



2022 Employee Handbook

Office/Shop



About This Employee Handbook

This Employee Handbook (“Handbook”) applies only to non-driver employees of Total Transportation of MS, LLC (referred to as “Total Transportation” or “Company”). Employee drivers are governed by a separate Driver Handbook. References herein to “employee(s)” shall mean non-driver employees of Total Transportation.

This Handbook contains information about the major employment policies and practices of Total Transportation. We expect each employee to read this Handbook carefully as it is a valuable reference for understanding your job and the Company. Not all of our policies and procedures are set forth in this Handbook. Additionally, some policies may be referenced in this Handbook but addressed more completely in a stand-alone policy. In that case, the stand-alone policy will control to the extent there is any conflict. If you have any questions or concerns about this Handbook or any other employee policy or procedure, please ask your supervisor, another member of management, or Human Resources representative.

This Handbook supersedes all previously issued employee handbooks and inconsistent verbal or written policy statements, whenever made. The Company reserves the right to revise, delete and add to the provisions of this Handbook at any time. All such revisions, deletions or additions must be in writing. No oral statements or representations can change the provisions of this Handbook.

Neither this Handbook nor any of the Company’s benefits plans constitute, or are intended to constitute, an express or implied contract guaranteeing continued employment for any employee. Benefit plans are defined in legal documents such as insurance contracts and summary plan descriptions. If you are offered benefits, and if a question arises about the nature and extent of plan benefits or if there is a conflict in language, the formal language of the plan documents govern, not the informal wording of this Handbook. Plan documents, if applicable, are available for your inspection.

This Handbook applies to employees in multiple states. If you work in a state with greater or different rights, the Company will comply with all such state requirements. Please contact Human Resources for more information.

This Handbook does not prohibit protected conduct or communications relating to your wages, hours or working conditions, or any other conduct protected by Section 7 of the National Labor Relations Act.

2022

Serving Customers as a Team

Dear TTMS Office Employee:

Welcome to Total Transportation of Mississippi, LLC!

Total Transportation of Mississippi was founded in 1990 by John Stomps and Richard Kale, the vision was to create a transportation company committed to providing superior service to customers. We are all proud to say over the past 30+ years we have emerged as a leader in the transportation industry. We look forward to continued success with all our valued employees in mind.

But that success is only thanks to you. You have remained steadfast in your dedication to our drivers, customers, their freight, and to everyone's safety. And for that, no matter how long you have been with us, you are our most valuable asset.

In this Employee Handbook, you will find information on the policies and procedures we have put into place to help us succeed as a team. It can serve as a great resource, but if you have questions or want more information, please reach out to your manager.

Thank you for being part of the team. We look forward to continuing this journey together.

Craig Savell
President
Total Transportation of Mississippi

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Mission Statement/Core Business Values

Vision Statement

To create a transportation company founded upon superior service to customers.

Mission Statement

- To provide an enjoyable, safe and dignified work environment in which all employees are challenged to continuously improve their skills and are rewarded for superior work.
- To provide a superior service that enhances each customer's strategic market position.
- To consistently provide superior returns for long-term investors.
- To be recognized as a good and safe neighbor in all locations we operate.

Core Business Values

To provide an enjoyable, safe and dignified work environment in which all employees are challenged to continuously improve their skills and are rewarded for superior work.

- Hire and retain the best possible employees.
- Promote and provide training and education.
- Treat people with dignity and respect in a friendly work environment.
- Ensure performance-based pay and promotions.
- Foster a healthy balance of individual effort and teamwork.
- Ensure an ethical work environment.

To provide a superior service that enhances each customer's strategic market position.

- Provide consistent, superior service to our customers.
- Utilize technology to maintain our competitive advantage.
- Honor commitments.
- Ensure continuous improvement of all processes.

To consistently provide superior returns for long-term investors.

- Ensure ethical financial reporting, per the governance and internal controls.
- Maintain prudent management of our balance sheet.
- Be recognized as an industry leader in profitability.
- Efficiently use and preserve assets (tangible and intangible).

To be recognized as a good and safe neighbor in all locations we operate.

- Be recognized as a leader in safety.
- Promote healthy practices.
- Provide good stewardship of our environment.
- Exhibit proactive leadership in local community affairs.

General Policies

Employee At Will

Employment is at will with us. Employment may be terminated at any time, for any reason, with or without cause or notice by you or by us. Nothing in this Handbook or any oral statement shall limit the right to terminate employment at will. Furthermore, no manager or supervisor has any authority to enter a contract of employment, express or implied, that changes or alters the at-will employment relationship. Only our officers have the authority to enter into an employment agreement that alters the at-will employment relationship, and any such agreement must be in writing signed by an officer. The provisions in this Handbook are not intended to in any way create any contractual obligations with respect to your employment.

Equal Employment Opportunity

We are an Equal Opportunity Employer. We do not discriminate based on race, color, sex, religion, age, national origin, disability, genetic information, or any other status protected by applicable federal, state or local law. We are dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment. Any discrimination in violation of this policy should be immediately reported as provided in the Reporting Discrimination, Harassment or Retaliation Policy.

Disability Accommodation

The Company will make reasonable accommodation for the known disability of an otherwise qualified applicant or employee who can perform the essential functions of the job with or without reasonable accommodations, unless undue hardship to the Company and/or direct threat to the health and/or safety of the individual or others would result. Any individual who requires accommodations to perform the essential functions of the job should contact his or her supervisor or Human Resources and request an accommodation in writing by completing the appropriate forms, specifying what barriers or limitations makes it difficult for him or her to perform the job. The Company will investigate regarding these barriers or limitations and will then identify possible accommodations, if any, that will help eliminate the barriers or limitations. The Company will engage in an interactive dialogue with you to explore potential reasonable accommodations that could overcome the limitations of your disability. The Company encourages you to suggest specific reasonable accommodations you believe would allow you to perform your job. The individual is required to fully cooperate with the Company in seeking and evaluating alternatives and accommodations. The Company may require medical verification of both the disability and the need for accommodation.

The Company will also consider requests for reasonable accommodations for medical conditions related to pregnancy and childbirth where supported by medical documentation.

Employees who wish to request an unpaid leave of absence or who wish to extend a current leave of absence because of a qualifying disability should speak to Human Resources regarding a proposed accommodation. Individuals will not be retaliated against for requesting an accommodation in good faith, and the Company expressly prohibits any form of retaliation against any individual for requesting an accommodation in good faith.

Religious Accommodation

The Company will make reasonable accommodation for employee observance of religious holidays and sincerely held religious beliefs, unless doing so would result in undue hardship to the Company's business. If you wish to request a religious accommodation, you must make such request in writing to your supervisor or Human Resources as far in advance as possible. The Company may ask you to provide additional information about your religious practices or beliefs and the accommodation requested.

Harassment

Harassment by anyone — leadership, supervisors, co-workers or non-employees, including vendors, contractors, or customers — based on race, color, sex, religion, age, national origin, disability, genetic information or any other protected class status is strictly prohibited.

Prohibited conduct includes unwelcome conduct, whether verbal, physical or visual, that is based on or relates to an individual's race, color, sex, religion, age, national origin, disability, genetic information, sexual orientation, gender identity or any other status protected by applicable law, and 1) has the purpose or effect of creating an intimidating, hostile or offensive working environment; 2) has the purpose or effect of unreasonably interfering with an individual's work performance; or 3) otherwise adversely affects an individual's employment opportunities.

Examples of prohibited conduct include but are not limited to epithets, slurs, negative stereotyping, written or graphic material, including emails that denigrate or show hostility toward an individual, or any other threatening or intimidating act that relates to race, color, sex, religion, age, national origin, disability or any other status protected by applicable law.

With regard to sexual harassment, prohibited behavior includes unwelcome behavior of a sexual nature such as sexual advances, uninvited or inappropriate touching, requests for sexual favors, obscene gestures, sexually inappropriate or obscene comments, displaying sexually graphic images, and sending sexually explicit emails or texts.

