

Team member Handbook

PDX Movers

Welcome

Welcome to PDX Movers!

Dear Team member:

You and PDX Movers have made an important decision: The Company has decided you can contribute to our success, and you've decided that PDX Movers is the organization where you can pursue your career productively and enjoyably.

We believe we've each made the right decision, one that will result in a profitable relationship. The minute you start working here, you become an integral part of PDX Movers and its future. Every job in our company is important, and you will play a key role in the continued growth of our company.

As you will quickly discover, our success is based on delivering high quality products and providing unsurpassed customer service. How do we do it? By working very hard, thinking about our customers' needs, and doing whatever it takes. We do it by treating each other and customers with respect. We do it by acting as a team.

Should you have any questions concerning this handbook, your employment or benefits, please feel free to discuss them with your supervisor or manager.

Again, welcome!

Introduction & Description of Company

PDX Movers strives to give white glove service to all its customers. We ask that all of our team members give 5 star service every time, and every day. Treat your team members equally and respectfully and it shall be returned to you.

Confidentiality Agreement

Information that pertains to PDX Mover's business, including all nonpublic information concerning the Company, its vendors and suppliers, is strictly confidential and must not be given to people who are not employed by PDX Movers.

Please help protect confidential information - which may include, for example, trade secrets, customer lists and company financial information - by taking the following precautionary measures:

- 1 Discuss work matters only with other PDX Movers team members who have a specific business reason to know or have access to such information.
- 2 Do not discuss work matters in public places.
- 3 Monitor and supervise visitors to PDX Movers to insure that they do not have access to company information.
- 4 Destroy hard copies of documents containing confidential information that is not filed or archived.
- 5 Secure confidential information in desk drawers and cabinets at the end of every business day.
- 6 Refrain from talking about PDX Movers to anyone who may be considered a competitor.

Your cooperation is particularly important because of our obligation to protect the security of our clients' and our own confidential information. Use your own sound judgment and good common sense, but if at any time you are uncertain as to whether you can properly divulge information or answer questions, please consult a PDX Movers officer.

Conflict of Interest

Team members must avoid any interest, influence or relationship which might conflict or appear to conflict with the best interests of PDX Movers. You must avoid any situation in which your loyalty may be divided and promptly disclose any situation where an actual or potential conflict may exist.

Examples of potential conflict situations include:

- 1 Having a financial interest in any business transaction with PDX Movers
- 2 Owning or having a significant financial interest in, or other relationship with, a PDX Movers competitor, customer or supplier, and

- 3 Accepting gifts, entertainment or other benefit of more than a nominal value from a PDX Movers competitor, customer or supplier.

Anyone with a conflict of interest must disclose it to management and remove themselves from negotiations, deliberations or votes involving the conflict. You may, however, state your position and answer questions when your knowledge may be of assistance to PDX Movers.

Anti-Discrimination & Harassment

Americans with Disabilities Act

It is PDX Mover's policy that we will not discriminate against qualified individuals with disabilities with regard to any aspect of their employment. PDX Movers is committed to complying with the American with Disabilities Act of 1990 and its related Section 504 of the Rehabilitation Act of 1973. PDX Movers recognizes that some individuals with disabilities may require accommodations at work. If you are currently disabled or become disabled during your employment, you should contact your manager to discuss reasonable accommodations that may enable you to perform the essential functions of your job.

Equal Opportunity Policy

PDX Movers provides equal opportunity in all of our employment practices to all qualified team members and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, military status or any other category protected by federal, state and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training and social, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

Policy Prohibiting Harassment and Discrimination

PDX Movers strives to maintain an environment free from discrimination and harassment, where team members treat each other with respect, dignity and courtesy.

This policy applies to all phases of employment, including but not limited to recruiting, testing, hiring, promoting, demoting, transferring, laying off, terminating, paying, granting benefits and training.

Prohibited Behavior

PDX Movers does not and will not tolerate any type of harassment of our team members, applicants for employment, or our customers. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's gender, ethnicity, race, color, creed, religion, sexual orientation, national origin, age, disability, marital status, military status or any other protected classification that unreasonably interferes with a person's work performance or creates an intimidating, hostile

work environment.

Sexually harassing behavior in particular includes unwelcome conduct such as: sexual advances, requests for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it:

- 1 is made an explicit or implicit condition of employment
- 2 is used as the basis for employment decisions
- 3 unreasonably interferes with an individual's work performance, or
- 4 Creates an intimidating, hostile or offensive working environment.

The types of conduct covered by this policy include: demands or subtle pressure for sexual favors accompanied by a promise of favorable job treatment or a threat concerning employment.

