

WELCOME

We would like to take this opportunity to welcome you to the Company. It's an exciting time for INPAX Shipping Solutions as we continue to grow; we strive to remain as adaptable, motivated and responsive to our new employees as we are to our customers. The world of INPAX Shipping Solutions is an exciting area in which to work, and we'll continue working to ensure our shipping services remain on the cutting edge.

Our employees and partners have continued to meet the challenges of our field and to excel. We are very proud of where we are today and excited about where we are headed. Our workforce is comprised of individuals with various backgrounds and skills, joined together as a team to provide our customers with the best possible service available. Each of us, as an employee has a significant responsibility towards accomplishing that goal.

We hope your job will be fulfilling, live up to your expectations and that your time with us will be rewarding. If you are already a member of the [*INPAX Shipping Solutions family*] --we wish to express our appreciation for your continued valued service. We are pleased to provide you with your Employee Manual that outlines the current personnel policies and procedures in effect at the Company. We are sure the Manual will be a helpful reference during your association with our Company. Also, we encourage you to freely ask questions. By doing so, you will learn your job more quickly.

Early in your employment with us, you will realize that we have set very high standards for you. These are necessary if we are to sustain our growth and achievement in a highly competitive industry. At the same time, our goal is to provide you with challenge, recognition, compensation and benefits. We want to help you reach your goals and objectives, as well as the goals of INPAX Shipping Solutions.

It should be noted that the information contained in this manual does not and is not intended to create a contract of employment or for benefits, and does not create any express or implied contractual rights.

Before we finish, we would like you to know that you, as part of our team, are our most important and greatest asset. We could not accomplish what we do every day without our employees. We are very pleased to welcome you to the INPAX Shipping Solutions Family and look forward to working with you! We're glad to have you on board!

Leonard Wright CEO/President

Introduction

This handbook is designed to acquaint you with INPAX Shipping Solutions and provide you with information about working conditions, benefits, and policies affecting your employment.

The information contained in this handbook applies to all employees of INPAX Shipping Solutions. The following policies described in this handbook are considered a condition of continued employment. However, nothing in this handbook alters an employee's status. The contents of this handbook shall not constitute nor be construed as a promise of employment or as a contract between the Company and any of its employees. The handbook is a summary of our policies, which are presented here only as a matter of information.

Changes In Policy

This handbook supersedes all previous employee handbooks and memos that may have been issued from time to time on subjects covered within.

However, since our business and our organization are subject to change, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by the Company, and after those dates all superseded policies will be null.

About our Company

INPAX Shipping Solutions is one of America's fastest-growing and successful consumers shipping service provider. Headquartered in Atlanta, INPAX Shipping Solutions has a strong footprint in the region with secondary terminal branch offices as well as dedicated service routes in Alabama, Georgia, Tennessee, North Carolina, South Carolina, Florida and other states across the country. The broad scope of services offered gives us the capability to be the single source of all shipping needs. Operating 24 hours, 7 days a week, 365 days a year, we provide services ranging from 1-hour courier to tractor-trailer loads to logistics.

Entrepreneur Leonard Wright founded the Company. He has grown the company into the multi-million dollar establishment it is today. To this day, if the job needs to get finished and there's no one to handle it, Leonard will complete the delivery himself.

Since the beginning, we have been committed to doing the right thing – and as we continue to advance as a company with diverse services, it has become more important for us to clearly define the core values from which we develop our culture, our brand, and our business strategies. Our core values put the focus on people and are at the heart of who we are as a company because, above all else, we focus on people first:

- Act with Honesty & Integrity
- Treat others with Dignity & Respect
- Continuously Improve and Innovate
- Attract, Develop & Engage Talent
- Promote from within [*our people are our greatest asset*]
- Always deliver an Exceptional Customer Experience

Our promise is *Why INPAX Shipping Solutions? Because You Deserve Better!* That's the promise we make to our customers and to our team members.

INPAX Shipping Solutions also has a company culture worth imitating if you work in the competitive shipping services field. INPAX Shipping Solutions offers services for all your shipping needs. If creativity is one of the most important traits you look for when hiring employees, the company culture of INPAX Shipping Solutions may be worth reviewing.

INPAX Shipping Solutions executives strive to foster creative services by encouraging employees to take risks and giving staff members the opportunity to engage in spontaneous discussions.

INPAX Shipping Solutions mission is to be the most trusted, customer oriented, just in time service provider in the shipping industry.

We believe our customers deserve better, more courteous customer service. A better experience each time we make a delivery.

We believe our team members deserve better as well. A better, more rewarding work environment. Better benefits. Better opportunities to grow professionally and advance in their careers.

INPAX Shipping Solutions is a positive, fulfilling place to work, with teams that support one another and accomplish goals together. INPAX Shipping Solutions team members have a passion for the business and are dedicated to delivering outstanding service. Our customers notice the difference.

Mission Statement

INPAX Shipping Solutions is dedicated to providing and delivering quality service in a manner that contributes to the customer's satisfaction and success.

We will conduct business activity with the highest moral and ethical principles and all will be treated with dignity and fairness.

We will develop and maintain the highest standards of professional competence, integrity and service.

With our Service to customers, we provide the environment, the opportunities and the leadership for them to grow, share and enjoy the success and security of our company.

Our organization will encourage decisions to be made quickly by those who are responsible for and benefit from the results of their own actions.

We will provide to the Community a model for good corporate citizenship. We will contribute to the economy by providing employment opportunities: operating clean safe, sanitary and attractive facilities: and encouraging our employees to actively participate in civic community and humanitarian affairs.

INPAX Shipping Solutions believes sound growth is essential to our success. Therefore, we will be both aggressive and prudent, resulting in a return of equity that will provide sufficient earnings to support that growth.

Our Commitment to our Employees

While INPAX Shipping Solutions is responsive to the changing needs of the community and our customers, there is one thing that never changes, which is our commitment to our employees.

Since attracting and retaining talented employees is so critical to our success, we are dedicated to providing employees with an opportunity to have fulfilling careers.

INPAX Shipping Solutions understands this will require an investment of time as well as mental and emotional energy; nonetheless, our commitment is to provide employees with secure jobs, fair compensation and the flexibility to respond to the needs of a diverse employee population. Our ultimate goal is to make INPAX Shipping Solutions a great place to work for "all" employees.

Fully engaging our people will always be a strategic priority for us. This means providing employees with the support and direction they need to get things done. Together, we have always shown both commitment and a willingness to persist in a course-of-action for success. We have also been able to deliver on our promises to our customers, to the communities in which we do business and, of course, to each other.

Commencement of Employment Policy

An employment commencement date is the first day on which you report for work and are entered into our payroll records.

Each completed year following your employment commencement date will be your anniversary date. If you begin at INPAX Shipping Solutions on a temporary basis and accept either part-time or full-time employment, your anniversary date and year will be the date upon which you first commenced employment.

Definitions of Employees Status

“EMPLOYEES” DEFINED An “employee” of INPAX Shipping Solutions is a person who regularly works for INPAX Shipping Solutions on a wage or salary basis. “Employees” may include exempt, non-exempt, regular full-time, regular part-time, and temporary persons, and others employed with the Company who are subject to the control and direction of INPAX Shipping Solutions in the performance of their duties.

EXEMPT Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements.

NON-EXEMPT Employees whose positions do not meet FLSA criteria and who are paid one and one-half their regular rate of pay for hours worked in excess of 40 hours per week.

REGULAR FULL-TIME Employee’s who have completed the 90-day introductory period and who are scheduled to work 40 or more hours per week. Generally, they are eligible for the Company’s benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME Regular part-time employees are those who have completed the 90-day introductory period and who are regularly scheduled to work less than 39 hours per week. Regular part-time employees are not eligible for benefits.

TEMPORARY (FULL-TIME or PART-TIME) Those whose performance is being evaluated to determine whether further employment in a specific position or with the Company is appropriate or individuals who are hired as interim replacements to assist in the completion of a specific project or for vacation relief. Employment beyond and initially stated period does not in any way imply a change in employment states. Temporary employees retain that status until they are notified of a change. They are not eligible for any of the Company’s benefit programs.

Non-Discrimination

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at INPAX Shipping Solutions will be based on merit, qualifications, and abilities. INPAX Shipping Solutions does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, age, veteran status, disability or any other characteristic covered by applicable law.

INPAX will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensations, discipline, termination, and access to benefits and training.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination might be subject to disciplinary action, including termination of employment.

Open Door Policy

INPAX Shipping Solutions is strongly committed to maintain an open door policy. You are encouraged to share your concerns, seek information, provide input and resolve problems and issue with your immediate supervisor. Supervisors are expected to listen to concerns, to encourage input and seek resolutions. Our experience has been that most issues can be resolved at this level. If the issue cannot be resolved or if you are uncomfortable discussing the matter with your supervisor, you are encouraged to reach out to the Human Resource Director. We will make our best effort to address your concerns once we are made aware. There will be no retaliation or disciplinary action for voicing your concerns under this policy. Every concern and issue will be confidential.