Depending upon the circumstances, improper conduct could also include a) sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender, gender identity, or sexual orientation that is sufficiently severe or pervasive to create an unprofessional and hostile working environment; and b) any other unwelcome verbal, physical or visual conduct of a sexual nature where:

- Submission to such conduct is an explicit or implicit condition of employment; or
- Submission to or rejection of such conduct is used as a basis for employment-related decisions such as promotion, discharge, performance evaluation, pay adjustment, discipline, work assignment or any other conditions of employment or career development; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, abusive or offensive working environment.

Any harassment in violation of this policy should be immediately reported as provided in the Reporting Discrimination, Harassment or Retaliation Policy.

Retaliation

We will not tolerate retaliation against any employee who in good faith reports discrimination or harassment, or for filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by us or a governmental enforcement agency. The Company further prohibits retaliation based on a request to accommodate an individual's disability or sincerely held religious belief. Prohibited retaliation includes, but is not limited to, intimidation, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions, or otherwise denying any employment benefit.

Reporting Discrimination, Harassment, or Retaliation

The Company cannot correct or address discrimination, harassment or retaliation if it is not made aware of such conduct. If you believe you have been discriminated against, harassed or retaliated against by a co-worker, supervisor, agent, client, vendor or customer, or you're aware of the harassment, discrimination or retaliation of others, you should immediately provide a written or oral report to your supervisor, another member of management or Human Resources (601-326-7262), or call the Company's Ethics and Compliance Hotline at 866-674-5645, which is available 7 days a week, 24 hours a day to confidentially and anonymously (if you choose) report such incidents. We will endeavor to protect the confidentiality of all parties involved to the extent possible, consistent with a thorough investigation. Additionally, any manager or supervisor who observes harassing, discriminatory or retaliatory conduct must report the conduct to Human Resources so an investigation can be made, and corrective action taken, if appropriate.

After we receive a complaint, Human Resources will conduct a thorough and objective investigation. The investigation will be completed, and a determination made and communicated to you as soon as practical. We expect everyone to fully cooperate with any investigation conducted by us. If a complaint of harassment, discrimination or retaliation is substantiated, appropriate disciplinary action, up to and including discharge, will be taken. Appropriate action will also be taken to deter any future harassment or discrimination. If we find a report was made fraudulently, appropriate disciplinary action, up to and including discharge, will be taken against the person making such fraudulent report.

Depending on the facts and circumstances, discrimination, harassment and/or retaliation may involve criminal activity. The Company encourages you to report any potential criminal conduct to law enforcement authorities, and the Company may do so in a health or safety emergency.

Open Door Policy

Total Transportation maintains an "open door" policy. We recognize employees will have suggestions for improving the workplace, as well as complaints about the workplace. The most satisfactory solution to a job-related problem or concern is usually reached through a prompt discussion with your supervisor. Please feel free to contact your supervisor with any suggestions and/or complaints. If you do not feel comfortable contacting your supervisor or are

not satisfied with your supervisor's response, please contact another member of management or the director of your department. If you feel your issues are not being addressed in an appropriate fashion through these individuals, or if you are uncomfortable speaking with these individuals, you should contact the Human Resources Department.

Code of Conduct and Ethics

This Code of Conduct and Ethics (the "Code") applies to all directors, officers and employees of the Company. It also applies to all directors, officers and employees of the Company's controlled affiliates, employees who serve as directors or officers (or an equivalent position) of any noncontrolled affiliate, and to employees of entities included in the Company's consolidated financial statements under the equity method (collectively, "Covered Individuals").

For employees, this Code is part of the terms and conditions of each employee's employment with the Company, provided, however, the Code does not create an express or implied employment contract and is not intended to be interpreted as a contract. To the contrary, it presents guidelines and constitutes a statement of principles to which all Covered Individuals are held accountable.

The Company is committed to the highest standards of ethical and professional conduct. The purpose of this Code is to establish basic standards of business practice, as well as professional and personal conduct expected of all Covered Individuals. These standards require honesty and candor in the Company's activities. The Company's CEO, principal financial officer, principal accounting officer, controller, and persons performing similar functions (collectively with the CEO, the Designated Officers) are subject to the Code of Ethics for the CEO and Senior Financial Officers (the "Financial Code of Ethics"). For additional information, please refer to the Company's Employee Handbook and any supplements thereto. The Company expects all Covered Individuals to abide by both the letter and spirit of the Code.

Nothing in the Code is intended or will be applied to prohibit employees from exercising their rights protected under federal labor law, including concerted discussion of wages, hours or other terms and conditions of employment. Employees have the right to engage in or refrain from such activities. This Code is intended to comply with all federal, state and local laws, including but not limited to the National Labor Relations Act, and will not be applied or enforced in a manner that violates such laws.

This Code also sets forth procedures for bringing complaints or issues before management or the Audit Committee on a confidential, anonymous basis. You should review the procedures carefully.

Basic Principles of Ethical Corporate Conduct

Because the Company is judged by the performance and public perception of its directors, officers and employees, each Covered Individual has a responsibility to always act in a manner that merits public trust and confidence consistent with the highest standards expected of directors, officers and employees of a publicly traded corporation.

The principles set forth below are basic principles that **must** be followed:

- Be honest, fair, and trustworthy in all relationships in carrying out your duties for the Company.

- Avoid actual and apparent conflicts of interest between work and your personal interests that would result in fraud or self-enrichment and, if there are any such conflicts or potential conflicts, seek approval beforehand from the Company's Chief Legal Officer, or if you are an officer, from the Audit Committee of the Board of Directors.
- Obey all applicable laws, rules and regulations governing the Company's business, wherever it is conducted, and do not take any action, either personally or on behalf of the Company, that violates any such law or any other significant law or regulation the violation of which would reflect poorly on you or the Company.
- Be aware of and comply with antitrust laws. Substantial damages can arise from an antitrust violation and convictions under antitrust laws can result in jail terms. Discussions with competitors relating to business secrets or confidential information not available to persons outside the Company, including but not limited to past, present, or future pricing policies, rates, bids, discounts, promotions, profits, costs, terms or conditions of sales, choice of customers, territorial markets, lanes or plans may be prohibited by antitrust laws. Discussing such items at trade association meetings may also give rise to antitrust law violations.
- Treat the Company's property and funds with the same care and respect you would treat your own property and funds. The Company's property and funds belong to its stockholders. Do not improperly charge rates or charges and, unless authorized, do not fail to charge for services the Company renders.
- Foster an atmosphere in which personal integrity and fair dealing is part and parcel of what you do.
- Be honest and candid with regards to all reporting of financial results. Be timely and accurate in all your reporting tasks and activities. Do not change or alter numbers or facts to make yourself or someone else look better. Always express and report the truth.
- Do not violate any duty of loyalty or fiduciary duty to the Company. Do not deprive the Company of an opportunity by engaging in fraud, acts of self-enrichment or acts that would violate a fiduciary duty to the Company, or help others do so if they are in a position to divert a Company opportunity for their own benefit.
- At all times comply with the terms of any confidentiality, nondisclosure, and/or restrictive covenants agreement or other similar contract between you and the Company, keep all confidential information of the Company in strict confidence, and do not directly or indirectly disclose or transmit any such information to any person not employed or contractually engaged by the Company at the time of such disclosure, and then only as-needed and in the ordinary course of your duties for the Company. This applies to all types of confidential information about the Company, its customers, and, unless authorized, its employees, which may include freight rates, Company or customer financial information, pricing policies, the identity of customers, trade secrets, Company accident, personnel, or medical records, and proprietary information, *both while you are employed or providing services for the Company and after you leave the Company or stop providing services for the Company*. Unless authorized, never disclose such confidential information in any form or forum, including, without limitation, on any personal website, blog, social media platform, or any other publicly available internet forum. Do not misuse or attempt to misuse any such information for self-enrichment, fraudulent purposes, or for the benefit of the Company's competitors.