Specifically, it includes sexual behavior such as:

- 1 repeated sexual flirtations, advances or propositions
- 2 continued and repeated verbal abuse of a sexual nature,
- 3 sexually related comments and joking, graphic or
- 4 degrading comments about an team member's appearance
- 5 or displaying sexually suggestive objects or pictures
- 6 including cartoons and vulgar email messages, and
- 7 any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another's body.

Such conduct may constitute sexual harassment regardless of whether the conduct is between members of management, between management and staff team members, between staff team members, or directed at team members by nonteam members conducting business with the Company, regardless of gender or sexual orientation.

Harassment by Nonteam members

PDX Movers will also endeavor to protect team members, to the extent possible, from reported harassment by nonteam members in the workplace, including customers, clients and suppliers.

Complaint Procedure and Investigation

Any team member who wishes to report a possible incident of sexual harassment or other unlawful harassment or discrimination should promptly report the matter to David Valencia. If that person is not available, or you believe it would be inappropriate to contact that person, contact Mike Devenport.

PDX Movers will conduct a prompt investigation as confidentially as possible under the circumstances. Team members who raise concerns and make reports in good faith can do so without fear of reprisal; at the same time team members have an obligation to cooperate PDX Movers in enforcing this policy and investigating and remedying complaints.

Any team member who becomes aware of possible sexual harassment or other illegal discrimination against others should promptly advise David Valencia or any other appropriate

member of management.

Anyone found to have engaged in such wrongful behavior will be subject to appropriate discipline, which may include termination.

Retaliation

Any team member who files a complaint of sexual harassment or other discrimination in good faith will not be adversely affected in terms and conditions of employment and will not be retaliated against or discharged because of the complaint.

In addition, we will not tolerate retaliation against any team member who, in good faith, cooperates in the investigation of a complaint. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including termination.

Training

PDX Movers will establish proper training for all team members concerning their rights to be free from sexual harassment and other discrimination and steps they can take to stop it.

Employment at Will

Unless expressly proscribed by statute or contract, your employment is "at will." All PDX Movers team members are at will, which means they may be terminated at any time and for any reason, with or without advance notice. Team members are also free to quit at any time. Any employment relationship other than at will must be set out in writing and signed by PDX Mover's David Valencia.

Compensation & Work Schedule

Attendance & Punctuality

Every team member is expected to attend work regularly and report to work on time.

If you are unable to report to work on time for any reason, telephone your supervisor as far in advance as possible. If you do not call in an absence in advance, it will be considered unexcused.

Unsatisfactory attendance, including reporting late or quitting early, may be cause for disciplinary action, up to and including discharge.

Bonus Compensation

You may become eligible for a periodic bonus. This bonus is optional at the discretion of management and depends upon our profitability and individual performance and contribution.

Breaks

Oregon

Team members are entitled to a 10 minute break for rest twice each day, spaced approximately evenly throughout the work period. Team members are also entitled to a 30 minute break for meals during each eight-hour work period.

All breaks may be scheduled at staggered times to allow department coverage.

Flexible Work Hours & Telecommuting

The company has established a flexible work arrangement program for team members whose departments and jobs are suited to it.

With a manager's approval, you may be allowed to begin and end your workday earlier or later than established hours or to arrange to telecommute. To maintain a flexible work arrangement, team members must ensure business needs are met and adhere to attendance and punctuality policies.

If you wish to set up a flexible work arrangement, see David Valencia. Such arrangements may be established, changed or discontinued at the Company's discretion.

Outside Employment

Because of PDX Mover's obligations to its customers, the Company must be aware of any concurrent employment you may have to determine whether or not it presents a potential conflict.

Serving on any public or government board or commission qualifies as employment for purposes of this policy, regardless of whether such service is compensated.

Before beginning or continuing outside employment, team members are required to complete a questionnaire detailing the involvement with the other employer and to obtain the written approval of their managers and David Valencia. Failing to obtain prior approval as described may be cause for disciplinary action, up to and including termination. Team members who are on leave of absence, including FMLA leave or Workers' Compensation leave are prohibited from having outside employment during their leave.

Overtime

General

Because of the nature of work, team members may be asked to work overtime on weekends or holidays or additional hours during the regular workday and are expected to comply with such requests.

Overtime compensation is paid to all nonexempt team members at one and one-half times their straight time rate for all hours worked in excess of 40 hours per week.

If you are nonexempt, you must receive authorization from your manager before working overtime. And after you have worked overtime, you must enter it on a timesheet by the day after it is accrued.

Overtime pay is based on actual hours worked. Time taken for lunch or dinner is not included as time worked for purposes of computing overtime. And time off on holidays, sick leave, vacation leave, personal leave, training seminars or any leave of absence will not be factored in as hours worked when calculating overtime.

