Halverline Distribution — Employee Handbook

Fictional company. Synthetic document created for training purposes only.

Version 4.2 · Effective January 1

1. About this handbook

This handbook summarizes Halverline's employment policies. It does not cover every situation. Where a state or local law gives employees more than this handbook does, we follow the law. Questions go to People Operations (peopleops@halverline.com), Benefits & Leave (benefits@halverline.com), or Employee Relations (employeerelations@halverline.com).

Halverline may change these policies at any time. The current version is always on the HR page of the intranet and in Workday under *Company Documents*.

2. Employment basics

2.1 Classifications. Full-time employees are regularly scheduled 30 or more hours per week. Part-time employees are regularly scheduled under 30 hours. Non-exempt employees are paid hourly and are eligible for overtime. Exempt employees are salaried and are not eligible for overtime.

2.2 Introductory period. The first 90 days of employment are an introductory period. Some benefits and programs have their own eligibility timelines, described in their sections.

2.3 Rehire. Former employees who left in good standing may apply for open positions. Rehire eligibility is determined by People Operations.

2.4 Equal employment opportunity. Halverline provides equal employment opportunity and does not discriminate on the basis of any characteristic protected by law.

3. Pay and time

3.1 Pay schedule. Employees are paid every other Friday by direct deposit or pay card. Pay stubs and W-2s are available in Workday.

3.2 Timekeeping. Non-exempt employees record all time worked in Tallyclock by clocking in and out at the start and end of each shift and meal period. Working "off the clock" is not

permitted under any circumstances. Missed punches must be corrected with your supervisor within the same pay period.

3.3 Overtime. Non-exempt employees are paid 1.5x their regular rate for hours worked over 40 in a workweek, and as otherwise required by state law (for example, daily overtime in California). Overtime must be approved in advance by your supervisor.

3.4 Meal and rest breaks. Non-exempt employees receive an unpaid 30-minute meal period for shifts over 6 hours and paid 10-minute rest breaks as required by state law. Supervisors schedule breaks; tell your supervisor or People Operations if you are unable to take a break.

3.5 Pay errors. If you believe your pay is wrong, tell your supervisor or email People Operations right away. Confirmed underpayments are corrected no later than the next regular payday.

3.6 Shift differential. Hourly employees at distribution centers receive a shift differential for second and third shift as posted at each site.

4. Attendance

4.1 Calling out. If you cannot work a scheduled shift, call the site call-out line or report it in Tallyclock at least 2 hours before your shift starts.

4.2 Attendance points (distribution centers). Attendance is tracked with points: - Tardy or early departure (under 2 hours): 0.5 point - Absence (properly reported): 1 point - No call / no show: 3 points

Points expire 6 months after they are assessed. Corrective action steps are: documented verbal warning at 6 points, written warning at 8, final written warning at 9, and termination at 10. Absences protected by law or approved leave do not receive points.

4.3 Schedule changes and shift swaps. Shift swaps require supervisor approval in advance.

4.4 Job abandonment. Three consecutive no call / no show shifts are treated as a voluntary resignation.

5. Holidays

5.1 Company holidays. Halverline observes 8 paid holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, and Christmas Day.

5.2 Floating holiday. Full-time employees receive one floating holiday per calendar year. It must be used by December 31 and is not paid out.

5.3 Holiday pay. Full-time employees receive 8 hours of holiday pay. Non-exempt employees who work on a company holiday receive holiday pay plus 1.5x their regular rate for hours

worked. Exempt employees required to work on a holiday receive a substitute day off.

6. Paid time off (PTO)

6.1 Accrual. Full-time employees accrue PTO each pay period based on years of service:

Years of service	Annual accrual	Per pay period
0–3 years	120 hours	4.62 hours
3–7 years	160 hours	6.15 hours
7+ years	200 hours	7.69 hours

Part-time employees accrue PTO in proportion to hours worked.

6.2 Maximum balance and carryover. PTO stops accruing when your balance reaches 1.5x your annual accrual. Up to 40 hours of unused PTO carries over into the next calendar year; any balance above 40 hours on December 31 is forfeited, except where state law prohibits forfeiture.

6.3 Requesting PTO. Request PTO in Tallyclock and get supervisor approval in advance. PTO may only be used once it has accrued; balances cannot go negative.

6.4 Payout at separation. Accrued, unused PTO is paid out when an employee resigns with at least two weeks' notice, or as required by state law. PTO is not paid out when employment ends involuntarily for violation of company policy, except where required by law.

6.5 California paid sick leave. Employees working in California receive 40 hours (5 days) of paid sick leave per year, separate from PTO, usable after 90 days of employment.

7. Leaves of absence

7.1 Bereavement leave. Full-time employees may take up to 3 paid days off following the death of an immediate family member: spouse or domestic partner, child, parent, or sibling. Your supervisor may ask for documentation.

7.2 Jury duty. Salaried employees receive their regular pay for up to 5 days of jury duty. Provide a copy of your summons to your supervisor as soon as you receive it.