- Do not post anything online that may be construed as representing the Company. Employees may not comment for or speak on behalf of the Company without prior written approval. Do not use the Company's logo or other trademarks on any personal website, blog, social media platform, or any other publicly available internet forum in a way that suggests the Company sponsors the content therein. Nothing herein prohibits an employee's noncommercial use of a logo or other trademark to identify the Company while engaging in activity protected by Section 7 of the NLRA.
- Business gifts and entertainment are courtesies designed to build goodwill and sound working relationships among business partners. We do not, however, want to obtain business through improper means as to gain any special advantage in a relationship. Business gifts that compromise, *or even appear to compromise*, our ability to make objective and fair business decisions are inappropriate. Simply stated, offering or accepting bribes, kickbacks or pay-offs is always prohibited.
 - The issue of gifts and gratuities may have legal implications when the government, a government entity or other regulated entity is involved, and serious consequences can result from mishandling these relationships.
 - The decision to offer or accept gifts or entertainment should be made only in compliance with legal and ethical requirements, and with the involvement of a manager if you are unsure of the appropriate course. In all circumstances, gifts should be reasonable.
- Treat all persons fairly, regardless of such factors as race, color, national origin, religion, gender, disability, marital or family status, sexual orientation, military status, age, or other factors unrelated to the Company's business. Adhere to fair employment practices. Extend courtesy to every employee, customer, vendor and supplier of the Company while in the course and scope of Company business.
- Do not perform any acts of harassment or discrimination. Harassment may take many forms, including, without limitation, sexual advances, propositions, threats, threatening conduct, and unwanted physical contact. For more information on the Company's antiharassment and antidiscrimination policies, refer to the Employee Handbook.
- Be thoroughly familiar with, adhere to and fully comply with all Company policies and procedures, including, without limitation, this Code, the Company's Insider Trading Policy, and other standards of conduct (if applicable to you).
- Conduct business in a way that protects the health and safety of Company employees, other people and the environment. Employees should act in a manner that ensures compliance with all applicable governmental and private health, safety, and environmental requirements, including contributing to an alcohol- and drug-free workplace.
- Foster a safe working environment free of violence. Acts or threats of violence in any form will not be tolerated.
- Invest the time necessary to learn your job thoroughly and learn from your colleagues who have more experience in the transportation business.
- Promptly report to your supervisor, the Chief Legal Officer or the Audit Committee any accounting irregularities or apparent wrongdoing, including violations of the matters listed in this section and all facts surrounding any such incident.

- Do not withhold or misrepresent facts or information when reporting any matter to your supervisor or superior or reporting violations of this code or any other standards of conduct to your supervisor, the Chief Legal Officer or the Audit Committee.
- Any Company employee who is in possession of material, nonpublic information may not trade in securities of the Company. Material, nonpublic information means information that is both material and nonpublic. Information is "material" if a reasonable investor would consider the information important in deciding whether to buy, sell or hold a company's securities, or if the information could reasonably be expected to affect the market price of those securities. If there is any question as to whether information is material, nonpublic information, do not trade in the Company's securities and confirm with the Company's Chief Legal Officer, who is currently Nathan Harwell (email: nharwell@usxpress.com or in person).

The Company's Insider Trading Policy maintains prevalence over the above general statement when dealing with directors, Section 16 officers, and other officers as listed and maintained in the Company's Insider Trading Policy.

Examples of Conduct That Violates This Code

The following are examples of conduct that violate this Code:

- Acts of dishonesty, fraud and/or embezzlement, including borrowing money from the Company without written approval of a senior officer or using Company property for personal use or personal gain.
- Accepting or giving bribes or kickbacks to or from the Company's customers, vendors or suppliers.
- Making favorable freight arrangements for customers that result in you obtaining a personal benefit and do not benefit, or are detrimental to, the Company.
- Misusing Company property, including but not limited to tractors or trailers.
- Abusing or misusing property belonging to customers, vendors, suppliers or other third parties with whom an employee interacts during the course of employment.
- Looking up or searching for Company confidential or proprietary information on workstation screens, Company records or elsewhere, unless there is a business need to do so that has been expressly approved by your supervisor.
- Using Company confidential or proprietary information for self-enrichment or to benefit someone else, either directly or indirectly (provided this subsection does not prohibit or restrict employees from participating in protected activity under any federal, state or local law, including but not limited to the NLRA).
- Trading in the Company's stock while in possession of material, nonpublic information about the Company, or during a quarterly or special blackout period that may be applicable to you.
- Falsifying or destroying Company records or documents except as part of a normal and previously approved record destruction program.
- Failing to report Company matters accurately or timely to a supervisor or superior that he or she needs to know to perform his or her job responsibilities or misrepresenting or misstating facts in any oral or written report completed in the course of employment.

- Failing to report a violation of Company policy to senior management.
- Performing work for a person or entity that has a business relationship with the Company or for a person or entity that competes with the Company without prior approval of management or the Governance Committee.

The examples above are not all-inclusive but have been set forth as examples of conduct violating the Code. The Company reserves the right to determine if and when conduct constitutes a violation of this Code, whether or not the conduct is specifically identified in the Code.

Where to Get More Information

If you do not understand or have any questions about any portion of this Code, contact Nathan Harwell Chief Legal Officer, via phone at 423-510-3268, in person, via email to nharwell@usxpress.com or in writing to:

Chief Legal Officer
4080 Jenkins Road
Chattanooga, TN 37421

Who Handles Complaints

If you believe you or someone else may be in violation of the code, you may submit your complaints, reports or concerns on a confidential or anonymous basis as follows:

- Calling the toll-free ethics hotline at (866) 674-5645.
- Via the web: <https://investor.usxpress.com/corporate-governance/contact-the-board/default.aspx>;
- Writing or orally notifying the Company's Chief Legal Officer, your supervisor or an officer of the Company; or
- Writing to the Company's Audit Committee:

Chairperson of the Audit Committee
U.S. Xpress
4080 Jenkins Road
Chattanooga, TN 37421

Indicate *"To be opened by the Audit Committee only"* on your envelope.

The Company forbids retaliation, and no action will be taken against you for asking in good faith about the Code, about activities you are considering engaging in or for reporting in good faith a perceived violation of the Code, even if it turns out that there was in fact no violation. Retaliation includes but is not limited to the discharge, demotion, suspension, threatening, undue influence, bribery or harassment (directly or indirectly) of a whistleblower, or in any manner discriminating against a whistleblower in the terms and conditions of his or her employment. Retaliation against an individual for reporting a complaint or for participating in an investigation of a complaint is a serious violation of the Code and may be subject to disciplinary action.

Report of Matters to Audit Committee

When an issue is raised pertaining to the Code, the Chief Legal Officer will take appropriate action under the circumstances, provided the Chief Legal Officer shall report all matters to the

Chairperson of the Audit Committee relating to any (i) alleged violation of the Code by any director, executive officer or any Designated Officer (the "Alleged Code Violation"); (ii) complaints, reports, questions or concerns regarding financial statement disclosures, accounting, internal accounting controls or auditing matters (collectively, "Accounting Matters"); (iii) violation of applicable securities laws, rules and regulations relating to financial reporting (a "Legal Allegation"); (iv) retaliation against any employees who make any allegations relating to (i) – (iii) above (a "Retaliatory Act"); and (v) other matters required to be addressed by the Audit Committee (A) set forth in the Reporting Procedures for Accounting Matters, the Charter of the Audit Committee of the Company, as amended from time to time (the "Charter") or otherwise; and (B) pursuant to all applicable laws, rules and regulations.

Pursuant to Section 301 of the Sarbanes-Oxley Act of 2002 and the rules promulgated thereunder and its Charter, the Audit Committee established reporting procedures for the receipt, retention and treatment of complaints (collectively, a "Complaint") received by the Company and Audit Committee on issues regarding accounting matters as well as other matters. A copy of the Reporting Procedures for Accounting Matters is available on the Company's website at www.usxpress.com under the Investors tab.

Complaints may be made to the Company anonymously pursuant to the section titled "Who Handles Complaints." If the Complaint is, or is required to be, addressed by the Audit Committee, then the Audit Committee will take the following actions upon receipt of such Complaint:

1. The Chief Legal Officer and Chairman of the Audit Committee will review the Complaint and determine whether the full Audit Committee needs to review it.
2. The Audit Committee will determine, in its sole discretion, whether the matters set forth in the Complaint relate to or involve a material violation of this Code or any Company policy or have a material adverse effect on the Company's financial statements, results of operations, or financial controls (a "Material Matter").
3. The Audit Committee may investigate the matters alleged in any complaint by any procedure it deems appropriate.
4. The Complaint, if it involves a Material Matter, will be reviewed by the Company's outside legal counsel, as appropriate, and the Audit Committee will take any necessary action to remedy the matters set forth in the Complaint, including, without limitation, presenting such Complaint to the Company's Board of Directors and independent public accountants for further action if the Audit Committee determines there is substance to the matters alleged in the Complaint.
5. Complaints that are not well-founded will be dismissed, but such Complaints will be retained by the Audit Committee for an appropriate period of time as determined by the Audit Committee or by the Chief Legal Officer, as determined by the Company's Document Retention Policy.
6. No employee will be subject to discipline for bringing a complaint in good faith to the Audit Committee's attention.