Pay Schedule

Team members will be paid on 1st of every month. If the regular payday falls on a holiday, payday will be the last regular workday before the holiday.

We will give you one mid-month draw upon request on or near the 10th of every month.

The pay week starts at the beginning of your shift on Monday and includes all work you perform up to the close of business on Sunday.

A few additional facts about pay:

- 1 If a paycheck is lost or stolen, notify Portland Payroll immediately.

Performance Evaluations

Supervisors and team members are strongly encouraged to discuss job performance and goals informally any time.

Additional formal performance reviews will be conducted to provide both supervisors and team members with the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. These formal reviews will be conducted quarterly.

Time Records

All non-exempt team members must keep accurate time records by completing timesheets or punching a time clock when entering or leaving the building, including coming and going during lunch periods. Tampering with, falsifying or altering time cards or punching another team member's time card will result in disciplinary action, up to and including discharge. Failing to record work time may also result in disciplinary action.

In field team members, must punch in when leaving and out when arriving back at the place of equipment parking. Lunch breaks must also be clocked out for and should represent the same

time written off on the Bill of Lading.

The payment of overtime is required by both federal and state laws. The law requires most employers to pay overtime at the rate of 1.5 times the regular rate for all hours over 40 in the workweek. Special overtime rules apply to government agencies, hospitals, canneries and manufacturing establishments. Refer to the Oregon Wage and Hour Laws handbook for more information about special overtime requirements for such entities.

Conduct Standards

Team Leads must monitor movers while in the field and make sure they adhere to PDX Movers policies and represent the company in a positive fashion.

Team Leads roles and responsibilities:

- Teach in a positive format
- Retain all equipment used in a move and return it to the truck, any equipment left behind is the leads responsibility and if he cannot get the equipment back is subject to reimbursement to PDX Movers
- Fill out an appropriate BOL for every move/delivery.
- Follow any government rules and regulations put on by the State or Federal government, ignorance is no excuse as there are many resources such as Management.
- Make sure team members are using the time clock appropriately.
- Make sure equipment is tidy and clean after every use.
- Collect payment from every move unless otherwise instructed.
- Keep pace and maintain pace to make sure jobs come within estimate, and if this is not possible brainstorm ideas to make sure PDX Movers maintains a positive reputation. If you need help contact management.
- Make sure every team member is being safe, respectful and courteous on every job.

Company Equipment and Vehicles

When using PDX Movers property, including computer equipment or hardware, exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

Notify your supervisor if any equipment or machines appear to be damaged, defective or in need of repair. This prompt reporting could prevent the equipment's deterioration and could also help prevent injury to you or others. Should you have questions about the maintenance and care of any workplace equipment, ask your supervisor.

If you use or operate equipment improperly, carelessly, negligently or unsafely, you may be disciplined or even discharged. In addition, you may be held financially responsible for any loss to PDX Movers because of such mistreatment.

Company Property

Please keep your work area neat and clean and use normal care in handling company property. Report any broken or damaged equipment to your manager at once so that proper repairs can be made.

You may not use any company property for personal purposes or remove any company property from the premises without prior written permission from David Valencia.

Conduct Standards & Discipline

PDX Movers expects every team member to adhere to the highest standards of job performance and of personal conduct, including individual involvement with company personnel and outside business contacts.

The Company reserves the right to discipline or discharge any team member for violating any company policy, practice or rule of conduct. The following list is intended to give you notice of our expectations and standards. However, it does not include every type of unacceptable behavior that can or will result in disciplinary action. Be aware that PDX Movers retains the discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case.

Team members may be disciplined or terminated for poor job performance, including, but not limited to the following:

- unsatisfactory quality or quantity of work
- repeated unexcused absences or lateness
- failing to follow instructions or Company procedures, or
- failing to follow established safety regulations.

Team members may also be disciplined or terminated for misconduct, including, but not limited to the following:

- falsifying an employment application or any other company records or documents
- failing to record working time accurately or recording a co-worker's timesheet
- insubordination or other refusal to perform
- using vulgar, profane or obscene language, including any communication or action that violates our policy against harassment and other unlawful forms of discrimination
- disorderly conduct, fighting or other acts of violence
- misusing, destroying or stealing company property or another person's property
- possessing, entering with or using weapons on company property
- possessing, selling, using or reporting to work with alcohol, controlled substances or illegal drugs present in the team member's system, on company property or on company time
- violating conflict of interest rules
- disclosing or using confidential or proprietary information without authorization
- violating the Company's computer or software use policies, and
- being convicted of a crime that indicates unfitness for a job or presents a threat to the Company or its team members in any way.