Introductory Period for New Employees

A new employee whose performance is being evaluated to determine whether further employment in a specific position or with INPAX Shipping Solutions is appropriate. When an employee completes the 90-day introductory period, the employee will be notified of his/her new status with INPAX Shipping Solutions.

New Employee Orientation

Orientation is a formal welcoming process that is designed to make the new employee feel comfortable, informed about the company, and prepared for their position. New employee orientation is conducted by a Human Resources representative or a location branch representative and includes an overview of the company history, and explanation of the company core values, vision, and mission; and company goals and objectives. In addition, the new employee will be given an overview of benefits, tax, and legal issues, and complete any necessary paperwork.

Employees are presented with all codes, keys, and procedures needed to navigate within the workplace. The new employee's supervisor then introduces the new hire to staff throughout the company, reviews their job description and scope of position, explains the company's evaluation procedures, and helps the new employee get started on specific functions.

Non-Disclosure/Confidentiality

The protection of confidential business information and trade secrets is vital to the interest and success of INPAX Shipping Solutions. Such confidential information includes, but is not limited to the following examples:

- Compensation data
- Financial information
- Marketing strategies
- Pending projects and proposals
- Proprietary production processes
- Personnel/Payroll records
- Conversations between any persons associated with the company

Proprietary Information

INPAX Shipping Solutions has invested and will continue to invest considerable effort and expense in the development of technology and other Proprietary Information. INPAX Shipping Solutions has taken steps and will continue to take all reasonable steps necessary to protect the secrecy of Proprietary Information of INPAX Shipping Solutions. Employee acknowledges and agrees that Employee's position with INPAX Shipping Solutions will afford Employee an opportunity to access Proprietary Information of INPAX Shipping Solutions. The misappropriation, unauthorized use, or disclosure of Proprietary Information would cause irreparable harm to INPAX Shipping Solutions. Employee agrees to hold Proprietary Information in confidence for the

benefit of INPAX Shipping Solutions. Employee shall not directly or indirectly use or disclose, except as authorized in writing by, INPAX Shipping Solutions any Proprietary Information (whether or not developed or compiled by Employee) for any purpose not directly related to INPAX Shipping Solutions Business, and then only for the benefit of INPAX Shipping Solutions. Employee's obligations as set forth in this Section 3 shall remain in effect with respect to Trade Secrets for so long as INPAX Shipping Solutions is entitled to protection of rights in such Trade Secrets under applicable law, and with respect to Confidential Information for the duration of employment and for a period of five (5) years after termination of employment.

Assignment of Works

Employee acknowledges and agrees that all Work Product, and all physical embodiments thereof produced by the Employee during the period of Employee's employment by INPAX Shipping Solutions shall be considered "work for hire" as such term is defined in 17 U.S.C. Section 101, the ownership and copy right of which shall be vested solely in INPAX Shipping Solutions.

If any of the Work Product may not, by operation of law, be considered work made for hire by Employee for INPAX Shipping Solutions, or if ownership of all right, title, and interest of the intellectual property rights there in shall not otherwise vest exclusively in INPAX Shipping Solutions, Employee hereby assigns to INPAX Shipping Solutions, and upon the future creation thereof automatically assigns to INPAX Shipping Solutions, without further consideration, the exclusive ownership of all Work Product. Employee agrees (a) to disclose immediately to INPAX Shipping Solutions all Proprietary Information developed in whole or part by Employee during the term of Employee's employment by INPAX Shipping Solutions; (b) to comply with all record-keeping requirements of INPAX Shipping Solutions; and (c) at the request and expense of INPAX Shipping Solutions, to do all things and sign all documents or instruments reasonably necessary in the opinion of INPAX Shipping Solutions to eliminate any ambiguity as to the rights of INPAX Shipping Solutions in such Proprietary Information including, without limitation, providing to INPAX Shipping Solutions Employee's full cooperation in any litigation or other proceeding to establish, protect, or obtain such rights. In the event that INPAX Shipping Solutions is unable for any reason whatsoever to secure the Employee's signature to any document reasonably necessary or appropriate for any of the foregoing purposes (including without limitation, renewals, extensions, continuations, divisions, or continuations in part), Employee hereby irrevocably designates and appoints INPAX Shipping Solutions and its duly authorized officers and agents as Employee's agent and attorney-in-fact to act for and on behalf of Employee for the limited purpose of executing and filing any such document and doing all other lawfully permitted acts to accomplish the foregoing purposes with the same legal force and effect as if executed by Employee. This appointment is coupled with an interest and shall survive the death or disability of Employee. Upon request by INPAX Shipping Solutions and in any event upon termination of Employee's employment, Employee shall promptly deliver to INPAX Shipping Solutions all property belonging to INPAX Shipping Solutions including, without limitation, all Work Product and Proprietary Information (and all embodiments thereof) then in Employee's custody, control, or possession, as a condition precedent to any remuneration payment due to Employee.

Covenants

Employee covenants that Employee shall, during the term of employment, and for a period of two (2) years following termination of Employee's employment, observe the following separate and independent covenants: (a) Employee will not perform services comparable to the services Employee performed for INPAX Shipping Solutions, as an employee or independent contractor for any Competing Enterprise within the Area; (b) Employee will not, without the prior written consent of INPAX Shipping Solutions, either directly or indirectly, on Employee's own behalf or in the service or on behalf of others, solicit, divert, or appropriate, or attempt to solicit, divert, or appropriate any business from any of INPAX Shipping Solutions' customers with whom Employee had Material Contact during Employee's employment with INPAX Shipping Solutions, for the purpose of providing products or services of a Competing Enterprise; and (c) neither Employee nor any Affiliate will, without INPAX Shipping Solutions prior written consent, either directly or indirectly, on Employee's own behalf or in the service or on behalf of others, solicit, divert, or hire, or attempt to solicit, divert, or hire any person employed by INPAX Shipping Solutions, whether or not such employee is a full-time or a temporary employee of INPAX Shipping Solutions and whether or not such employment is pursuant to written agreement and whether or not such employment is at will.

Agreement Not to Disparage

Employee shall not publish, utter, broadcast, or otherwise communicate any information, misinformation, comments, opinions, remarks, articles, letters, or any other form of communication, whether written or oral, regardless of its believed truth, to any person or entity (including, without limitation, any of INPAX Shipping Solutions customers, prospective customers, suppliers, and competitors, and any industry trade group) which is adverse to, reflects unfavorably upon, or tends to disparage INPAX Shipping Solutions, the technology, products, prospects, or financial condition of INPAX Shipping Solutions, or any shareholder, officer, director, or employee of INPAX Shipping Solutions.

All employees who improperly use or disclose trade secrets or confidential business information may be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

Employment Background and Reference Checks

To ensure that individuals who join INPAX Shipping Solutions are well qualified and to ensure that INPAX Shipping Solutions maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to INPAX Shipping Solutions. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead INPAX Shipping Solutions to deny employment, the applicant should contact the third-party vendor who provided the report, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

INPAX Shipping Solutions also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

All Requests for references on former employees must be in writing and should be directed to Human Resources. INPAX Shipping Solutions does not provide letters of recommendation.

Meal & Break Policy: Supervisor Discretion to Combine the Breaks

Meal Breaks: All nonexempt employees who work an eight-hour day or more are permitted a non-compensable meals break of 30-minutes. Meal breaks are not counted toward worked hours. Employees are to be completely relieved from duty during their meal break. If an employee is required to perform any work duties while on his or her meal break period, the employee must be compensated for the time spent performing work duties. The time spent working during the meal break will be counted toward

the total hours worked.

Break time: (2) rest periods of fifteen-minutes or less are counted as time worked, not to exceed thirty-minutes within an 8hr day.

If employees have unexpected personal business to take care of, they must notify their direct supervisor to discuss time away from work and make provisions as necessary. Personal business should be conducted on the employee's own time.

Enforcement

Failure of nonexempt employees to return on time from breaks or lunch will subject the employee to disciplinary action and docking of pay for time missed.

Attendance Policy

Overview

The purpose of attendance guidelines is to provide guidance and consistency in the attendance standards. It is expected that employees will be at work and on time as many days as possible and that time away from work will be scheduled with their supervisor. This means being in the office/route, ready to work, at their starting time each day. Occurrences are tracked on a 365-day rolling basis.

These guidelines are intended to provide an understanding of the expected attendance of all employees as absenteeism and tardiness places undue hardship on other employees and on the Company.

Scheduled Absence

Employee notifies his/her supervisor with advance notice of absence - and the absence is pre-approved.