Notwithstanding anything to the contrary herein, any complaints relating to Accounting Matters, alleged Code violations, Legal Allegations or a Retaliatory Act shall be subject to the procedures set forth in the Reporting Procedures for Accounting Matters.

Any Complaints received by the Audit Committee (or the Company's outside legal counsel) will be retained in a separate, confidential file restricting access only to members of the Audit Committee and the Company's outside legal counsel.

Code of Ethical Conduct Waivers

A waiver of any of the rules of the Code **must be requested** in writing and may be granted in certain limited circumstances. Any waiver will be denied or granted by the Board of Directors, in its sole discretion. The Chief Financial Officer has authority to grant a waiver for employees who are below the rank of vice president, subject to approval of the Audit Committee of the Board of Directors. Waivers will be reported or disclosed in accordance with the applicable requirements of the Securities and Exchange Commission and the New York Stock Exchange.

All waivers of this policy must be reported to the Audit Committee, and any such waivers must also be reported by timely filing a Form 8-K with the Securities and Exchange Commission, to the extent required.

Failure to Comply

Engaging in prohibited conduct or not adhering to this code or any other standards of conduct adopted by the Company may lead to disciplinary action against an employee, which may include, without limitation, a warning or letter of reprimand; demotion; salary reduction; loss of eligibility for a salary increase, bonus or equity compensation; suspension without pay; or termination of employment. If you have any questions or doubts about whether your conduct might pose a conflict or a potential conflict of interest or be otherwise prohibited, refer the matter to your immediate supervisor or the Chief Legal Officer.

Public Availability

In accordance with the applicable requirements of the Securities and Exchange Commission and the New York Stock Exchange, this code will be made publicly available on the Company's website at www.usxpress.com under the Investors tab.

Amendments

Amendments to the Code must be approved by the Board of Directors and will be promptly disclosed (other than technical, administrative or non-substantive changes).

Reporting Procedures for Accounting Matters

Purpose

The Reporting Procedures for Accounting Matters applies to all directors, officers and employees of the Company (collectively with its consolidated subsidiaries, the "Company"). Its purpose is to facilitate any person submitting a good faith complaint, report, question or concern (collectively, "Reports") regarding accounting or auditing matters relating to Total Transportation, the management or its Board of Directors without fear of dismissal or retaliation of any kind.

To facilitate submission of Reports, the Company has established the following procedures for (a) the receipt, retention and treatment of Reports regarding financial statement disclosures, accounting, internal accounting controls, or auditing matters (collectively, "Accounting Matters"),

and (b) the confidential and anonymous submission of Reports by employees and other persons regarding Accounting Matters.

Scope of Matters Covered by Procedures

The Audit Committee shall receive, retain, investigate and act on all employee and stockholder Reports regarding questionable Accounting Matters, including, without limitation, the following:

- Deficiencies in, noncompliance with or the circumvention or attempted circumvention of internal accounting controls or other violations of the Company's accounting policies.
- Fraud or intentional error in the preparation, evaluation, review or audit of any financial statement of the Company.
- Fraud or intentional error in the recording and maintaining of financial records of the Company.
- A misrepresentation or false statement to or by an executive officer of the Company (or any other person who performs functions of the principal executive officer, principal financial officer, principal accounting officer or controller) or our independent accountants or representatives thereof regarding a matter contained in the financial records, financial reports (including quarterly and annual reports filed with the Securities and Exchange Commission), or audit reports of the Company.
- Deviation from full and fair reporting of the Company's financial condition or results.
- Retaliation against employees who make any Report (a "Retaliatory Act").

Treatment of Reports

Regardless of how they are made, all reports involving Accounting Matters or Retaliatory Acts will be brought to the attention of the Audit Committee. The Audit Committee shall investigate the Report and, in conducting such investigation, may enlist officers or employees and/or of the Company outside legal, accounting or other advisors as it deems appropriate in its sole discretion. Following the completion of such investigation, prompt and appropriate corrective action will be taken when and as warranted in the judgment of the Audit Committee.

Consistent with the need to conduct an adequate review, confidentiality with respect to all Reports will be maintained to the fullest extent possible by the Company Board of Directors, the members of the Audit Committee, and any officers, employees and advisors involved in the investigation of any Reports.

We will not take any adverse action or discharge, demote, suspend, threaten, harass or in any manner discriminate against any employees in the terms and conditions of employment as a result of lawful actions with respect to the submission of a good faith Report regarding Accounting Matters or Retaliatory Actions or otherwise as specified in Section 806 of the Sarbanes-Oxley Act of 2002 or any other applicable laws, rules or regulations. No employee will be adversely affected because the employee refuses to carry out a directive that, in fact, constitutes corporate fraud, or is a violation of state or federal law or the Code of Conduct and Ethics.

Submitting Reports

Anyone with a Report regarding any Accounting Matter or Retaliatory Act may submit such Report on a confidential and/or anonymous basis to the Audit Committee by:

- Calling the toll-free Ethics Hotline at 866-674-5645. The hotline is available 24 hours a day and is operated by an independent entity.
- Writing or orally notifying the Chief Legal Officer, your supervisor or an officer.
- Writing directly to the Audit Committee at:

Chairperson of the Audit Committee

U.S. Xpress Enterprises, Inc.

4080 Jenkins Road

Chattanooga, TN 37421

Please indicate “To be opened by the Audit Committee only” on your envelope if submitting a Report by writing directly to the Audit Committee. Any written communication should indicate it is being delivered pursuant to these procedures and contain a complete description of the facts or circumstances giving rise to the report. In addition, any communication (whether written or oral) may, but need not, include a telephone number, email address, or mailing address at which the person submitting the Report may be contacted in the event that the Audit Committee desires clarification or further information.

Further, the Company, any officer, any employee, and any member of the Board of Directors must promptly forward to the audit Committee any Report concerning any Accounting Matter or Retaliatory act that has been submitted or communicated to him, her, or it.

The Audit Committee shall retain as part of the records of the Audit Committee any Reports submitted or received pursuant to these procedures, as well as any documentation relating to the investigation and resolution of such Reports, in accordance with the Company’s Document Retention Policy. The Audit Committee may amend these procedures at any time, consistent with requirements of applicable laws, rules, and regulations.

To review the full policy to learn more about the scope of the matters covered by TTMS’s procedures, its treatment of reports, and how to submit reports (for example, by calling the toll-free ethics hotline at 866-674-5645), visit the Xpress Mobile App.

Insider Trading Policy

Purpose

Directors, officers and employees of the Company (collectively with its consolidated subsidiaries, the “Company”) are likely to become aware from time to time of material, nonpublic information about the Company. In view of the legal prohibitions on trading in securities while in possession of material, nonpublic information concerning an issuer, and the significant interest of the Company in preventing even the appearance of trading impropriety, the Company has adopted this Insider Trading Policy.

This policy is generally applicable to all officers and directors of the Company designated by the Company as set forth on Exhibit A (collectively, and including any and all immediate family members (spouses, children or parents) of, and persons living in the same household as, any of the foregoing covered individuals.

Do not trade Company securities when aware of material, nonpublic information.

No covered individual may purchase or sell securities of the Company (including in connection with the exercise of stock options) when he or she is aware of material, nonpublic information about the Company. For purposes of this policy, purchases and sales of securities by a covered individual include, without limitation, (i) any purchase or sale by, for or at the direction of such covered individual; (ii) any purchase or sale entered into by any person or entity directly or indirectly controlled by such covered individual; (iii) open-market purchases and sales of the Company's securities; and (iv) transactions involving derivatives of the Company's securities, including exercises of stock options.