Dating In the Work Place

Supervisors and team members under their supervision are strongly discouraged from forming romantic or sexual relationships. Such relationships can create the impression of impropriety in terms and conditions of employment and can interfere with productivity and the overall work environment.

If you are unsure of the appropriateness of an interaction with another team member of the Company, contact David Valencia for guidance. If you are encouraged or pressured to become involved with a customer or team member in a way that makes you feel uncomfortable and is unwelcome, you should also notify David Valencia immediately. No customer or team member of this company has the right to subject any team member to sexual or other unlawful harassment, including requests for sexual favors, sexual advances, offensive touching, and any other unwanted verbal, graphic, conduct or communications of a sexual nature.

You should also be aware of, and are expected to comply with, PDX Mover's policy against sexual and other forms of illegal harassment in the workplace.

Appropriate action, which may include a transfer or reassignment, leave of absence, suspension or termination, will be taken against those who violate this policy.

Dress Policy

Appropriate office attire is required. Suppliers and customers see our team members on job sites and we wish to put forth an image that will make us all proud to be PDX Movers team members. Be guided by common sense and good taste. Specific standards may be required.

Movers dress code:

- PDX Movers supplied work shirt for every job
- Black, grey, or red shorts or pants (not supplied by PDX Movers)
- Active, tied, clean and non-vibrant colored shoes with good traction (not supplied by PDX Movers)
- Hats and beanies not supplied by PDX Movers must be black, red, or gray in color.
- All Uniforms are owned by PDX Movers and will need to be returned if you leave the company to receive your final check.

Estimators and Office Clerks

- Business casual attire
- Clean Shaven

Drug and Alcohol Policy

PDX Movers strives to maintain a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by its team members. Misuse of alcohol or drugs by team members can impair the ability of team members to perform their duties, as well as adversely affect our customers' and customers' confidence in our company.

Alcohol

Team members are prohibited from using or being under the influence of alcohol while performing company business for PDX Movers, while operating a motor vehicle in the course of business or for any job-related purpose, or while on company premises or a worksite.

Illegal Drugs

PDX Movers team members are prohibited from using or being under the influence of illegal drugs while performing company business or while on a company facility or worksite. You may not use, manufacture, distribute, purchase, transfer or possess an illegal drug while in PDX Movers facilities or job sites, while operating a motor vehicle for any job-related purpose or while on the job, or while performing company business. This policy does not prohibit the proper use of medication under the direction of a physician; however, misuse of such medications is prohibited.

Disciplinary Action

Team members who violate this policy may be disciplined or terminated, even for a first offense. Violations include refusal to consent to and comply with testing and search procedures as described.

Searches

PDX Movers may conduct searches for illegal drugs or alcohol on company facilities or worksites without prior notice to team members. Such searches may be conducted at any time. Team members are expected to cooperate fully.

Searches of team members and their personal property may be conducted when there is reasonable suspicion to believe that the team member has violated this policy or when circumstances or workplace conditions justify such a search. Personal property may include, but is not limited to, purses, boxes, briefcases, as well as any PDX Movers property that is provided for team members' personal use, such as desks, lockers, and files.

An team member's consent to a search is required as a condition of employment and the team member's refusal to consent may result in disciplinary action, including termination.

Drug Testing

PDX Movers may require a blood test, urinalysis, hair test or other drug or alcohol screening of team members suspected of using or being under the influence of drugs or alcohol or where other circumstances or workplace conditions justify such testing. The refusal to consent to testing may result in disciplinary action, including termination.

Ethical and Legal Business Practices

PDX Movers expects the highest standard of ethical conduct and fair dealing from each team member, officer, director, volunteer and all others associated with the Company. Our reputation is a valuable asset, and we must continually earn the trust, confidence and respect of our suppliers, our members, our customers and our community.

This policy provides general guidance on the ethical principles that we all must follow, but no

guideline can anticipate all situations. You should also be guided by basic honesty and good judgment, and be sensitive to others' perceptions and interpretations.

If you have any questions about this policy, consult your supervisor or manager. Exceptions to this policy may be made only by David Valencia.

You are expected to promptly disclose to the management of the company anything that may violate this policy. We will not tolerate retaliation or retribution against anyone who brings violations to management's attention.

Complying With Laws and Regulations

All our activities are to be conducted in compliance with the letter and spirit of all laws and regulations. You are charged with the responsibility of understanding the applicable laws, recognizing potential dangers and knowing when to seek legal advice.

Giving and Receiving Gifts

You may not give or receive money or any gift to or from a supplier, government official or other organization. Exceptions may be made for gifts that are customary and lawful, are of nominal value and are authorized in advance.