Non-Scheduled Absence

Employee doesn't notify his/her supervisor within the guidelines established and the absence is not protected by an applicable federal, state, or local law or regulation; therefore the absence is not pre-approved.

If employee is unable to report to work for any reason, he/she is required to notify his/her supervisor of their absence within (2hr) before their regular starting time. Employee is responsible for speaking directly with his/her supervisor about their absence. It is not acceptable to leave a message on a supervisor's voicemail, except in extreme emergencies. In the case of leaving a voice-mail message, employee is responsible for leaving a callback number. Each employee is responsible for ensuring they have their supervisor(s) phone number.

Should undue tardiness become apparent, disciplinary action may be required.

If there comes a time when you see that you will need to work some hours other than those that make up your usual work week, notify your supervisor at least seven working days in advance. Each request for special work hours will be considered separately, in light of the employee's needs and the needs of the Company. Such requests may or may not be granted.

2nd occurrences total Coaching session - documented

in file

3rd absence or tardiness Suspended for one-week

4th absence or tardiness Termination of employment

Confidentiality

Confidentiality is of utmost importance when dealing with an employee attendance problem. The situation should not be discussed with anyone except those who, because of their position, have a need to know.

Timekeeping Policy

Objective

The purpose of this policy is to outline the timekeeping policies of INPAX Shipping Solutions. Accurately reporting time worked is the responsibility of every nonexempt employee. INPAX Shipping Solutions must keep an accurate record of time worked to calculate employee pay and benefits.

Office Hours

INPAX Shipping Solutions is open for business 24 hours/7 days a week. The standard workweek is 40 hours of work.

Time Worked

Time worked includes all time that an employee is required to be performing duties for the company. Time worked is used to determine overtime pay required for nonexempt employees. The following provisions are included as time worked:

- **Break time:** (2) rest periods of fifteen-minutes or less are counted as time worked, not to exceed thirty-minutes within an 8hr day.

Time Not Worked

- **Lunch or dinner periods.** Uninterrupted time off for lunch or dinner is not counted as time worked.

Timekeeping

Nonexempt employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They must also record the beginning and ending time of any split shift or departure from work for personal reasons.

It is the employee's responsibility to sign/punch his or her time record to certify the accuracy of all time recorded. The timekeeper for the department will review and then initial the time record before submitting it for payroll processing. In the event of an error in reporting time, employees must immediately report the problem to the department timekeeper/supervisor.

INPAX Shipping Solutions does not pay for extended breaks or time spent on personal matters.

Timesheets

Non-exempt employees will be issued time sheets/clocks on their first day of employment. The employee will be given thorough instructions on usage and instructions on what to do should a problem occur.

Enforcement

Altering, falsifying, tampering with time records or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Family Medical Leave Act (FMLA)

Policy

Under FMLA, an eligible employee is entitled to job protected time off for a total of 12 workweeks in any 365-day period. The 365-day period is measured backward from the date an employee uses any FMLA leave for specified family and/or medical reasons.

Available earned vacation must be used and exhausted before unpaid time (e.g., Personal Unpaid, LOA) can be used for any FMLA leave. Specified medical and family reasons are defined below:

- To care for a child born to or placed for adoption or foster care with an employee;
- Because of the serious health condition of the employee, such that the employee is unable to perform the duties of his/her job; or
- Because of the serious health condition of an employee' immediate family member (parent, spouse or child or domestic partner).
- Domestic partner to include opposite and same-sex partners.

FMLA does not supersede any local or State law, which provides greater family leave rights. If an employee from a state with a local law is requesting a family leave, compliance with the State or local law must be maintained.

FMLA-Eligibility

To be eligible for leave under FMLA, you must have worked for the Company for at least 12 months and must have worked at least 1,250 actual hours during the 12 months prior to the requested leave.

Requirement

Employee must furnish medical certification of a serious health condition. When the leave is foreseeable, the employee should provide the medical certification before the leave begins. When this is not possible, the employee must provide the requested certification within 15 calendar days of the Company's request. Failure to comply with the notice and medical certification requirements may result in delay or denial of leave.

Sick Leave

All full-time employees are allowed (5) paid sick or personal days per calendar year and can carry over up to (5) not to exceed (1) per year.

When using sick leave an employee is required to notify his/her supervisor at least (2) hours before the start of the scheduled shift. This procedure must be followed for each day of absence. Failure to notify a supervisor of an extended absence may be considered a “no call-no show” situation and may result in an immediate termination.

An employee who has sick leave absence in excess of (4) consecutive working days must present medical documentation for the absence. Failure to comply may result in disciplinary action including termination.

Returning to Work

Employees returning to work from a medical leave for their own serious health condition are required to furnish a “return-to-work” medical certification.

Detailed information about Family and Medical Leave can be provided by Human Resources. Employees who are ineligible for FMLA leave or have exhausted their FMLA leave, may apply for Personal Leave.

Absence Without Notice Policy

A regular full-time employee will receive up to (5) sick-days per year after (3) months of continuous employment. When you are unable to work owing to illness or an accident, please notify your supervisor. This will allow the Company to arrange for temporary coverage of your duties, and helps other employees to continue work in your absence. If you do not report for work and the Company is not notified of your status, this is considered a “no call, no show” which may result to an automatic termination.

If you become ill while at work or must leave the office for some other reason before the end of the workday, be sure to inform your supervisor of the situation. The company may request a medical statement from the employee’s doctor when an employee is absent from work more than (4) days.

Overtime

INPAX Shipping Solutions is open for business (24) hours a day (7) days a week. Overtime compensation is paid to non-exempt employees in accordance with the federal and state wage and hours restrictions. Overtime is payable for all hours worked over 40 per week at a rate of one and one-half times the non-exempt employee’s regular hourly rate. Time off on personal time, holidays, or any leave of absence will not be considered hours worked when calculating overtime. In addition, vacation time does not constitute hours worked.

All overtime work performed by an hourly employee must receive the supervisor’s prior authorization. Overtime worked without prior authorization from the supervisor may result in disciplinary action. The supervisor’s signature on a timesheet authorizes pay for overtime hours worked.

Paydays

In the event that a regularly scheduled payday falls on a holiday, employees will receive their paychecks on the next day of operation, or at such other time, as management shall designate.

If the employee is not at work when the paychecks are distributed and does not receive his/her paycheck, the paycheck will be kept at the pay window through the remainder of the payday. If an employee is unable to pick up his/her paycheck on that day, he/she will need to see Human Resources.

Paychecks will not be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's address or deposited directly into an employee's bank account upon request.

Inclement Weather/Emergency Closing

Objective

Winter snowstorms and other weather-related problems can impact the operations of virtually any organization or business. INPAX Shipping Solutions is no exception; nor are the courier delivery services exempt from delays due to weather. The delivery service industry recognizes that severe weather does, from time to time, inevitably lead to office closures and delayed deliveries.

The decision to close will be made by the Executive Staff.

When the decision is made to close, employees will receive official notification from their immediate supervisor.

Delivery Service Delays

It is important to be mindful that deadlines still generally apply, regardless of weather conditions. INPAX Shipping Solutions will make necessary accommodations when possible for disasters and other extreme conditions.

As mentioned, Mother Nature sometimes prevents express delivery services from making scheduled deliveries. It is important to check with your dispatcher of the delivery service used and attempt to plan for the possibility of such delays.

Time off from scheduled work due to emergency closings will be unpaid for all non- freight employees. However, if employees would like to be paid, they are permitted to use vacation time if it is available to them.

Employee Requiring Medical Attention

In the event an employee requires medical attention, whether injured or becoming ill while at work, the employee's emergency contact will be notified. If it is necessary for the employee to be seen by the doctor or go to the hospital, a family member may be contacted or if necessary Emergency Medical Services may also be called up on to evaluate the injury/illness of an employee on-site. The employee will be responsible for any transportation charges. Furthermore, INPAX Shipping Solutions' employees will not be responsible for transportation of another employee due to liabilities that may occur. A physician's "return-to-work" notice may be required.

Health Related Issues

Employees, who become aware of any health-related issue, including pregnancy, should notify their supervisor and Human Resources of health status. This policy has been instituted strictly to protect the employee.

A written "permission to work" from the employee's doctor is required at the time or shortly after notice has been given. The doctor's note should specify whether the employee is able to perform regular duties as outlined in his/her job description.

A leave of absence may be granted on a case-by-case basis. If the need arises for a leave of absence, employees should notify their supervisor and Human Resources.

Bereavement Leave

Policy

INPAX Shipping Solutions understands that employees may need time away from work because of a death in their families. If you suffer the loss of a spouse, domestic/civil union/same-sex committed partner, parent, step-parent, parent-in-law, legal guardian, child, stepchild, sibling, step-sibling, brother-in-law, sister-in-law, grandparent, grandparent-in-law, grandchild, daughter-in-law, son-in-law, or aunt or uncle directly related to a parent or in-law, you may be absent from work at your regular rate of pay for up to two (3) days to attend the funeral and related matters. This leave applies to full-time employees who have completed at least ninety (90) days of continuous employment. Bereavement leave for other family or friends must utilize accrued vacation time. For any leave requested, it is important to notify your Supervisor as soon as possible. Documentation of the circumstances for Bereavement leave including proof of death and relation to the deceased may be required.