"Material" information means information relating to the Company, its business operations or securities that if made public would likely affect the market price of the Company's securities or would likely be considered important by a reasonable investor in determining whether to buy, sell or hold such securities. Examples of information ordinarily deemed material include, without limitation:

- earnings information and financial results or forecasts
- a change in revenues or earnings
- Company strategic plans
- significant changes in corporate objectives
- significant financial transactions (debt or equity);
- significant changes in senior management or control of the Company
- actual or threatened major litigation, labor dispute or governmental investigations
- negotiations concerning acquisitions, mergers, divestitures or joint ventures
- a significant new customer, or the loss of a significant customer
- significant news (good or bad) about or affecting the prospects or future of a significant customer
- significant new services or marketing plans
- a significant change in capital investment plans
- a significant acquisition or disposition of assets or securities
- plans for expansion or contraction of significant facilities
- significant changes in regulation
- significant write-offs
- a significant change in accounting methods
- a significant dispute with a customer or another carrier
- a tender offer to purchase another company's securities
- a program of the Company to acquire its own shares
- a stock split
- the declaration of a dividend
- a default on material debt or contracts

- bankruptcy or insolvency proceedings

The above list is only illustrative, and many other types of information may be considered material, depending on the circumstances. If you are unsure whether information is material, you should assume it is material. A good test is if the information causes you to want to buy or sell, then it probably is material.

The information becomes public once it has been broadly disseminated to and digested by the public (generally by means of a Company news release). Trading while in possession of such information generally may commence only after the beginning of trading on the first day that follows two full trading days after such information has been publicly disclosed.

Additionally, covered individuals may not trade in the securities of other companies to which they have obtained material, nonpublic information by reason of their employment with the Company.

Securities include common stock (Class A and Class B), derivative securities, such as put and call options, convertible notes, or convertible debentures, and preferred stock, as well as debt securities such as bonds and notes issued by the Company, including any subsidiary of the Company, any parent of the Company or any subsidiary of any parent of the Company, registered under Section 12 of the Securities Exchange Act of 1934, as amended (the "Exchange Act").

This restriction continues to apply to transactions in Company securities even after termination of a covered individual's service with the Company. If a covered individual possesses material, nonpublic information when his or her service to the Company terminates, the covered individual may not trade in Company securities until that information has become public or is no longer material.

Trading Company securities is prohibited except after obtaining pre-clearance and during a trading window.

In view of the Company's significant interest in avoiding even the appearance of trading impropriety, key insiders may purchase or sell securities of the Company only during the Company's quarterly trading window and after obtaining preclearance from two of the following three individuals: the Company's CPO, CFO and Chief Legal Officer. Requests for preclearance (including in connection with the transactions described in Sections 3, 4, and 5) must be submitted by following the designated request process and submitting at least one full business day prior to the proposed purchase or sale, and set forth (to the extent known) the terms of the proposed purchase or sale. Currently, the CPO is Amanda Thompson, the CFO is Eric Peterson and the Chief Legal Officer is Nathan Harwell.

Please note it is the covered individual's sole responsibility to comply with all applicable securities laws. The Company does not undertake any obligation with respect to a covered individual's securities law compliance by virtue of preclearing any trade, and the Company urges each covered individual to consult his or her legal counsel before engaging in transactions. Any advice regarding preclearance of a proposed transaction will relate solely to the restraints imposed by law and will not constitute advice regarding the investment aspects of any such trade. Clearance of a proposed transaction is valid only until the earlier of two trading days after clearance or the close of the current trading window. If the transaction order is not completed within either period, clearance of the transaction must be requested again. If

clearance is denied, the fact of such denial must be kept confidential by the covered individual requesting such clearance.

Compliance with the mandatory preclearance procedure is not only critical in preventing insider trading violations and avoiding the appearance of improper transactions, but also to ensure compliance with the reporting requirements of Section 16(a) of the Exchange Act and prevent inadvertent violations of the limitations on short-swing transactions under Section 16(b) of the Exchange Act.

Covered individuals and the employees designated by the Company as set forth on Exhibit B (the “Black List Employees”) may not purchase or sell Company securities during the period commencing on the first day of the last month of each fiscal quarter and ending when two full trading days have passed after the Company has announced its results for the preceding fiscal quarter (the “quarterly blackout period”). Assuming the New York Stock Exchange is open each weekday, below are examples of when the quarterly blackout period would end, and covered individuals and blacklist employees would be permitted to trade in company securities:

<u>Day and Time of Earnings Announcement</u>	<u>First Day Trading Is Permitted</u>
Monday — Before Market Opens	Wednesday
Monday — While Market Is Open	Thursday
Monday — After Market Closes	Thursday
Friday — Before Market Opens	Tuesday
Friday — While Market Is Open	Wednesday
Friday — After Market Closes	Wednesday

In addition, material, nonpublic information regarding the Company but not directly related to its quarterly financial results may occasionally exist. In such event, the Company may impose a special blackout period during which some or all covered individuals, Black List employees, as well as any additional employees who may be identified by the Company and notified they have been so identified, may not trade in Company securities (a “Special Blackout Period”). Covered individuals, Black List Employees, and other employees who are notified they are subject to a special blackout period are prohibited from disclosing to others within or outside the Company the special blackout period has been imposed or the underlying basis for the special blackout period.

With the exception of the procedures set forth in Section 10, there are no exceptions to the policy of restricting trading within the quarterly and special blackout periods. Transactions that may be necessary or justifiable for independent reasons (such as the need to raise money for an emergency expenditure), or small transactions, are not excepted from this policy. The securities laws do not recognize any mitigating circumstances to insider trading liability.

Do not pledge or hold Company securities in a margin account except in accordance with the company’s anti-hedging and anti-pledging policy and with preclearance.

As a general matter, securities held in a margin account may be sold by the broker without the customer’s consent if the customer fails to meet a margin call. Similarly, securities pledged as collateral for a loan may be sold in foreclosure if the borrower defaults on the loan. Because a margin sale or foreclosure sale could occur at a time when a covered individual has material, nonpublic information or is otherwise not permitted to trade in Company securities, **covered**

individuals are prohibited from purchasing securities of the Company on margin, holding securities of the Company in a margin account, or pledging Company securities as collateral for a loan, except in accordance with the Company's Anti-hedging and Anti-pledging Policy and with preclearance.

Do not hedge or engage in certain other transactions except in accordance with the Company's anti-hedging and anti-pledging policy and with preclearance.

Hedging or monetization transactions can be accomplished through several possible mechanisms, including using financial instruments such as prepaid variable forwards, equity swaps, collars and exchange funds. All hedging transactions, including the foregoing or any other transactions designed to or have the effect of hedging or offsetting any decrease in the market value of equity securities, are prohibited, except in accordance with the Company's Anti-hedging and Anti-pledging Policy and with preclearance.

Do not trade in publicly traded options on the Company's securities.

Given the relatively short term of publicly traded options, transactions in options may cause covered individuals to focus on short-term performance at the expense of the Company's long-term objectives. Accordingly, covered individuals are prohibited from trading in put options, call options or other derivative securities related to the Company's securities, on an exchange or in any other organized market, except with preclearance. This restriction does not apply to the grant or exercise of employee or director stock options issued by the Company.

Do not short-sell the Company's securities.

Short sales of Company securities (the sale of a security the seller does not own) may evidence the seller's expectation the securities will decline in value, and therefore have the potential to signal to the market the seller lacks confidence in the Company's prospects. Short sales may also reduce a seller's incentive to seek to improve the Company's performance. Section 16(c) of the Exchange Act prohibits officers and directors from engaging in short sales. For these reasons, short sales of Company securities are prohibited by covered individuals.

Do not disclose material, nonpublic information to anyone outside the Company for the purpose of trading.

In addition to the trading restrictions set forth above, covered individuals may not disclose or "tip" material information concerning the Company (or another public company) to an outsider. An outsider can include friends, business associates, a spouse or other family member. Both the tipper and the tippee can be held liable under federal securities laws for violations of this kind.