You may accept meals and refreshments if they are infrequent, are of nominal value and are in connection with business discussions.

If you do receive a gift or other benefit of more than nominal value, report it promptly to a member of management. It will be returned or donated to a suitable charity.

Team member Privacy and Other Confidential Information

PDX Movers collects only personal information about team members that relates to their employment. Only people with a business-related need to know are given access to this information, and David Valencia must authorize any release of the information to others. Personal information, other than that required to verify employment or to satisfy legitimate investigatory or legal requirements, will be released outside the company only with team member approval.

If you have access to any confidential information, including private team member information, you are responsible for acting with integrity. Unauthorized disclosure or inappropriate use of confidential information will not be tolerated.

Accounting and Financial Reports

PDX Mover's financial statements and all books and records on which they are based must accurately reflect the Company's transactions. All disbursements and receipts must be properly authorized and recorded.

You must record and report financial information accurately. Reimbursable business expenses must be reasonable, accurately reported and supported by receipts.

Those responsible for handling or disbursing funds must assure that all transactions are executed as authorized and recorded to permit financial statements in accord with Generally Accepted Accounting Principles.

Account and Customer Information

Team members are prohibited from distributing account, client, and/or customer information to anyone, in any form, except the named account holder, client or customer.

Compliance

Team members who fail to comply with this policy will be disciplined, which may include a demand for reimbursement of any losses or damages, termination of employment and referral for criminal prosecution. Action appropriate to the circumstances will also be taken against supervisors or others who fail to report a violation or withhold relevant information concerning a violation of this policy.

Grievances

Team members are encouraged to bring concerns, problems and grievances to management's attention. You are also obligated to report any wrongdoing of which you become aware to your manager or, if the situation warrants, to any PDX Movers officer.

Insider Trading

In addition to our general obligation to observe the law, one of the most important responsibilities of all PDX Movers team members is to protect the company's reputation for ethical and honest dealing. Our reputation could be irreparably damaged if inside information is inappropriately disclosed such that it affects the stock price of our company or that of a client or any other company with whom we have a relationship. Bearing this in mind, you are forbidden from sharing or disclosing company information in any way that could be deemed insider trading or give the appearance of such conduct.

Progressive Discipline

PDX Movers retains the discretion to discipline its team members. Oral and written warnings and progressive discipline up to and including discharge may be administered as appropriate under the circumstances.

Please note that PDX Movers reserves the right to terminate any team member whose conduct merits immediate dismissal without resorting to any aspect of the progressive discipline process.

Smoking Policy

Smoking is not prohibited inside PDX Movers facilities or on or near its property.

All team members, clients and other visitors are expected to comply with this policy, and team members who violate it may be disciplined.

Should you have a question, complaint or dispute about smoking in the workplace, contact David Valencia.

Workplace Solicitation

To promote a professional and collegial workplace, prevent disruptions in business or interference with work, and avoid personal inconvenience, PDX Movers has adopted rules about soliciting for any cause and distributing literature of any kind in the workplace.

Team members may not solicit on PDX Movers property or use company facilities, such as e-mail, voicemail or bulletin boards during working time for solicitation. This policy applies to collecting funds, requesting contributions, selling merchandise, gathering team member signatures and promoting membership in clubs or organizations.

Working time means time during which team members are expected to be actively engaged in their assigned work; it does not include scheduled meal or break periods.

You may solicit another team member only if both you and the other team member are not on working time, and you may distribute literature only in nonworking areas and while not on working time to other team members who are not on working time.

Nonteam members may not make solicitations or distribute literature at any time.

PDX Movers may grant limited exemptions from these rules for charitable purposes at its discretion.

Zero Tolerance for Workplace Violence

PDX Movers has a zero-tolerance policy concerning threats, intimidation and violence of any kind in the workplace either committed by or directed to our team members. Team members who engage in such conduct will be disciplined, up to and including immediate termination of employment.

Team members are not permitted to bring weapons of any kind onto company premises or to company functions. Any team member who is suspected of possessing a weapon will be subject to a search at the company's discretion. Such searches may include, but not be limited to, the team member's personal effects, desk and workspace.

If an team member feels he or she has been subjected to threats or threatening conduct by a coworker, vendor or customer, the team member should notify his or her supervisor or another member of management immediately. Team members will not be penalized for reporting such concerns.

Leave

Family Medical Leave (FMLA)

General

Family and Medical Leave

You are eligible for family and medical leave if you have worked for PDX Movers for at least 12 months and have put in at least 1,250 hours during the 12 month period before the leave is to begin.

Reasons for the Leave

You are entitled to take up to 12 workweeks of unpaid leave:

- to attend to the birth, adoption or foster care placement of your child
- to attend to the serious health condition of your child, spouse or parent, or
- to receive care for your own serious health condition.