If additional time is needed, vacation or unpaid personal leave may be taken with supervisory approval.

Procedure

Employee: Notify supervisor before or within two hours of regular starting time of the need to use bereavement leave. Within a reasonable period of time, the employee may be required to provide verification of need (obituary, death certificate, etc.).

Supervisor: Annotate bereavement leave usage on the employee's time card and turn in the time card. Follow up on collecting verification of need for bereavement leave if deemed appropriate. If verification of need is obtained, forward it to HR for filing in the employee's personnel records. If verification of need is requested but not received within a reasonable time, notify HR.

Jury & Witness Duty Policy

Objective To provide income protection while an employee carries out his or her civic responsibility, INPAX Shipping Solutions provides the difference between jury duty pay and an employee's regular day's pay for time spent serving on jury duty. Generally, income protection for time spent serving on jury duty will be provided for a maximum of five workdays. Additional income-protected time away from the workplace for this purpose will be considered on a case-by-case basis.

Procedure INPAX Shipping Solutions recognizes that jury duty is a civic responsibility of our employees. You must provide a copy of the jury duty summons to your supervisor within one-day of receiving the summons. Occasionally, the summons to jury duty will occur at a time of the year when the employee or the employer might experience a significant impact on customers or staffing from the loss of the employee to jury duty. In these instances, the employer may write a letter to the court requesting the postponement of the employee's jury duty.

INPAX Shipping Solutions provides paid leave when an employee must serve on a jury. You will be paid your normal salary or hourly compensation while you are on jury duty for up to 5-days in a calendar year. No overtime payments, if you are eligible for overtime pay, are made during the time that you serve on a jury.

At the end of the 5-days, you may use your accumulated vacation time if you wish to continue to be paid while on jury duty. You may also take the additional jury duty time as an unpaid leave of absence. In no case will your employment be affected if you perform jury duty. You will not be harassed, threatened, or cajoled into getting out of jury duty and your same job will be available upon your return. If you report for jury duty and are dismissed, you will be expected to report for work for the remainder of each day on which this occurs. If you are told that you do not need to report to the court on any day of your jury duty stint, you are required to come to work.

Additionally, you will be expected to sign over to your employer any paycheck you receive from the courts for the first 5-days

you serve on a jury, to offset the fact that your employer is paying you for those days. If you serve on a jury for a longer time period, you can keep the pay provided by the court after 5-days.

If you take an unpaid leave of absence for additional days of jury duty, your benefits such as health care, dental, vision, and disability will be continued and the normal payments that you make will be subtracted from your pay on your return from the unpaid leave. Employees are expected to work with their supervisors to ensure that serving jury duty does not adversely impact your customers and your coworkers.

Military Leave of Absence

INPAX Shipping Solutions is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the company's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or company policy. If any employee believes that he or she has been subjected to discrimination in violation of company policy, the employee should immediately contact Human Resources.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence (without pay) taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service.

Employees requesting leave for military duty should contact Human Resources to request leave as soon as they are aware of the need for leave. For request forms and detailed information on eligibility, employee rights while on leave and job restoration upon completion of leave, refer to the policies, procedures and forms with Human Resources.

Outside Employment & Self- Employment

Key Principle

We must each give our best effort every day at INPAX Shipping Solutions, not allowing other employment or personal business activity to hinder our contributions to the Company or service to customers.

Policy

Having your own business or another job outside of INPAX Shipping Solutions is acceptable as long as these activities do not:

- Interfere with your job responsibilities or performance;
- Involve working for a competitor, customer or provider of INPAX Shipping Solutions;
- Risk damaging the Company's business or reputation;
- Make use of INPAX Shipping Solutions resources, including other employees;
- Create any other kind of conflict of interest; or
- Involve seeking or accepting work assignments or employment with any shipping/trucking provider, including those that sell

or service products or services for INPAX Shipping Solutions or its subsidiaries.

Disclosure of Outside Activities

You must seek the company's approval and disclose to Human Resources your outside employment or business activities that may pose a real or potential conflict of interest. Approval is subject to ongoing review, so you need to annually disclose these activities unless otherwise directed.

Personnel Information Requests & Employment References

Policy

It is the policy of INPAX Shipping Solutions to authorize only agreed upon employment references to prospective employers, housing authorities, lending administrations or government agencies.

Requests for employee information received from outside INPAX Shipping Solutions, including requests for references on current or former employees, must be directed to Human Resources. While an authorized release signed by the employee or former employee coupled with proper identification of the individual or agency will entitle them to personnel information, the authorized release does not allow the individual or agency to ask for additional information other than what was originally authorized has listed.

General Provisions

All disclosures of records shall be accounted for by maintaining a written record of:

1. The specific information and/or documents provided;
2. Name and address of individual making request;
3. Date of request; and
4. Purpose of request

Supervisors and other employees are prohibited from providing personal or employment references on current or former employees.

- **Telephone Information Requests:** No information will be provided over the phone.
- **Written Information Requests:** Dates of employment. Positions held, and salary history will be released only if PLS receives a written request with a release signed by the current or former employee.

Employees who violate this policy may be subject to disciplinary action, up to and including termination

Personnel Record Policy

Overview/Policy Statement

It is the INPAX Shipping Solutions policy to maintain personnel records for current and former employees. For purposes of this policy, "personnel records" means information in paper or electronic format about an employee's eligibility for employment, promotion, compensation, transfer, termination, disciplinary or other adverse action (such as, evaluations or reports related to the employee's character, credit, and work habits).

All employees are responsible for notifying Payroll of changes in address, telephone number, and/or family status (births, marriage, death, divorce, legal separation, immigration state, etc.). Both supervisors and employees are responsible for adherence to this company policy. Failure to do so may result in disciplinary action up to and including termination.

Rationale

Well-maintained employee records assist the company in making sound employment decisions that contribute to the overall success of the business and ensure that the company can comply with its recordkeeping and reporting obligations under state and federal regulations and laws.

Applying the Policy

Employees who have responsibility for maintaining any part of an employee record will be accountable for forwarding those records to Human Resources, which is a secured environment with access granted only to those who have a legitimate business or legal reason to access such records (*i.e. authorized persons or licensed governmental agencies as required by law*).

When an employee transfers to a new supervisor, department, or location, department management is responsible for forwarding the employee's personnel transfer paperwork to Human Resources in accordance with the Personnel Records Guidelines.

When an employee terminates employment with the company, that employee's supervisor has the obligation to promptly transfer all personnel records maintained by that manager (*i.e. evaluations, timekeeping, etc.*) to Human Resources.

Requests for personnel records should be directed to Human Resources.

Personal Property/Effects Policy

INPAX Shipping Solutions assumes no liability whatsoever for the damage, loss or theft of personal property occasionally left at the office by staff members.

All storage facilities, offices and workspaces, including desks and lockers, are the property of INPAX Shipping Solutions and reserves the right to have access to these areas and to such property at any time, without advance notice to any employee. Therefore, employees should not expect that such property will be treated as private and personal to the employee. Likewise, electronic mail and voice mail are also company property and are to be used only for business purposes. Internet accounts are also to be used only for company business. INPAX Shipping Solutions reserves the right to inspect, monitor and have access to company computers, electronic mail, voice mail messages and Internet communications.

To promote the safety of employees and company visitors, as well as the security of its facilities, INPAX Shipping Solutions reserves the right to conduct video surveillance of any portion of its premises at any time. Video cameras will be positioned in appropriate places within and around company buildings. The only exceptions to this policy include (if applicable) private areas of restrooms, showers and dressing rooms.

Performance and Salary Review Policy

Purpose The performance appraisal provides a means for discussing, planning and reviewing the performance of each employee.

Regular performance appraisals:

- Help employees clearly define and understand their responsibilities.
- Provide criteria by which employees' performance will be evaluated.
- Suggest ways in which employees can improve performance.
- Identify employees with potential for advancement.
- Help managers distribute and achieve departmental goals.
- Provide a fair basis for awarding compensation based on merit.

Performance appraisals influence salaries, promotions and transfers. Therefore, it is critical that supervisors be objective in conducting performance reviews and in assigning overall performance ratings.

Eligibility All full- and part-time regular employees are eligible for an annual performance review and consideration for a merit pay increase.

Procedures

Performance review schedule Performance appraisals are conducted annually. Merit increases are not guaranteed and are based on company performance and financials. When provided, a merit increase may accompany a performance review if the employee's performance and salary level so warrant. The amount of increase should be consistent with the approved merit budget.