Penalties for violating securities laws or this policy

The Securities and Exchange Commission (the "SEC") and the Department of Justice actively enforce insider trading laws, including by actively monitoring trading activity. Federal law imposes heavy penalties on individuals who either buy or sell securities while in possession of material, nonpublic information or pass the material, nonpublic information along to others who use it to buy or sell securities. The penalties for insider trading apply with equal force whether trading or passing information is done to generate gains or avoid losses. Potential penalties include:

- civil penalties of up to three times the amount of profit gained, or loss avoided as a result of the unlawful action
- a criminal fine of up to \$5 million (no matter how small the profit)
- a jail term of up to 20 years, and in some cases 25 years
- private suits for damages equal to the profit gained or loss avoided
- disgorgement of ill-gotten gains

In addition, the Company and any supervisor of a Company associate who trades with or tips material, nonpublic information may face “controlling person” liability in the form of civil penalties of up to the greater of \$1 million or three times the amount of profit gained or loss avoided as a result of the unlawful action and criminal penalties of up to \$25 million for the Company and up to \$5 million for the individual supervisor(s).

Violations of this policy by a covered individual or his or her family members may subject such person to disciplinary action by the Company, up to and including termination for cause.

Do not answer questions by outsiders regarding the company’s business.

From time to time, covered individuals may be asked questions concerning various activities of the Company outside the scope of the employee’s regular duties. Such inquiries may come from the media, stock exchanges, investors, analysts and others regarding the Company’s business, rumors, trading activity, current and future prospects and plans, acquisition or divestiture activities, and other similar important information.

Unless you have been expressly authorized to make communications on behalf of the Company, it is very important all such communications on behalf of the Company be made through an appropriately designated officer and in accordance with the Company’s Fair Disclosure Policy. Failure to do so could result in violations of federal securities laws, including Regulation FD, which was enacted by the SEC to prohibit companies from disclosing material information to analysts and shareholders prior to public release of the information. Accordingly, all inquiries of this nature must be forwarded to Eric Peterson, Chief Financial Officer, Treasurer and Secretary at epeterson@usxpress.com, or by phone at 423-510-3275.

Certain Exceptions

Notwithstanding anything to the contrary contained herein, but subject to the requirements set forth below, this policy shall not prohibit any of the following types of transactions:

- **Gifts.** Bona fide gifts of Company securities.
- **Withholding.** The withholding of Company securities that does not involve a market transaction to satisfy tax obligations related to the vesting of an award made under any of the Company’s stock-based incentive plans.
- **Employee Stock Purchase Plan.** The automatic purchase of Company stock by payroll deduction under the Company’s Employee Stock Purchase Plan is not a purchase you control and falls outside the scope of the restrictions set forth above.
- **Rule 10b5-1 Trading Programs.** The SEC has adopted a rule that permits employees and directors to trade in certain circumstances where it is clear inside information was not a factor in the decision to trade. Rule 10b5-1 provides an individual who buys or sells securities while aware of material, nonpublic information does not violate Rule 10b-5 if

the buying or selling is in conformity with a binding contract, instruction or written plan that was put into place at a time when the individual was not aware of material, nonpublic information. Establishing such a prearranged trading plan provides an opportunity for you to limit the potential insider trading liability. However, these programs do not limit potential liability you might encounter under Section 16 if you are also a Section 16 reporting person. When your trading arrangements are prearranged, it becomes clearer to the investing public (and potential plaintiffs) your purchases and sales are not being prompted by your knowledge of current developments within the Company or your feelings about the Company's prospects.

The Company permits its covered individuals to set up Rule 10b5-1 trading programs. However, great care must be exercised in relying on Rule 10b5-1, for the following reasons:

- To meet the requirements of Rule 10b5-1, binding contracts, instructions and written plans must (i) lock in the amount, price and dates of future trades; (ii) provide a formula or algorithm for determining future trades; or (iii) delegate discretion for determining amount, price and dates to a third party precisely as provided under the rule.
- The ability to modify provisions once locked in is limited, and modification or termination of arrangements is risky.
- The liability avoidance provisions of Rule 10b5-1 are affirmative defenses. If the government can prove an individual was aware of material, nonpublic information at the time of a purchase or sale, the burden of proving trading was pursuant to an adequate contract, instruction or written plan will be on the individual. Compliance must be well documented and capable of proof in court.

To ensure compliance with Rule 10b5-1, please note you must submit any trading plan or amendment to Nathan Harwell at nharwell@usxpress.com for review and approval in advance of entering into the plan or amendment.

Section 16 of the Exchange Act

Directors, those persons designated as officers of the Company for purposes of Section 16 of the Exchange Act ("Section 16 Officers"), and stockholders who directly or indirectly own greater than 10% of the Company's stock ("Certain Stockholders") must comply with the reporting obligations, limitations on short-swing transactions, and prohibition on short sales set forth in Section 16 under the Exchange Act.

Section 16(a) requires most transactions involving the Company's equity securities by a director, Section 16 Officer or Certain Stockholders (including open market purchases and sales, equity awards, and option grants and exercises) must be reported to the SEC within two business days following the date of the transaction. Although the Company and its outside counsel will assist reporting persons in preparing and filing the required reports, it is ultimately the responsibility of the reporting person to make sure the required reports are prepared and timely filed.

Under Section 16(b), any profit realized or loss avoided by a director or Section 16 Officer on a short-swing transaction (a purchase and a sale, or a sale and purchase, of the Company's equity securities within a period of less than six months) must be disgorged to the Company upon demand by the Company or stockholder. Liability under Section 16(b) is applied in a mechanical fashion, without regard to whether the director or Section 16 Officer actually possessed material, nonpublic information.

Section 16(c) prohibits directors and Section 16 Officers from engaging in short sales and sales against the box in securities of the Company. A short sale is the sale of a security the seller does not own, or any sale completed by delivering a security borrowed by the seller. A sale against the box is the sale of a security owned but not delivered. Instead, delivery is made of a borrowed security that makes it, in effect, a short sale. Certain similar transactions, such as prepaid forward contracts and collars, however, are permitted by the SEC, and insiders are not prohibited from engaging in these transactions.

Federal and state securities laws are technical in nature and can be difficult to navigate. Accordingly, a covered individual is advised to consult with his or her own legal counsel or contact Legal Department at 423-510-3268, with any questions about the law, this policy or its application to a particular situation.

Antifraud Policy

General Statement

The Company seeks to maintain the highest standards of openness, integrity, and accountability in all of its affairs and is committed to maintaining a culture of honesty and opposition to fraud and corruption. This Antifraud Policy outlines the principles we are committed to in preventing fraud and corruption, the procedures to follow in reporting any fraud or corruption or suspected fraud or corruption, and our policy on investigation of such reports. This Antifraud Policy is intended to be complementary to, and not in lieu of, other Company policies that govern the behavior the Company expects of its employees, officers, directors and those with whom we do business, including but not limited to the Code of Conduct and Ethics, the Code of Ethics for the CEO and Senior Financial Officers, the Insider Trading Policy, and the Conflict of Interest Policy.

Scope of Policy

This policy applies to any fraudulent activity or suspected fraudulent activity involving any employee, member of management, officer, director or shareholder. Further, the policy applies to any fraudulent activity or suspected fraudulent activity involving any vendor, contractor, customer, outside agency or any employee of any vendor, contractor, customer or outside agency doing business with the Company. Any investigation of fraudulent activity will be conducted without regard to the suspected wrongdoer's position, title, length of service or relationship.

Actions Constituting Fraudulent Activity

The term "fraudulent activity" as used in this policy is intended to be interpreted broadly and to cover any acts by which the individuals covered by this policy seek to obtain personal gain at the expense of the Company, its vendors or suppliers, or to obtain personal gain through the inappropriate use of such individual's position with the Company. The term fraudulent activity includes, but is not limited to, the following behaviors:

- Acceptance of bribes, kickbacks or any form of payment from any person or entity in relation to any transaction on behalf of the Company.
- Allowing such a bribe, kickback or other form of payment to be made to your spouse, family member or friend in relation to any transaction on behalf of the Company.
- Forgery or alteration of a check, bank draft or any other financial document.