A serious health condition means an illness, injury, impairment, or physical or mental condition during which you are incapable of working that involves either:

- treatment requiring inpatient care in a hospital, hospice or residential care facility, or
- continuing treatment by a health care provider for a condition that lasts more than three consecutive days, or for pregnancy or prenatal care or for a chronic health condition which continues over an extended period of time, requires periodic visits to a health care provider and may involve occasional episodes of incapacity, such as serious asthma or diabetes.

It also includes a permanent or long-term condition such as Alzheimer's, a severe stroke and terminal cancer. In addition, leave may be used to cover absences due to multiple treatments for restorative surgery or for a condition which would likely make you incapable of working for more than three days if not treated, such as chemotherapy or radiation treatments for cancer.

Substituting Paid Leave

You must substitute accrued vacation or personal leave time for family and medical leave. And if the request for leave is due to your own serious health condition, you must first exhaust all accrued sick leave time. Any accrued vacation or personal leave time will then be used. Your total FMLA leave time, which may include paid vacation and sick time, may not exceed 12 weeks. The Company has the right to designate such leaves as running concurrently with FMLA leave.

Types of Leave

Leave due to the birth or placement of a child in your home for adoption or foster care must be taken in one continuous 12-week segment and must be taken within 12 months of the birth or placement of the child. You may take leave due to your own or a family member's serious health condition in:

- one continuous 12 week segment

- an intermittent schedule, such as one day off each week, or
- a reduced schedule, such as beginning two hours late, twice a week.

Notice of Leave

If your need for leave is foreseeable, you must give 30 days prior notice if possible. If you do not give such notice, the leave may be delayed for up to 30 days.

If your need for leave is due to a planned medical treatment, make every attempt to schedule the treatment so as not to unduly disrupt the work of your department. If your need for leave is not foreseeable, you must request it as soon as practicable, no later than two business days after the need for leave arises.

Medical Certification

If leave is requested due to your own or a family member's serious health condition, you must provide medical certification from an appropriate health care provider. The medical certification must include the date on which the condition began and its probable duration. You may be denied leave if you do not provide satisfactory certification. PDX Movers may also require a second opinion or third opinion regarding certification of a serious health condition, at our expense.

Outside Employment

You may not work for outside employers while on family and medical leave with PDX Movers.

Returning to Work

If your leave is due to your own medical condition, you are required to provide medical certification that you are able to resume work before returning. Both you and your health care provider must complete a Return to Work Medical Certification.

Upon returning to work, you will ordinarily be entitled to be restored to your former position or to an equivalent position with the same employment benefits and pay if possible. If you do not return to work at the end of the leave and do not notify PDX Movers of your status, you may be terminated.

Benefits During Leave

Taking family and medical leave will not cause you to lose any employment benefits accrued prior to the first day of leave. The leave period will be treated as continued service for purposes of determining vesting and eligibility to participate in any retirement plan in effect. However, team members on FMLA leave normally will not accrue any other additional benefits during the leave period, unless it is paid leave under which benefits would otherwise accrue.

PDX Movers will maintain your insurance benefits while you are on leave, although you may be required to pay your portion of the premium. However, if you do not return to work after the leave, you may be asked to reimburse us for the cost of maintaining insurance coverage during the leave. This provision will not apply in cases where your inability to return is through no fault of your own -- for example, at the end of leave you remain physically unable to return due to your serious health condition.

Misrepresenting Reasons for Leave

If you intentionally misrepresent the reasons for requesting family and medical leave, you may be discharged.

Bereavement Leave

Full-time team members who have worked at PDX Movers for at least 90 days are permitted up to 14 consecutive days without pay to attend the funeral of an immediate family member, which includes a spouse, child, brother, sister, parent or grandparent.

Eligible team members may be permitted 0 days without pay for the death of a relative who is not an immediate member-including an aunt, uncle, nephew, niece, brother-in-law, sister-in-law or parent-in-law.

Your supervisor must approve all bereavement time, and the Company may request verification of the facts surrounding the leave and grant or deny the leave as deemed appropriate.

Bereavement leave will not be paid if it occurs when the team member is on vacation or leave of absence, absent due to illness or injury, or not working due to a paid holiday.

Military Leave

General

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), PDX Movers prohibits discrimination against persons because of their service in the Armed Forces, the Army National Guard and the Air Force National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or emergency.

Oregon

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), PDX Movers prohibits discrimination against persons because of their service in the Armed Forces, the Army National Guard and the Air Force National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or emergency.