Focal increase planning Overall merit budget allocations and individual merit increases are planned for and allocated prior to the start of each calendar year. The focal salary increase program is designed to assist INPAX Shipping Solutions management in planning and allocating merit and promotional increases that:

- Reward individual performance
- Are market competitive
- Are internally equitable
- Are comparable with INPAX Shipping Solutions operating budget
 - Are equitably allocated among individual employees, taking into consideration all available factors at one point in time

Performance reviews—salary increases Each supervisor is responsible for the timely and equitable assessment of the performance and contribution of subordinate employees. A performance review does not always result in an automatic salary increase. The employee's overall performance and salary level relative to position responsibilities must be evaluated to determine whether a salary increase is warranted. Out-of-cycle salary increases must be pre-approved by the Human Resources (HR) director and/or Company CEO.

Salary equity reviews A supervisor may request an analysis of an employee's salary at any time the supervisor deems appropriate. This request should be made to the HR director, who will review the employee's salary in comparison to other employees in comparable positions.

Responsibility The forms and spreadsheets provided by HR will be used, and the completed evaluation will be retained in the employee's personnel file.

The performance evaluation will be discussed and signed by both the employee and the manager to ensure that all strengths, areas for improvement and job goals for the next review period are clearly communicated.

The supervisor is responsible for completing the salary increase planning worksheet, obtaining focal increase approvals and submitting the approved and final worksheet to HR for processing. Salary increases must be supported by a performance appraisal for salary change processing. The supervisor will not discuss any proposed action with the employee until all written approvals are obtained.

HR will review all salary increase/adjustment requests to ensure compliance with company policy and that they fall within the provided guidelines.

Right to modify policy The HR director has the right to change, modify or approve exceptions to this policy at any time with or without notice.

Corrective Action

INPAX Shipping Solutions holds each of its employees to certain work rules and standards of conduct. When an employee deviates from these rules and standards, INPAX Shipping Solutions expects the employee's supervisor to take corrective action.

Correct action at INPAX Shipping Solutions is progressive. That is, the action taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness until the infraction or violation is corrected.

The sequence of corrective actions included an oral warning, a written warning, probation, and finally termination of employment. In deciding which initial corrective action would be appropriate, a supervisor will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record.

Though committed to a progressive approach to corrective action, INPAX Shipping Solutions considers certain rule infractions and violations of standards as grounds for immediate termination of employment.

These include but are not limited to:

Theft in any form, insubordinate behavior, vandalism or destruction of company property, being on company property during non-business hours, being under the influence of alcohol or drugs on company time, possession of a lethal weapon on company premises, sleeping on the job, falsification of information on time cards, willful damage to company property, dishonesty or falsification of any records, hitting, pushing, use of threatening, foul or abusive language, disrespect towards any supervisor or manager, excessive absence or tardiness, serious misconduct, the use of company equipment and/or company vehicles without prior authorization by Executive Staff, untruthfulness about personal work history, skills, or training, divulging Company business practices, and misrepresentations of INPAX Shipping Solutions to a customer, a prospective customer, the general public, or an employee.

The above rule infractions are strictly enforced with proper disciplinary action

- First Offense: Documented verbal warning
- Second Offense: Written Warning or Suspension/or termination (*depending on*

circumstances)

- Third Offense: Termination

Internal Transfers/Promotions

Employees with more than 90-days of service may request consideration to transfer to other jobs as vacancies become available and will be considered along with other applicants. At the same time, the company may initiate transfers of employees between departments and facilities to meet specified work requirements and reassignment of work requirements [at any time].

INPAX Shipping Solutions offers employees promotions to higher-level positions when appropriate. Management prefers to promote from within and may first consider current employees with the necessary qualifications and skills to fill vacancies above the entry level, unless outside recruitment is considered to be in the company's best interest.

To be considered, employees must have held their current position for at least 90- days, have a satisfactory performance record and have no disciplinary actions during the last 90-days to apply for a new position. Management retains the discretion to make exceptions to the policy.

Dress Code Policy

Objective INPAX Shipping Solutions employees contribute to the culture and reputation in the way they present themselves. A professional appearance is essential to a favorable impression with customers and regulators. Good grooming and appropriate dress reflect employee pride and inspire confidence on the part of such persons.

Procedures INPAX Shipping Solutions supervisors may exercise reasonable discretion to determine appropriateness in employee dress and appearance. Employees who do not meet a professional standard may be sent home to change, and nonexempt employees will not be paid for that time off.

Basic guidelines for appropriate attire Basic elements for appropriate and professional business attire include socks or stockings and clothing that is in neat and clean condition. Basic guidelines for appropriate workplace dress do not include tight or short pants, tank tops, halter- tops, low-cut blouses or sweaters, or any extreme style or fashion in dress or footwear.

Although it is impossible and undesirable to establish an absolute dress and appearance code, INPAX Shipping Solutions will apply a reasonable and professional workplace standard to individuals on a case-by-case basis. Management may make exceptions for special occasions or in the case of inclement weather, at which time employees will be notified in advance. An employee unsure of what is appropriate should check with his or her supervisor.

If a supervisor decides that an employee's dress or appearance is not appropriate as outlined in this policy, he or she may take corrective action and require the employee to leave the work area and make the necessary changes to comply with the policy.

Casual Casual dress will be permitted on Fridays, except during specified and announced periods when casual days will be suspended. Some units may require specific guidelines that differ from the casual guidelines. Employees who must leave work to change clothes for business reasons will use personal time or vacation time to do so. When meeting clients, business dress guidelines must be observed, unless the client has specifically requested otherwise.

Addressing workplace attire and hygiene problems Violations of the policy can range from inappropriate clothing items to offensive perfumes and body odor. If a staff member's poor hygiene or use of too much perfume/cologne is an issue, the supervisor should discuss the problem with the staff member in private and should point out the specific areas to be corrected. If the problem persists, supervisors should

follow the normal corrective action process.

Following are some examples of unacceptable work attire choices. This is not an all-inclusive list. The department head or designee will assist with identifying other clothing items that are not acceptable:

Unacceptable Business Attire

- Plain or pocket T-shirts
- Cutoffs
- T-shirts with logos
- Athletic wear
- Thongs of any kind
- Blue denim jeans
- Spandex or Lycra such as biker shorts
- Tennis shoes
- Tank tops, tube tops, halter tops with spaghetti straps
- Underwear as outerwear
- Beach wear
- Midriff length tops
- Provocative attire
- Off-the-shoulder tops
- Workout clothes or shoes

Enforcement Department supervisors are responsible for monitoring and enforcing this policy.

1. If questionable attire is worn in the office, the respective supervisor will hold a personal, private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire.
2. If an obvious policy violation occurs, the supervisor will hold a private discussion with the employee and ask the employee to go home and change his/her attire immediately.
3. Repeated policy violations will result in disciplinary action, up to and including termination.

Review and Revision The Company reserves the right to rescind and/or amend this, and all Company policies, at any time.

Schedules

Your supervisor will make every effort to honor your scheduled request. However, while you may have been hired to work a certain shift, you may have to change your present shift or position due to business demands and consideration. It is, therefore, important that you realize you were hired with the understanding you will be scheduled when and where needed and will be expected to work accordingly, under managerial direction.

Corporate Credit Card

Policy

Overview It is the policy of INPAX Shipping Solutions to reimburse staff for reasonable and necessary expenses incurred in connection with approved travel on behalf of the company. INPAX Shipping Solutions strongly encourages use of travel discounts when making travel arrangements.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this credit card policy, then the most conservative course of action should be taken.

Business travel policies are aligned with company reimbursement rules. All business-related travel paid with INPAX Shipping Solutions funds must comply with company expenditure policies.

- This Policy applies to all employees of INPAX Shipping Solutions who are assigned a Corporate Credit Card.
- Conditions set out in this Policy, the relevant Cardholders' Responsibility statement issued by the Bank govern the use of any Corporate Credit Card.
- Cardholders and their supervisors are responsible for ensuring that they adhere to the Corporate Credit Card policy, thereby ensuring adequate controls are exercised to minimize the risk that Corporate Credit Cards are used for fraudulent or corrupt purposes.

Eligibility To be eligible for a Corporate Credit Card, an employee must meet one or more of the following criteria:

- Travel frequently in the course of his/her duties or
- Purchase significant volumes of minor goods and services for use by INPAX Shipping Solutions
- Incur regular frequent expenses of a kind appropriately paid by credit card

Limits Each Card will be limited to a maximum set by the CEO/President, who will determine the limit on a basis of need and operations budget(s), and be for business expenditures **ONLY**. Exemptions to this limit will be made on a case by case basis by the CEO/President.