- Use of a comcheck, company credit card or other manner of payment for non-Company business.
- Impropriety in the handling or reporting of money or financial transactions.
- Misappropriation, diversion, embezzlement or theft of Company funds, securities or other financial assets.
- Destruction, theft or selling of Company property, including equipment, supplies, parts, furniture, fixtures or other physical assets.
- Falsification, destruction, theft or selling of a Company document or record.
- Any dishonest or fraudulent act related to Company business, finances or property.
- Submitting a false claim to the Company or to a vendor or supplier of the Company for benefits, such as medical reimbursement, tuition reimbursement, or workers' compensation benefits.
- Accepting or seeking gifts, payments, loans, services or any form of compensation from suppliers, customers, competitors or others seeking to do business with the Company that would interfere with the exercise of independent and objective judgment and that is not disclosed pursuant to the Company's Conflict of Interest Policy.
- Use of your position with the Company to obtain personal gain from a third-party doing business with or seeking to do business with the Company.
- Profiteering as a result of insider knowledge of securities activities.
- Disclosing to other persons the securities activities engaged in or contemplated by the Company.
- Having knowledge of and failing to report fraudulent activity or suspected fraudulent activity.

If you are aware of or suspect behavior contrary to the principals set forth in this policy, but you are unsure whether such activity rises to the level of fraudulent activity, you may seek guidance from either the Chief Legal Officer or from the Chief People Officer. Alternatively, you may report such issue in the same manner as if it were fraudulent activity, and the issue will be investigated by the appropriate parties.

Treatment of Reports

Any person may submit a good faith complaint, report, question or concern (collectively, "Report") regarding any fraudulent activity or suspected fraudulent activity without fear of dismissal or retaliation of any kind. Regardless of how they are made, each Report of fraudulent activity or suspected fraudulent activity will be thoroughly investigated by or under the direction of the Chief Legal Officer.

If a Report indicates an officer or director of the Company is suspected of or may have committed fraudulent activity, such Report will be brought to the attention of the Audit Committee within the Company's Board of Directors. In such case, the Audit Committee shall investigate the Report and, in conducting such investigation, may enlist officers or employees of the Company and/or outside legal, accounting or other advisors, as it deems appropriate in its sole discretion.

Following the completion of such investigation, prompt and appropriate corrective action will be taken when and as warranted in the judgment of the Chief Legal Officer and/or Audit Committee. Where deemed appropriate, law enforcement may be notified and/or civil action taken against those individuals found to have engaged in fraudulent activity.

The confidentiality of each Report will be maintained to the fullest extent possible by the Company, the Chief Legal Officer, the Board of Directors, the members of the Audit Committee, and any officers, employees and advisors involved in the investigation of such Report. The results of investigations will be kept confidential and will be disclosed only to those persons involved in the investigative or disciplinary process or those persons associated with the Company who have a legitimate need to know to perform their duties and responsibilities.

The Company will not take any adverse action or discharge, demote, suspend, threaten, harass or in any manner discriminate against any employees in the terms and conditions of employment as a result of their lawful actions with respect to the submission of a good faith report. Additionally, no employee shall be adversely affected because the employee refuses to carry out a directive that, in fact, constitutes fraudulent activity, or is otherwise a violation of state or federal law or the Company's Code of Conduct and Ethics.

Reporting Fraudulent Activity

If you have knowledge of or suspect fraudulent activity, you should make a Report immediately and should not attempt to personally investigate the matter. You should not contact the suspected individual or otherwise attempt to determine the truth or falsity of your suspicions. Doing so could impair the Company's investigation or alert the suspected individual(s) an investigation is being or may be conducted. Further, because investigations into fraudulent activity are sensitive and involve the reputations of suspected persons, you should not discuss the case, allegations, facts, investigation, or your knowledge or suspicions with persons other than those investigating the Report.

Reports of fraudulent activity or suspected fraudulent activity may be submitted confidentially and anonymously in any of the following ways:

- Calling the toll-free ethics hotline at 866-674-5645.
- Writing to or orally notifying any Human Resource Business Partner.
- Writing to or orally notifying the Chief People Officer at the following:

Telephone: 423-510-3491
Email: athompson@usxpress.com
Mail: U.S. Xpress
Attn: Chief People Officer
4080 Jenkins Road
Chattanooga, TN 37421

- Writing to or orally notifying the Chief Legal Officer at the following:

Telephone: 423-510-3268
Email: nharwell@usxpress.com
Mail: U.S. Xpress
Attn: Chief Legal Officer
4080 Jenkins Road
Chattanooga, TN 37421

- 5) Online at <https://investor.usxpress.com/corporate-governance/contact-the-board/default.aspx>

The toll-free Ethics Hotline is available 24 hours a day and is operated by an entity independent of the Company. Any written communication should contain a complete description of the facts or circumstances giving rise to the Report. In addition, any communication (whether written or oral) may, but need not, include a telephone number, email address, or mailing address at which the person submitting the report may be contacted if clarification or further information is needed.

Report of Concerns by Nonemployees

Parties not employees of the Company may submit a Report regarding fraudulent activity or suspected fraudulent activity by submitting it in the same manner described in this policy.

Acceptable Use Policy

General Use and Ownership

1. Total Transportation information stored on electronic and computing devices whether owned or leased by Total Transportation, the employee or a third party, remains the sole property of Total Transportation. You must ensure through legal or technical means information is protected in accordance with all Total Transportation policies and standards.
2. You have a responsibility to promptly report the theft, loss or unauthorized disclosure of Total Transportation information, equipment, computers and devices to the IT Department.
3. You may access, use or share Total Transportation information only to the extent it is authorized and necessary to fulfill your assigned job duties.
4. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Occasional personal use is allowed, if it does not impact job performance or violate any Total Transportation policies.
5. For security and network performance purposes, Total Transportation computers and networks are monitored and there shall be no privacy. Any information stored, transmitted or developed using Total Transportation resources shall be Total Transportation property and as such will be controlled and monitored. Access to corporate data and systems may be revoked at any time.
6. Total Transportation reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

Security and Sensitive Information

All mobile and computing devices that connect to internal production networks must be managed by Corporate Mobile Device Policies. Personal mobile devices may be used and require the installation of Corporate MDM software. All other Mobile Devices shall have access to internet resources through corporate guest Wi-Fi networks.

System-level and user-level passwords must comply with the *Password Policy*. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited. The individual user password shall not be shared, even with Information Technology

personnel. In the event IT needs access to a user account, the account password shall be changed and then set to reset at the next login.

All computing devices must be secured with a password-protected screensaver with the automatic activation feature set to 15 minutes or less. You must lock the screen or log off when the device is unattended.

Employees must use extreme caution when opening email attachments received from unknown senders, which may contain malware.

Personal computers, devices, USB drives, peripherals, hardware, cloud subscriptions and software are not allowed to be used on or connected to corporate systems and networks. Limited use of Total Transportation equipment to access personal emails is authorized.

Employees shall not remove, disable or otherwise circumvent IT supplies software and hardware environments and are not allowed to change configuration on laptops, desktops or any company devices.

Unacceptable Use

The following activities are, in general, prohibited. Under no circumstances is an employee of Total Transportation authorized to engage in any activity that is illegal under local, state, federal or international law while using Total Transportation-owned resources.

The lists below are by no means exhaustive but attempt to provide a framework for activities that fall into the category of unacceptable use.

1. System and Network Activities

The following activities are strictly prohibited:

- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including but not limited to the installation or distribution of "pirated" or other software products not appropriately licensed for use by Total Transportation.
- Unauthorized copying of copyrighted material including but not limited to digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Total Transportation or the end user does not have an active license.
- Accessing data, a server or an account for any purpose other than conducting Total Transportation business, even if you have authorized access.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws. The appropriate management should be consulted prior to export of any material in question.
- Introduction of malicious programs into the network or server (such as viruses, worms, Trojan horses, email bombs, etc.).
- Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.