Team members are entitled to 15 days of paid leave annually if called for military training. And any team member who is a member of the state militia must be given unpaid leave if called for active service.

General Employment

Team member Classifications

Team members at PDX Movers are either full-time or part-time. The Company may on occasion hire temporary or seasonal team members, who will not generally be eligible for benefits.

Part-time team members work fewer than 30 hours per week. Unless specifically stated, part-time team members are not afforded any benefits other than wages; for example, they do not accrue benefits such as sick days, vacation days, and health insurance.

All other team members are full-time.

Your supervisor will verify whether you are a full-time or part-time team member, and also whether you are exempt or non-exempt. Exempt team members are not entitled to overtime under the Fair Labor Standards Act, while non-exempt team members can qualify for this pay.

Team member Records

General

An team member's personnel file consists of the team member's employment application, withholding forms, reference checks, emergency information and any performance appraisals, benefits data or other appropriate employment-related documents.

It is the team member's responsibility to notify the Payroll Department or Human Resources of any changes in name, address, telephone number, marital status, number of dependents, military service status, beneficiaries or person to notify in case of an accident.

Misrepresentation of any fact which you have provided information for on your application, in your personnel file, or any other document is sufficient reason for dismissal. Personnel records are considered company property and are not available for review by team members.

Oregon

An original personnel file consists of an team member's employment application, withholding forms, reference checks, emergency information and any performance appraisals, benefits data and other appropriate employment-related documents.

It is your responsibility to notify the Payroll or Human Resources department of any changes in name, address, telephone number, marital status, number of dependents, military service status, beneficiaries or person to notify in case of an accident.

You may be dismissed for misrepresenting any fact on your application or in your personnel file.

Personnel records are considered company property. You may review and make copies of your

record in the David Valencia offices after giving adequate notice.

Introductory (Probationary) Period

The first 90 days of employment are an Introductory Period for both the team member and the Company. However, during and after this period, the work relationship will remain at will.

This time period allows you to determine if you have made the right career decision and for PDX Movers to determine whether your initial work performance meets our needs. Your manager will monitor your work performance, attitude and attendance during this time, and be available to answer any questions or concerns you may have about your new job.

Benefits such as time off for vacation, personal days, sick days or bereavement leave do not accrue during this period.

The Introductory Period may be extended at management's discretion.

Reference/Background Checks

PDX Movers conducts reference and background checks on all new team members. Team members who have falsified information on their employment applications will be disciplined, which could include termination. Applicants who have provided false information may be eliminated from further consideration for employment.

Termination, Resignation and Discharge

General

Unless expressly proscribed by statute or contract, employment with PDX Movers is on an "at will" basis and may be terminated with or without cause or notice. Similarly, team members are free to resign their employment at any time. If at any time it is necessary for an team member to resign his or her employment with the Company, PDX Movers requests at least two weeks' notice. Failure to provide notice may lead to forfeiture of accrued vacation or other benefits at the discretion of PDX Movers.

Any team member who is discharged by PDX Movers shall be paid only wages accrued to the effective date of the separation.

Safety & Emergency

Fire Safety

Every team member is responsible for recognizing potential fire dangers and taking an active role in preventing fires.

Team members are required to observe all OSHA safety requirements and regulations. Flammable materials are to be stored in covered metal containers. Team members should not block any fire doors, fire exits, fire extinguishers, windows or doorways. Review the fire escape routes posted in each work area.

Safety

PDX Movers is committed to maintaining a safe and healthy environment for all team members. Report all accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues immediately to your manager.

If you or another team member is injured, contact your supervisor or manager immediately. Seek help from outside emergency response agencies, if needed. Contact information is posted www.pdxmovers.com/safteytraining.

You must complete an Team member's Claim for Worker's Compensation Benefits Form if you have an injury that requires medical attention. If your inquiry does not require medical attention, you must still complete a Supervisor and Team member Report of Accident Form in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. You can obtain the required forms from David Valencia.

A federal law, the Occupational Safety and Health Act, requires that we keep records of all illnesses and accidents that occur on the job. OSHA also provides for your right to know about any health hazards which might be present on the job.

In addition, the state Workers' Compensation Act also requires that you report any illness or injury caused by the workplace, no matter how slight. If you do not report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits.

You can get the required reporting paperwork from David Valencia.

Security

PDX Movers is committed to ensuring team members' security. Our premises are equipped with both security alarms that are active outside working hours and a fire alarm system. If you have a security concern or need more information about operating these systems, contact David Valencia.

All team members are given identification cards when they join the Company. Wear your ID at all times while on Company business, whether you are on or off Company premises. If you leave PDX Movers, you must surrender your ID and any company keys you have been issued.

