all employees of Lowe Automotive Group and affiliates who fit any or all of the following criteria:
- Driving on Lowe Automotive Group and affiliates business in any vehicle, personal or otherwise
- Driving a company car, whether on company business or not
- Placing work-related calls, whether driving on company business or not
- Using a company-issued cell phone or other electronic device while driving

DEFINITIONS
Cell phone (also known as a mobile phone, smart phone, handheld cell or handset) – a mobile electronic device that engages in telecommunications including voice calls, text messaging/short message service (SMS) and/or e-mail. Cell phones also may include features like complete Internet access, games, multimedia messaging service (MMS), instant messaging (IM) service, digital audio (MP3) players, cameras, radios and global positioning systems (GPS). Any device that engages in these functions is included in this policy.

Electronic device – in this policy, electronic device means any portable apparatus that involves user interaction. This includes, but is not limited to, laptops, GPS systems, MP3 players, cameras, pagers and personal digital assistants (PDAs).

Headset (also known as hands-free) – an extension of the cell phone either connected to the handset via cord or wirelessly through Bluetooth technology that allows the user to engage in voice communication without holding onto the cell phone itself.

PROCEDURES
The following procedures apply to all Lowe Automotive Group and affiliates employees falling under the conditions outlined above in SCOPE AND APPLICABILITY.
State Laws
Lowe Automotive Group and affiliates is not responsible for any traffic violations or parking tickets acquired by violation of city ordinance, state or federal laws regarding your driving habits and operation of your motor vehicle. Any ticket issued is the employee’s responsibility, even if the ticket is issued while conducting business for Lowe Automotive Group and affiliates.

Note that cell phone driving laws vary greatly by state, and it is the employee’s responsibility to be familiar with and abide by such laws. This is especially important for employees who travel on company business. Some states have laws banning all drivers from talking on handsets but permit the use of headsets, including Washington, Oregon, California, Utah, New York, Connecticut, New Jersey, Delaware, Maryland and the District of Columbia. Others have laws prohibiting text messaging (sending, receiving and reading) while behind the wheel, including Alaska, Washington, Oregon, California, Utah, Wyoming, Colorado, Nevada, Kansas, Minnesota, Iowa, Arkansas, Louisiana, Wisconsin, Illinois, Kentucky, Tennessee, Michigan, Georgia, Virginia, North Carolina, New York, Vermont, New Hampshire, Massachusetts, Rhode Island, Connecticut, New Jersey, Delaware, Maryland and the District of Columbia.

As of November 2010, except for novice drivers and drivers of school buses, no state has completely banned all types of cell phone use (handheld and hands-free); however, all Lowe Automotive Group and affiliates employees must comply with the company Cell Phone/Electronic Device Use Policy on top of abiding by any state or local regulations addressing the matter.

Commercial Truck Drivers
Federal legislation prohibits drivers operating Commercial Motor Vehicles (CMV) from texting using electronic devices, and provides sanctions including fines and possible license suspension for drivers convicted of texting while operating CMVs.

For CMV drivers, texting includes:
- Short message service
- E-mailing
- Instant messaging
- Commands or requests to access a website
- Engaging in any other form of electronic text retrieval or electronic text entry for present or future communication.

Texting does not include:
- Reading, selecting or entering a telephone number, an extension number or voicemail retrieval codes and commands into an electronic device to make or receive a telephone call
- Using voice commands to make or receive a telephone call
- Inputting, selecting or reading information on a global positioning system or navigation system
- Using a device capable of performing multiple functions (such as fleet management systems, dispatching devices, smart phones, citizens band radios and music players) for purposes other than texting

All Lowe Automotive Group and affiliates drivers must follow these federal regulations.

General Procedures
- Use of cell phones while driving is strictly prohibited – this includes all functions of the cell phone including, but not limited to, phone calls, text messaging/SMS, e-mail, MMS, Internet use, camera use, etc.
- Use of electronic devices – including laptops, PDAs, cameras and pagers – while driving is strictly prohibited unless specifically outlined below
- Voicemail must handle all calls while driving, and calls may only be returned when stopped or pulled off the road
- Passengers making or taking calls for the driver is permissible provided the interaction does not affect the driver’s performance
- Regular callers must be informed that you will not be available while driving and should be notified of the best times to call based on driving schedule
- Employees who receive calls from co-workers who are driving are obligated to ask that the co-worker call back at a more appropriate time

Headset/Hands-Free Use
The use of headsets or hands-free devices while driving is permissible IF:
- Device is pre-approved by Lowe Automotive Group and affiliates for use
- Use of the device does not cause distraction (i.e., fiddling with the device or taking eyes off road to get it to function properly)
- Any dialing or use of the handset is handled while stopped or pulled to the side of the road
- Conversations do not interfere with the driver’s ability to drive safely
- Road conditions are generally good and do not threaten your safety

Emergency Calls
The only exception to the cell phone use policy is calls placed to 911. If placing or accepting an emergency call, keep it short and use a hands-free option if available. Pull over if practicable.