Conditions of Use The Corporate Credit Card cannot be used:

- To obtain cash advances
- For expenses other than those incurred by the assigned named on the Card
- The Corporate Credit Card is to be used only for official business, not personal expenses. Charging personal transactions to Corporate Cards is not acceptable under any circumstance. Cardholder transactions will be scrutinized to ensure compliance with this policy.
- Infractions of the conditions of this Policy could result in cancellation of the card and withdrawal of Corporate Credit Card privileges.
- Breaching of this policy can lead to disciplinary action against the employee concerned. In all cases of misuse, INPAX Shipping Solutions reserves the right to recover any monies from the cardholder. Cardholders will be required to sign a declaration authorizing this Agency to recover, from their salary, any amount incorrectly claimed.
- Cardholders may not use their Corporate Credit Card to obtain cash advances from banks, building societies, credit unions, nor automatic teller machines. This prohibition similarly extends to cash equivalents such as bank checks,

traveler's checks and electronic cash transfers.

Travelers

Airfare • Travelers are expected to obtain the lowest available airfare that

reasonably meets business travel needs. Airfare may be prepaid by the business office.

- Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing. First-class tickets are not reimbursable.
- Coach class or economy tickets must be purchased for domestic flights (defined as flight time totaling less than five consecutive hours excluding layovers). A higher-priced coach ticket cannot be purchased for a subsequent upgrade in seating.
- A less-than-first-class ticket (i.e., business class) may be purchased at INPAX Shipping Solutions discretion for domestic flights (defined as flight time exceeding five consecutive hours excluding layovers).

Meals Meals are reimbursable up to **\$55** per person, per day including tax, tips, and parking. Receipts must be provided for all purchases. All group meal receipts must be provided specifying the name, company, title for each attendee, receipt details for meal amounts, meal date, venue name, venue location, and reason for group meal. Self parking must be used when available.

Monthly Corporate Statements Corporate Credit Card expenditures must be reconciled with Accounts Payable within 15 business days of the Statement Date (5th of the month). Cardholders who have not reconciled their monthly expenditure within this period will be asked to reconcile their monthly expenditure immediately by the A/P personnel. This procedure will ensure that accounting records maintain an accurate and meaningful balance.

- Cardholders who do not reconcile their monthly expenditures within 15 business days of the Statement Date will be sent a reminder of their obligations under this Policy. Continued or repeated non-conformance to this Policy can result in cancellation of the Card and/or such other actions as appropriate.
- If the Card expenditures are not reconciled within 1 month of the Statement Date or a plausible explanation has not been received by the CEO/President, the Corporate Credit Card can be cancelled and, the Cardholders' accounts can be debited for the amount outstanding. Note that further action may also be taken against the Cardholder.

Cardholder Responsibilities Cardholders are responsible for the following security measures for the use of their Card: •

Cardholders must retain transactional evidence to support all charges. An acceptable receipt for reimbursements of claimable business expenses on the Corporate Credit Card is an original receipt. The more information, the better.

- Card purchases without receipts are ultimately the responsibility of the user. A failure to provide receipts or credible explanation for the unsupported expenditure could result in a debit from the Cardholder's salary.
- Reimbursement for return of goods and/or services must be credited directly to the Card account. No cash should be received by the Cardholder.
- Lost or stolen Cards must be reported and cancelled immediately. Accounts Payable must be notified within 2 business days of this activity.
- Employees issued with a Corporate Credit Card are in a position of trust in regard to use of donated funds. Improper or unauthorized use of the Card may result in the Cardholder being held liable for expenditures, legal/disciplinary action being brought against the Cardholder, termination of Card-use and/or termination.

Records Management All documentation associated with the payment of a Corporate Credit Card will be maintained within the Accounts Payable office.

- Original receipts for all Credit Card transactions will be retained in the Accounts Payable office. Cardholders should keep copies of receipts and statements for audit purposes or for future questions that may arise.

Audits

- Audits of cardholder purchases will occur on a monthly basis by Accounts Payable personnel. In addition, external auditors could carry out audits from time to time.

Disputed Transactions

- Disputed transactions must be resolved with the Supplier and the Cardholder. The Cardholder must notify the Bank immediately for resolution and Accounts Payable should be informed for noting.

Termination Prior to departure or termination of duties, the Cardholder must reconcile all expenditures on his/her Card account since the last Statement.

- It is the responsibility of the departing employee to ensure that his/her account is settled prior to departure.
- The card must be surrendered upon termination of employment to their immediate supervisor.

Harassment, Including Sexual Harassment

Policy Statement

This defines the harassment policy of INPAX Shipping Solutions. The most productive and satisfying work environment is one in which work is accomplished in a spirit of mutual trust and respect. Harassment is a form of discrimination that is offensive, impairs morale, undermines the integrity of employment relationships and causes serious harm to the productivity, efficiency and stability of our organization.

All employees have a right to work in an environment free from discrimination and harassing conduct, including sexual harassment. Harassment on the basis of an employee's **race, color, creed, ancestry, national origin, age (40 and over), disability, sex, arrest or conviction record, marital status, sexual orientation, membership in the military reserve or use or nonuse of lawful products away from work is expressly prohibited under this policy.** Harassment on any of these bases is also illegal.

This policy will be issued to all current employees and during orientation of new employees.

Definitions In general, harassment means persistent and unwelcome conduct or actions on any of the bases underlined above. Sexual harassment is one type of harassment and includes unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature.

Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to;

- The repeated making of unsolicited, inappropriate gestures or comments;

- The display of offensive sexually graphic materials not necessary for our work; **Harassment on any basis (race, sex, age, disability, etc.) exists whenever**
- Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
- Submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual.
- The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.

Recognizing Harassment Harassment may be subtle, manipulative and is not always evident. It does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome and is personally offensive. All forms of gender harassment are covered. Men can be sexually harassed; men can harass men; Women can harass other women. Offenders can be managers, supervisors, co-workers, and non-employees such as clients or vendors.

Some examples:

Verbal: Jokes, insults and innuendoes (based on race, sex, age, disability, etc.), degrading sexual remarks, referring to someone as a stud, hunk or babe; whistling; cat calls; comments on a person's body or sex life, or pressures for sexual favors.

Non-Verbal: Gestures, staring, touching, hugging, patting, blocking a person's movement, standing too close, brushing against a person's body, or display of sexually suggestive or degrading pictures, racist or other derogatory cartoons or drawings.

Grievance Procedure Any employee who believes he or she is being harassed, or any employee, who becomes aware of harassment, should promptly notify his or her supervisor. If the employee believes that the supervisor is the harasser, the supervisor's supervisor should be notified.

If an employee is uncomfortable discussing harassment with his or her supervisor, the employee should contact the HR Director.

Upon notification of a harassment complaint, a confidential and impartial investigation will be promptly commenced and will include direct interviews with involved parties and where necessary with employees who may be witnesses or have knowledge of matters relating to the complaint. The parties of the complaint will be notified of the findings and their options.

Non-retaliation This policy also expressly prohibits retaliation of any kind against any employee bringing a complaint or assisting in the investigation of a complaint. Such employees may not be adversely affected in any manner related to their employment. Such retaliation is also illegal.

Disciplinary Action The company views harassment and retaliation to be among the most serious breaches of work place behavior. Consequently, appropriate disciplinary or corrective action, ranging from a warning to termination, can be expected.

Immigration Law Compliance

INPAX Shipping Solutions employs only United States citizens and those non-U.S. citizens authorized to work in the U.S. in compliance with the Immigration Reform and Control Act of 1986.

Each new employee, as a condition of employment must complete the Employment Eligibility Verification Form, I-9 and present documentation establishing identify and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with INPAX Shipping Solutions within the past three years or if their previous I-9 is no longer retained or valid.

Smoke-Free Workplace Policy

Introduction INPAX is committed to providing a safe and healthy workplace and to promoting the health and wellbeing of its employees. As required by [the city ordinance, if applicable] and also motivated by our desire to provide a healthy work environment for our employees, the following smoking policy has been adopted and shall apply to all employees.

To be in alignment with most major US cites – the average ordinance prohibits smoking, 25 feet of the entrance of establishments.

In 2014, *the Air Pollution and the Clean Air Act [Air Act]* was updated to include legislation to add e-cigarettes to their clean indoor air smoke free laws, prohibiting the use of e-cigarettes in areas where smoking combustible cigarettes is not allowed.

Policy It is the policy of INPAX Shipping Solutions to prohibit smoking on all company premises in order to provide and maintain a safe and healthy work environment for all employees. The law defines smoking as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind."

Employees are free to smoke in designated areas located outside of the building off Company (non-smoking areas include building entrances) during their non-working hours (i.e., before work and after work). INPAX Shipping Solutions does not condone "smoke breaks", in addition to regular breaks during normal working hours. Employees who violate this policy and/or disarm any Company fire protection equipment may be subject to disciplinary action, up to and including termination.