Emergency Measures (Inclement Weather)

We realize that bad weather or hazardous commuting conditions may occasionally make it impossible for team members to report to work on time.

However, you are expected to make a diligent effort to report to work when conditions have improved. If you determine that you are unable to report to work because of the conditions, inform your supervisor as soon as possible. Your absence will be charged to personal or vacation time.

If it becomes necessary to shut down the office due to weather or other emergency, every effort will be made to notify team members. If there is a question as to whether the office will be open, call your place of work. If there is no answer within one hour after the normal start time, assume the office is closed.

Corporate Communications & Technology

Bulletin Boards

Check all the bulletin boards regularly to obtain important information about company events and policies. Only PDX Movers team members should use company bulletin boards. Management must approve all postings. See David Valencia to obtain approval for a bulletin board posting.

Communication with Press or Media

Media inquiries in relation to PDX Movers must be handled in accordance with the following guidelines:

Inquiries regarding a specific transaction should be referred to the individual or individuals in charge of the matter; if they are not available, then to David Valencia or to Mike Devenport.

All other inquiries should be referred to David Valencia, who will respond directly or designate another spokesperson and who will also help draft or direct an appropriate response if necessary.

This policy covers all forms of responses to the media, including off-the-record and anonymous statements.

Use of Company Communication Systems

Because PDX Movers reserves the right to access any personal communication without prior notice, team members should not use company systems to transmit any messages or to access any information that they would not want a third party to hear or see. Although incidental and occasional personal use of the company's systems is permitted, any such personal use will be treated the same as all other communications under this policy. However, team members are at all times prohibited from accessing or downloading information from the Internet for personal use.

Telephone Usage

The telephone system (including voicemail) at PDX Movers is the property of the company and is provided for business purposes. PDX Movers may periodically monitor the usage of the telephone systems to ensure compliance with this policy. Therefore, team members should not consider their conversations on the company's telephone system to be private.

Personal Mail

All mail delivered to the company is presumed to be related to company business. Mail sent to

you at the company will be opened by the office and routed to your department. If you do not wish to have your correspondence handled in this manner, please have it delivered to your home.

Team member Benefits

Reimbursement for Parking and Taxis

PDX Movers will reimburse team members for parking and taxi fare spent while working during the weekends.

Travel & Expenses

Team members will be reimbursed for all reasonable and necessary expenses they incur while traveling on PDX Movers business. Use your discretion, but try to keep costs low.

When it's necessary to travel for PDX Movers business, please contact David Valencia. He will be responsible for making all your travel arrangements.

You must record all travel and business activities on the Company's Expense Report Form and submit it to David Valencia. If business travel requires you to be out of the office for an extended period, your report must cover no less than one week and no more than one month of expenses.

All Expense Report Forms should be submitted to David Valencia no later than five business days after the last day of the month.

Worker's Compensation

PDX Movers provides insurance to compensate for any illness or injury an team member might suffer while working on company premises, traveling on official company business, or attending an activity officially sponsored by the Company. If you become ill or injured, please get medical attention at once.

You must also report the details to your supervisor immediately. And you must complete a report for every injury, no matter how small, to keep the coverage in force and to get any benefits or other compensation to which you may be entitled.

Vacation & Holidays

Holidays

PDX Movers observes the following holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving and the day after
Christmas and the day before

You will be paid for these holidays if you:

- Work on these days

Due to business needs, some team members may be required to work on company holidays. Your supervisor or manager will notify you if this may apply to you.

Acknowledgement of receipt and understanding

I acknowledge that I have received the PDX Movers Team member Handbook and that I have read and understand the policies.

I understand that this Handbook represents only current policies and benefits, and that it does not create a contract of employment. PDX Movers retains the right to change these policies and benefits, as it deems advisable.

Unless expressly proscribed by statute or contract, my employment is "at will." I understand that I have the right to terminate my employment at any time, with or without cause or notice, and that the Company has the same right. I further understand that my status as an "at will" team member may not be changed except in writing and signed by the President of the Company.

I understand that the information I come into contact with during my employment is proprietary to the Company and accordingly, I agree to keep it confidential, which means I will not use it other than in the performance of my duties or disclose it to any person or entity outside the Company. I understand that I must comply with all of the provisions of the Handbook to have access to and use Company resources. I also understand that if I do not comply with all provisions of the Handbook, my access to Company resources may be revoked, and I may be subject to disciplinary action up to and including discharge.

I further understand that I am obligated to familiarize myself with the Company's safety, health, and emergency procedures as outlined in this Handbook or in other documents. The team member handbook can be found at http://pdxmovers.com/PDX_Movers_Handbook_English.pdf

Password: newteammember

Signature

Date

Please Print Your Name