7.3 Family and medical leave, disability, and state paid leave. Halverline partners with **Clearpath Absence** to administer: - Family and Medical Leave Act (FMLA) leave, for eligible employees with 12 months of service and 1,250 hours worked in the past 12 months - Short-term disability (STD), which pays 60% of base weekly earnings after a 7-day waiting period - State paid family and medical leave programs, where applicable

To request this kind of leave, open a claim with Clearpath Absence (1-800-555-0148 or the Clearpath portal) and let your supervisor know you will be out. Clearpath determines eligibility and requests any medical certification. Please do not send medical documentation to your supervisor or to HR.

7.4 Personal leave. An unpaid personal leave of absence may be granted at People Operations' discretion.

7.5 Military leave. Halverline complies with USERRA and applicable state military leave laws.

7.6 Lactation. Employees who need to express breast milk will be provided reasonable break time and a private space other than a restroom.

8. Benefits

8.1 Eligibility. Full-time employees and their eligible dependents may enroll in Halverline benefits. Medical, dental, and vision coverage begins on the first of the month after 30 days of employment. Enroll through **Plancove** within 30 days of hire.

8.2 Medical plans. Medical coverage is provided through **Northcastle Health Plan** (PPO 1000 and HSA 3200). Employees enrolled in the HSA 3200 plan receive an annual Halverline contribution to their **Nettlefield HSA** account. A working spouse surcharge and a tobacco surcharge may apply; see the annual benefits guide.

8.3 Life events. You may change elections outside open enrollment only for a qualifying life event (marriage, divorce, birth, adoption, loss or gain of other coverage). Changes must be submitted in Plancove within 30 days of the event, with documentation.

8.4 Open enrollment. Open enrollment takes place each November for coverage effective January 1.

8.5 Other benefits. 401(k) through **Marrick Retirement** with a company match; basic and supplemental life insurance through **Quenby Life**; health and dependent care FSAs through Nettlefield HSA; and the **Willowmere EAP**, free and confidential for employees and household members.

8.6 COBRA. Employees and dependents who lose coverage may be eligible for COBRA continuation coverage. Notices are mailed after coverage ends.

9. Workplace conduct

9.1 Anti-harassment. Halverline prohibits harassment of any kind. If you experience or witness harassment, report it to your supervisor, any HR team member, Employee Relations, or the confidential ethics hotline. Supervisors must report any complaint they receive to Employee Relations.

9.2 No retaliation. Halverline prohibits retaliation against anyone who reports a concern in good faith, requests an accommodation, takes protected leave, or participates in an investigation.

9.3 Accommodations. Halverline provides reasonable accommodations for disability, pregnancy, and sincerely held religious beliefs. Contact Employee Relations to start the process.

9.4 Workplace safety. Report every injury, near miss, or unsafe condition to your supervisor before the end of your shift. Workers' compensation claims are managed by the EHS team.

9.5 Workplace violence. Threats or acts of violence are prohibited. If anyone is in immediate danger, call 911.

9.6 Dress code and PPE. Distribution center employees must wear safety-toe footwear and required PPE on the floor. Halverline reimburses up to $125 per calendar year for safety-toe footwear.

9.7 Personal phones. Phones may be carried on the floor on silent. Phones may not be used while operating equipment or walking in active aisles.

9.8 Outside employment. Outside employment is permitted if it does not create a conflict of interest or interfere with your job. Disclose any potential conflict to your manager.

9.9 Progressive discipline. Halverline generally uses coaching, documented verbal warning, written warning, and final written warning before termination. Serious misconduct may result in immediate termination.

10. Learning and development

10.1 Tuition reimbursement. Full-time employees with 12 months of continuous service may be reimbursed up to $5,250 per calendar year for approved job-related courses. Courses must be approved before enrollment, and you must complete them with a grade of C or better. If you leave Halverline within 12 months of receiving reimbursement, you must repay a prorated amount.

11. Where you work

11.1 Hybrid work (HQ). Employees based at Columbus HQ work in the office at least 3 days per week, as agreed with their manager.

11.2 Remote employees. Remote employees must keep their home address current in Workday.

12. Records and personal information

12.1 Changing your information. Update your address, phone number, emergency contacts, tax withholding, and direct deposit in Workday self-service.

12.2 Personnel files. Employees may review their personnel file by appointment with People Operations.

12.3 Confidentiality. HR records are confidential and shared only with those who have a business need to know, or as required by law.

13. Employee referral program

Employees who refer a hired candidate receive $500 for hourly positions and $1,500 for salaried positions, paid after the new hire completes 90 days of employment and both employees are still employed.

14. Leaving Halverline

14.1 Resignation. Please give at least two weeks' notice.

14.2 Company property. Return badges, equipment, and company devices on or before your last day.

14.3 Final pay. Final pay is issued on the next regular payday after your last day of work.

14.4 Exit interviews. People Operations may ask you to complete a brief exit survey.

Questions? People Operations · peopleops@halverline.com