Scope The Smoke-Free Workplace policy applies to:

- All areas of buildings occupied by company employees
- All company-sponsored off-site conferences and meetings
- All vehicles owned or leased by the company
- All visitors (customers and vendors) to company premises
- All contractors and consultants and/or their employees working on company premises
- All temporary employees

Statement of Understanding Understand that any violation of this smoking policy will be subject to disciplinary action up to and including immediate discharge.

Standards of Code of Ethics & Conduct

Build Trust and Credibility

The success of our business is dependent on the trust and confidence we earn from our employees and customers. We gain credibility by adhering to our commitments, displaying honesty and integrity and reaching company goals solely

through honorable conduct. It is easy to say what we must do, but the proof is in our *actions*. Ultimately, we will be judged on what we do.

When considering any action, it is wise to ask: will this build trust and credibility for INPAX Shipping Solutions. Will it help create a working environment in which INPAX Shipping Solutions can succeed over the long term? Is the commitment I am making one I can follow through with? The only way we will maximize trust and credibility is by answering “yes” to those questions and by working every day to build our trust and credibility.

Respect for the Individual

We all deserve to work in an environment where we are treated with dignity and respect. INPAX Shipping Solutions is committed to creating such an environment because it brings out the full potential in each of us, which, in turn, contributes directly to our business success. We cannot afford to let anyone’s talents go to waste.

INPAX Shipping Solutions is an equal employment employer and is committed to providing a workplace that is free of discrimination of all types from abusive, offensive or harassing behavior. Any employee who feels harassed or discriminated against should report the incident to his or her supervisor or to Human Resources.

Create a Culture of Open and Honest Communication

At INPAX Shipping Solutions, everyone should feel comfortable to speak his or her mind, particularly with respect to ethics concerns. Supervisors have a responsibility to create an open and supportive environment where employees feel comfortable raising such questions. We all benefit tremendously when employees exercise their power to prevent mistakes or wrongdoing by asking the right questions at the right times.

INPAX Shipping Solutions will investigate all reported instances of questionable or unethical behavior. In every instance where improper behavior is found to have occurred, the company will take appropriate action. We will not tolerate retaliation against employees who raise genuine ethics concerns in good faith.

For your information, INPAX Shipping Solutions' whistleblower policy is as follows:

Employees are encouraged, in the first instance, to address such issues with their supervisor's or Human Resources, as most problems can be resolved swiftly. If for any reason that is not possible or if an employee is not comfortable raising the issue with his or her supervisor or HR, INPAX Shipping Solutions' CEO/President does operate with an open-door policy.

Set Tone at the Top

Management has the added responsibility for demonstrating, through their actions, the importance of this Code. In any business, ethical behavior does not simply happen; it is the product of clear and direct communication of behavioral expectations, modeled from the top and demonstrated by example. Again, ultimately, our actions are what matters.

To make our Code work, managers must be responsible for promptly addressing ethical questions or concerns raised by employees and for taking the appropriate steps to deal with such issues. Management should not consider employees' ethics concerns as threats or challenges to their authority, but rather as another encouraged form of business communication. At INPAX Shipping Solutions, we want the ethics dialogue to become a natural part of daily work.

Uphold the Law

INPAX Shipping Solutions' commitment to integrity begins with complying with laws, rules and regulations where we do business. Further, each of us must have an understanding of the company policies, laws, rules and regulations that apply to our specific roles. If we are unsure of whether a contemplated action is permitted by law or INPAX Shipping Solutions policy, we should seek the advice from the resource expert. We are responsible for preventing violations of law and for speaking up if we see possible violations.

Proprietary Information

It is important that we respect the property rights of others. We will not acquire or seek to acquire improper means of a competitor's trade secrets or other

proprietary or confidential information. We will not engage in unauthorized use, copying, distribution or alteration of software or other intellectual property.

Selective Disclosure

We will not selectively disclose (whether in one-on-one or small discussions, meetings, presentations, proposals or otherwise) any material nonpublic information with respect to INPAX Shipping Solutions, its securities, business operations, plans, financial condition, results of operations or any development plan. We should be particularly vigilant when making presentations or proposals to customers to ensure that our presentations do not contain material nonpublic information.

Health and Safety

INPAX Shipping Solutions is dedicated to maintaining a healthy environment. A safety manual has been designed to educate you on safety in the workplace. If you do not have a copy of this manual, please see your HR department.

Avoid Conflicts of Interest

Conflicts of Interest

We must avoid any relationship or activity that might impair, or even appear to impair, our ability to make objective and fair decisions when performing our jobs.

At times, we may be faced with situations where the business actions we take on behalf of INPAX Shipping Solutions may conflict with our own personal or family interests. We owe a duty to INPAX Shipping Solutions to advance its legitimate interests when the opportunity to do so arises. We must never use INPAX Shipping Solutions property or information for personal gain or personally take for ourselves any opportunity that is discovered through our position with INPAX Shipping Solutions.

Here are some other ways in which conflicts of interest could arise:

1. Being employed (you or a close family member) by, or acting as a consultant to, a competitor or potential competitor, supplier or contractor, regardless of the nature of the employment, while you are employed with INPAX Shipping Solutions.

2. Serving as a board member for an outside commercial company or organization.
3. Owning or having a substantial interest in a competitor, supplier or contractor.
4. Having a personal interest, financial interest or potential gain in any INPAX Shipping Solutions.
5. Placing company business with a firm owned or controlled by INPAX Shipping Solutions employee or his or her family.
6. Accepting gifts, discounts, favors or services from a customer/potential customer, competitor or supplier, unless equally available to all by INPAX Shipping Solutions employees.

Determining whether a conflict of interest exists is not always easy to do.

Employees with a conflict of interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their managers or the HR department.

Gifts, Gratuities and Business Courtesies

INPAX Shipping Solutions is committed to competing solely on a merit of our products and services. We should avoid any actions that create a perception that favorable treatment of outside entities by INPAX Shipping Solutions was sought, received or given in exchange for personal business courtesies. Business courtesies include gifts, gratuities, meals, refreshments, entertainment or other benefits from persons or companies with whom INPAX Shipping Solutions does or may do business. We will neither give nor accept business courtesies that constitute, or could reasonably be perceived as constituting, unfair business inducements that would violate law, regulation or policies of INPAX Shipping Solutions or customers, or would cause embarrassment or reflect negatively on INPAX Shipping Solutions' reputation.

Accepting Business Courtesies

Most business courtesies offered to us in the course of our employment are offered

because of our positions at INPAX Shipping Solutions. We should not feel any entitlement to accept and keep a business courtesy. Although we may not use our position at INPAX Shipping Solutions to obtain business courtesies, and we must never ask for them, we may accept unsolicited business courtesies that promote successful working relationships and good will with the firms that INPAX Shipping Solutions maintains or may establish a business relationship with.

Employees who award contracts or who can influence the allocation of business, who create specifications that result in the placement of business or who participate in negotiation of contracts must be particularly careful to avoid actions that create the appearance of favoritism or that may adversely affect the company's reputation for impartiality and fair dealing. The prudent course is to refuse a courtesy from a supplier when INPAX Shipping Solutions is involved in choosing or reconfirming a supplier or under circumstances that would create an impression that offering courtesies is the way to obtain INPAX Shipping Solutions business.

Meals, Refreshments and Entertainment

We may accept occasional meals, refreshments, entertainment and similar business courtesies that are shared with the person who has offered to pay for the meal or entertainment, provided that:

- They are not inappropriately lavish or excessive.
- The courtesies are not frequent and do not reflect a pattern of frequent acceptance of courtesies from the same person or entity.
- The courtesy does not create the appearance of an attempt to influence business decisions, such as accepting courtesies or entertainment from a supplier whose contract is expiring in the near future.
- The employee accepting the business courtesy would not feel uncomfortable discussing the courtesy with his or her manager or co-worker or having the courtesies known by the public.

Gifts

Employees may accept unsolicited gifts, other than money, that conform to the reasonable ethical practices of the marketplace, including:

- Flowers, fruit baskets and other modest presents that commemorate a special occasion.
- Gifts of nominal value, such as calendars, pens, mugs, caps and t-shirts (or other novelty, advertising or promotional items).

Generally, employees may not accept compensation, honoraria or money of any amount from entities with whom INPAX Shipping Solutions does or may do business. Tangible gifts (including tickets to a sporting or entertainment event) that have a market value greater than \$100 may not be accepted unless approval is obtained from management.

Employees with questions about accepting business courtesies should talk to their supervisors or the HR department.

Offering Business Courtesies

Any employee who offers a business courtesy must assure that it cannot reasonably be interpreted as an attempt to gain an unfair business advantage or otherwise reflect negatively upon INPAX Shipping Solutions. An employee may never use personal funds or resources to do something that cannot be done with INPAX Shipping Solutions resources. Accounting for business courtesies must be done in accordance with approved company procedures.