GPS Systems
Lowe Automotive Group and affiliates understands that sometimes, especially when traveling in unfamiliar areas, drivers require assistance with directions. GPS systems are extremely helpful devices, but they can also be distracting if used improperly. Employees must adhere to the following:
- Mounted GPS systems may not block or obstruct the driver’s view in any way
- GPS systems must be voice narrated and must not require that the driver look away from the road to follow instructions
- Employees may not program the system while in motion
- Programming or otherwise engaging with the GPS screen may only occur while stopped or while pulled off the road

MP3 and Other Audio Devices
In some cases, worrying about music selection or touching dials and buttons on the radio, MP3 player or other audio device may be just as dangerous as cell phone use. It takes eyes and concentration off the road, which is not permissible under Lowe Automotive Group and affiliates policy. Lowe Automotive Group and affiliates does allow employee use of personal, portable audio devices. However, while the company does not want to eliminate employees’ ability to enjoy music while behind the wheel, certain guidelines are in place:
- Employees may not take eyes off the road to adjust music settings
- Programming music settings while stopped, pulled off the road or before departing is permissible behavior
- Employees may not under any circumstances use MP3 players or other handheld electronic audio devices with headphones – not only is it illegal in most states, it also impedes the driver’s ability to properly hear warning signs, signals or sirens
The No. 1 on-the-job fatality is transportation incidents, and at Lowe Automotive Group and affiliates, it is our job to enforce procedures that mitigate this risk. It is for your safety, as well as the safety of everyone else on the road, that the company has put this Cell Phone/Electronic Device Use Policy in place.

All employees are expected to understand when this policy applies and follow all procedures. As technology evolves, Lowe Automotive Group and affiliates also expects employees to use common sense and err on the side of caution when assessing electronic device use while driving. The company encourages all employees to take a proactive approach to road safety, so Lowe Automotive Group and affiliates expects employees to report any problems or known violations of this policy to their supervisor.

Prior to working on any Lowe Automotive Group and affiliates job site, each employee is expected to have read the entire Cell Phone/Electronic Device Use Policy, which includes

- Purpose
- Scope and Applicability
- Definitions
- Procedures
  - State Laws
  - General Procedures
  - Headset/Hands-Free Use
  - Emergency Calls
  - GPS Systems
  - MP3 and Other Audio Devices

If you have any uncertainty or questions regarding the content of these policies, you are required to consult your supervisor. This should be done prior to signing and agreeing to the Lowe Automotive Group and affiliates Cell Phone/Electronic Device Use Policy.

I have read and understand Lowe Automotive Group and affiliates’s Cell Phone/Electronic Device Use Policy, and I understand the requirements and expectations of me as an employee. I agree to adhere to all provisions and procedures outlined in the policy, and I understand that failure to do so will result in discipline up to and including termination.

Employee Signature: __________________________________________

Date: ____________________________
Appendix A
Vehicle Use Policy
This policy applies to all Lowe Automotive Group and affiliates drivers, including:

- Vehicles owned, leased or rented to Lowe Automotive Group and affiliates
- Personally owned vehicles driven by employees on behalf of Lowe Automotive Group and affiliates

The following procedures have been established to encourage safe operation of vehicles and to clarify insurance issues relating to Lowe Automotive Group and affiliates and its drivers:

- All drivers must adhere to safety policies including the Vehicle Use Policy and Cell Phone/Electronic Device Use Policy
- All drivers must have a valid driver’s license
- Lowe Automotive Group and affiliates will check Motor Vehicle Records periodically – driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations
- Should your record fall into our insurance carrier’s guidelines of an “unacceptable driver,” your employment may be terminated
- Your supervisor must be notified of any change in your license status or driving record
- The Company uses an 800# How's My Driving Service

When operating your own vehicle for Lowe Automotive Group and affiliates business:

- Your personal auto liability insurance is the primary payer – Lowe Automotive Group and affiliates’s insurance is in excess of your coverage
- You should carry at least $300,000 per occurrence liability coverage
- You must provide evidence of insurance coverage to Lowe Automotive Group and affiliates each year via either a copy of your policy’s declaration page or a certificate of insurance
- Lowe Automotive Group and affiliates is not responsible for any physical damage to your vehicle – you must carry your own collision and comprehensive coverage
- You must accurately and truthfully report mileage for expense reimbursement

In the event of an accident, you must:

- Take necessary steps to protect your life or the lives of others around you
- Comply with police instructions
- Not assume or admit fault – professionals will determine liability and negligence after thorough investigation
- Report the accident to Lowe Automotive Group and affiliates as soon as possible

I have read and understood the provisions of the Lowe Automotive Group and affiliates Vehicle Use Policy and I agree to comply with all the listed requirements.