Other than to our customers, for whom special rules apply, we may provide nonmonetary gifts (i.e., company logo apparel or similar promotional items) to our customers. Further, management may approve other courtesies, including meals, refreshments or entertainment of reasonable value provided that:

- The practice does not violate any law or regulation or the standards of conduct of the recipient's organization.
- The business courtesy is consistent with industry practice, is infrequent in nature and is not lavish.

- The business courtesy is properly reflected on the books and records of INPAX Shipping Solutions.

Promote Substance Over Form

At times, we are all faced with decisions we would rather not have to make and issues we would prefer to avoid. Sometimes, we hope that if we avoid confronting a problem, it will simply go away.

At INPAX Shipping Solutions we must have the courage to tackle the tough decisions and make difficult choices; secure in the knowledge that INPAX Shipping Solutions is committed to doing the right thing. At times this will mean doing more than simply what the law requires. Merely because we can pursue a course of action does not mean we *should* do so.

Although INPAX Shipping Solutions' guiding principles cannot address every issue or provide answers to every dilemma, they can define the spirit in which we intend to do business and should guide us in our daily conduct.

Accountability

Each of us is responsible for knowing and adhering to the values and standards set forth in this Code and for raising questions if we are uncertain about company policy. If we are concerned whether the standards are being met or are aware of violations of the Code, we must contact the HR department.

INPAX Shipping Solutions takes seriously the standards set forth in the Code, and violations are cause for disciplinary action up to and including termination of employment.

Be Loyal

Confidential and Proprietary Information

Integral to INPAX Shipping Solutions' business success is our protection of confidential company information, as well as nonpublic information entrusted to us by employees, customers and other business partners. Confidential and proprietary information includes such things as pricing and financial data, customer

names/addresses or nonpublic information about other companies, including current or potential supplier and vendors. We will not disclose confidential and nonpublic information without a valid business purpose and proper authorization.

Use of Company Resources

Company resources, including time, material, equipment and information, are provided for company business use. Nonetheless, occasional personal use is permissible as long as it does not affect job performance or cause a disruption to the workplace.

Employees and those who represent INPAX Shipping Solutions are trusted to behave responsibly and use good judgment to conserve company resources.

Supervisors are responsible for the resources assigned to their departments and are empowered to resolve issues concerning their proper use.

Generally, we will not use company equipment such as computers, copiers and fax machines in the conduct of an outside business or in support of any religious, political or other outside daily activity, except for company-requested support to nonprofit organizations. We will not solicit contributions nor distribute non-work related materials during work hours.

In order to protect the interests of the INPAX Shipping Solutions network and our fellow employees, INPAX Shipping Solutions reserves the right to monitor or review all data and information contained on an employee's company-issued computer or electronic device, the use of the Internet or INPAX Shipping Solutions' intranet. We will not tolerate the use of company resources to create, access, store, print, solicit or send any materials that are harassing, threatening, abusive, sexually explicit or otherwise offensive or inappropriate.

Questions about the proper use of company resources should be directed to your supervisor.

Media Inquiries

INPAX Shipping Solutions is a high-profile company in our community, and from time to time, employees may be approached by reporters and other members of

the media. In order to ensure that we speak with one voice and provide accurate information about the company, we should direct all media inquiries to the human Resources. No one may issue a press release without first consulting with the HR.

Do the Right Thing

Several key questions can help identify situations that may be unethical, inappropriate or illegal. Ask yourself:

- Does what I am doing comply with the INPAX Shipping Solutions guiding principles, Code of Conduct and company policies?
- Have I been asked to misrepresent information or deviate from normal procedure?
- Would I feel comfortable describing my decision at a staff meeting?
- How would it look if it made the headlines?
- Am I being loyal to my family, my company and myself?
- What would I tell my child to do?
- Is this the right thing to do?

Substance Abuse

INPAX Shipping Solutions wants to be the best in class, total shipping solution provider in the shipping/delivery industry, by pro-actively approaching our clients with solutions and services which will help them to achieve their business goals.

INPAX Shipping Solutions realizes that substance abuse impairs the health, the safety and the productivity of our employees. Substance abuse problems result in unsafe working conditions for all employees, sub-contractors and customers.

INPAX Shipping Solutions is fully committed to ensure a healthy, safe, and productive work environment which is free of substance abuse. Therefore INPAX Shipping Solutions has a ZERO Tolerance policy with respect to the use of illicit drugs or other controlled substances.

Substance abuse problems in the context of this policy statement are defined as the behaviors resulting from the misuse of alcohol, illicit drugs or other controlled substances which harm or have the potential to harm the person's actions, other people and the environment.

Working or reporting to work, conducting company business or being on premises or in a company-owned, leased or rented vehicle, while under the influence of an illicit drug, alcohol or in an impaired condition constitutes a violation of this Substance Abuse Policy. Consequently an employee will be faced with disciplinary actions, including immediate termination.

Using, selling, purchasing, transferring, possessing, manufacturing, or storing an illicit drug or drug paraphernalia, or attempting or assisting another to do so, while in the course of employment on premises, in owned, leased, or rented vehicles, or on business assets constitutes a violation of the INPAX Shipping Solutions Substance Abuse Policy and may subject an employee to disciplinary action including immediate termination.

The use by individuals of prescription drugs which are being used in the manner prescribed and is reported to Management is allowed as long it does not affect the individual's health, safety and productivity. All employees should be aware that traces of unauthorized drug use can still be detected after a period longer than the mentally or physically notice of the substance.

All employees must report substance abuse to his/her supervisor immediately.

Supervisors are entitled to:

- Conduct Random Drug & Alcohol tests or conduct tests when there is reason for suspicion.
- Immediately remove a person from the vehicle or work sites if they have reasonable suspicion that the person is under the influence of alcohol, illicit drugs or other substances.
- Inform the Employer about the action taken towards the person mentioned above.
- All employees are expected to recognize that problems related to alcohol and drug use or dependencies are not an excuse for poor or unsafe performance.

So that there is no question about what these rules signify, please note the following definitions;

- **Company property:** All Company owned or leased property used by employees.
- **Controlled substance of abuse:** Any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act, as amended.
- **Drug:** Any chemical substance that produces physical, mental, emotional, or behavioral change in the user.
- **Drug paraphernalia:** Equipment, a product, or material that is used or intended for use in concealing an illegal drug, or otherwise introducing into the human body an illegal drug or controlled substance.

INPAX Shipping Solutions recognizes that dependency on alcohol and/ or drugs can be successfully treated and encourages employees with substance dependencies to assume ownership of gaining control over their dependency.

Employees seeking advice in respect to a (emerging) substance dependency or alcohol or drug problem will be treated with respect and such information will be treated in confidence.

Social Media – Acceptable Use

Below are guidelines for social media use.

Employees may not post financial, confidential, sensitive or proprietary information about the company, clients, employees or

applicants.

Employees may not post obscenities, slurs or personal attacks that can damage the reputation of the company, clients, employees or applicants.

When posting on social media sites, employees must use the following disclaimer when discussing job-related matters, *“The opinions expressed on this site are my own and do not necessarily represent the views of INPAX Shipping Solutions.”*

INPAX Shipping Solutions may monitor content out on the Internet. Policy violations may result in discipline up to and including termination of employment.

Telephone Use

INPAX Shipping Solutions business telephones are intended for the use of servicing our customers and in conducting the Company's business.

Personal cell phone usage during business hours is discouraged except for extreme emergencies. All personal telephone calls should be kept brief to avoid congestion on the telephone line.

To respect the rights of all employees and avoid miscommunication in the office, employees must inform family members and friends to limit personal telephone calls during working hours. If an employee is found to be deviating from the policy, he/she may be subject to disciplinary action.

Workplace Safety Policy

INPAX Shipping Solutions takes seriously the responsibility of providing a safe work environment. It is the responsibility of every employee and leader to adhere to corporate safety and security guidelines. In addition, the Company is committed to being prepared to respond to any critical incident that may threaten the safety of employees. A 'critical incident' is defined as an incident of major impact to the INPAX Shipping workforce that could result in employee injuries or fatalities and/or major impact to the workplace, including considerable damage to facilities or systems.

The source of a critical incident may be: an angry customer, escalated workplace violence, facility accident, natural disaster, system virus, terrorist attack, or many others. In order to more effectively provide a safe work environment, each INPAX Shipping location is required to have a team who will maintain a detailed plan to help minimize harm to employees or property in the event of a critical incident.

INPAX Shipping Solutions provides information to employees about workplace safety and health issues through regular internal communication such as:

- Training sessions
- Team meetings
- Bulletin board postings
- Memorandums
- Other written communication

Employees must immediately report any unsafe conditions to their manager. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action up to and including termination.

Human Resource management is prepared to assist and support both local and field offices regarding workplace safety issues.