- Using a Total Transportation computing asset to actively engage in procuring or transmitting material in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
- Making fraudulent offers of products, items or services originating from any Total Transportation account.
- Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
- Effecting security breaches or disruptions of network communication. Security breaches include but are not limited to accessing data of which the employee is not an intended recipient or logging into a server or account the employee is not expressly authorized to access unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- Port scanning or security scanning, unless granted prior permission from IT Management.
- Executing any form of network monitoring that will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
- Circumventing user authentication or security of any host, network or account.
- Introducing honeypots, deception or similar technology on the Total Transportation network.
- Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
- Using any program/script/command, or sending messages of any kind, with the intent of interfering with or disabling a user's terminal session, via any means, locally or via the internet, intranet or extranet.
- Providing information about or lists of Total Transportation employees to parties outside Total Transportation

2. Email and Communication Activities

The following activities are strictly prohibited:

- Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
- Any form of harassment via email, telephone or paging, whether through language, frequency or size of messages.
- Unauthorized use or forging of email header information.
- Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
- Creating or forwarding "chain letters," "Ponzi" or other "pyramid" schemes of any type.

- Use of unsolicited email originating from within Total Transportation's networks of other internet, intranet or extranet service providers on behalf of or to advertise any service hosted by Total Transportation or connected via Total Transportation's network.
- Posting the same or similar nonbusiness-related messages to large numbers of Usenet newsgroups (newsgroup spam).

3. Blogging and Social Media

- Employees shall reference the Total Transportation External Communications Policy for additional information.

4. Safeguarding of Information

- Computer workstations must be locked when workspace is unoccupied.
- Passwords may not be left on sticky notes posted on or under a computer, nor may they be left written down in an accessible location.
- Printouts containing sensitive information should be immediately removed from the printer.

Information Technology department will verify compliance with this policy through various methods, including but not limited to business tool reports, internal and external audits, and feedback to the policy owner. Any exception to the policy must be approved by the Vice President or CIO/Head of IT in advance.

Any employee, contractor or consultant found to have violated this policy may be subject to disciplinary action, up to and including termination of employment or contract.

Communications Policy

In an effort to deliver consistent, accurate and strategic messages to all external audiences, we have adopted an external communications policy. This policy should be followed by all employees.

All external communications must strictly follow the communications policy set forth below. Failure to follow the Communications Policy will result in disciplinary action, which could include termination.

You must preclear the following external communications with Chief Executive Officer Craig Savell at craigs@totalms.com or 601-326-7279:

- Any communication with the news media
- Any requests for interviews
- Anything business-related (outside of the terms and conditions of your employment) that is not public information or confidential on social media
- Any requests for quotes or comments in any medium (internet, print, television, social media)
- Any communication of information that will be included in a public announcement
- Any communication with industry analysts, investment bankers, or commercial bankers

- Any request to participate in a panel discussion or give a public presentation
- Any opinions regarding our value
- Any predictions, forecasts, projections or opinions relating to revenue, income or other financial or operating performance data
- Any communication regarding expected acquisitions, dispositions or other major corporate transactions
- Any communication regarding events that could result in restating financial information
- Any communication regarding the addition or loss of a significant customer
- Any communication regarding the hiring, appointment, termination or resignation of an officer or director
- Any communication regarding the commencement or settlement of a significant lawsuit or major accident
- Any communication regarding material debt or financing arrangements
- Any communication with vendors regarding expected growth or future prospects
- Any communication regarding plans to open new facilities, enter new geographic regions, or provide new service offerings
- Any communication containing information that would be material in making an investment decision

If you receive any requests for comment regarding the matters listed above, respond that you will need to connect the person requesting information with the appropriate party and immediately contact the Chief Executive Officer. Provide no comment other than the name and contact information for the Chief Executive Officer, who will determine the following:

- Whether the communication will be made
- Any restrictions on the communication
- The level of disclosure in the communication
- Who will make the communication, if one is to be made

Safety and Compliance

Emergency Situations

In the event of an emergency medical situation you should immediately dial 911 and provide all necessary information to the 911 operator. You should then contact the receptionist or Terminal Manager in your office and inform him or her you need assistance.

Work-Related Injuries

The Company provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers eligible employees when they sustain qualifying injuries or illnesses in the course of employment that require medical, surgical or hospital treatment.

If you are injured or become ill while working, you must report the injury or illness, no matter the severity, immediately to your supervisor and to the Workers' Compensation Department at **800-601-5500**. You will receive appropriate medical treatment and will be required to complete a First Report of Injury form.

Consistent with applicable state law, failure to report an injury or illness within a reasonable amount of time could jeopardize your claim. We ask for your assistance in alerting management to any condition that could lead or contribute to an employee injury or accident. Total Transportation will abide by all requirements set forth in your state's Workers' Compensation Act and any other applicable laws. We will not take adverse action against an employee in retaliation for filing a workers' compensation claim, for promptly reporting a work-related injury or illness, or for reporting a health or safety concern.

Lactation Policy

Total Transportation provides a supportive environment to enable nursing mothers to express breast milk during the workday. Total Transportation will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for her child. Employees needing breaks for lactation purposes may use ordinary paid rest breaks or may take other reasonable break time when needed. The lactation break time, if possible, should run concurrently with scheduled rest breaks and meal periods. If the lactation break cannot run concurrently with the rest and meal periods or additional time is needed, the lactation break time will be unpaid, unless otherwise required by law. Exempt employees may be provided break time with pay when necessary to comply with state and federal wage and hour laws. Where unpaid breaks or additional time are required, the employee should work with her supervisor or Human Resources regarding scheduling and reporting the extra break time as unpaid.

Where state law requires a specified break time during each portion of a workday, Total Transportation will comply with any such requirements.

Total Transportation will provide employees with the use of a room or a private area, other than a bathroom or toilet stall, that is shielded from view and free from intrusion from co-workers and the public. Employees should discuss with Human Resources the location for storage of expressed milk. When state law requires, the Company will provide a refrigerator or other cold storage space for keeping milk that has been expressed. Please contact Human Resources during your pregnancy or before you return to work to identify your need for a lactation area.

Tobacco-Free Workplace

There is no smoking or tobacco use (including smokeless tobacco, e-cigarettes and vaporizers) inside all our facilities including, but not limited to, driver lounges, hallways, meeting rooms, offices, break rooms, restrooms and our vehicles (unless occupied solely by the operator). Smoking is not allowed in front of buildings or at delivery entrances. If you wish to smoke (or use other tobacco products, including smokeless tobacco, e-cigarettes and vaporizers), you may do so only outside in specifically designated areas far enough from doors and windows that open to comply with all applicable state and local laws. You must dispose of all tobacco-related waste in designated trash receptacles.

Drug-Free Workplace

General Policy

Each employee has a responsibility to coworkers and the public to deliver services in a safe and conscientious manner. To further this goal, Total Transportation has adopted the following drug-free workplace policy.

Drug Use, Distribution, Possession and Impairment

All employees are prohibited from manufacturing, cultivating, distributing, dispensing, possessing or using illegal drugs at all times. Included within this prohibition are lawful controlled substances that have been illegally or improperly obtained. This policy does not prohibit the possession and proper use of lawfully prescribed drugs taken in accordance with the prescription.

Employees are also prohibited from having any such illegal or unauthorized controlled substances in any detectable amount in their system while at work.

Alcohol Use, Distribution, Possession and Impairment

All employees are prohibited from distributing, dispensing, possessing or using any beverage or medicine containing alcohol while at work or on duty and from coming onto Company premises, reporting to work, or working with alcohol in their systems. Furthermore, lawful off-duty alcohol use, while generally not prohibited by this policy, must not interfere with an employee's job performance. This policy does not prohibit employees from consuming alcohol at Company-sponsored events at which alcohol is served.

Prescription Drugs

The proper use of medication prescribed by your physician is not prohibited; however, we prohibit the misuse of prescribed medication, including the use of prescription medication that belongs to someone else. Employees' drug use may affect their job performance, such as by causing dizziness or drowsiness. It is the employee's responsibility to determine from his or her physician whether a prescribed drug may impair safe job performance and to notify a supervisor of any job restrictions that should be observed as a result. Employees not in a safety-sensitive role are not required to reveal the name of the medication or the underlying medical condition. The Company will comply with all requirements pertaining to providing reasonable accommodations to the extent required by applicable law.

Employees in a safety-sensitive role must immediately notify Human Resources or the Safety Department of any newly prescribed medications or changes to existing medications that could

adversely affect their ability to safely perform safety-sensitive duties, including the ability to safely operate equipment.

Employees in a safety-sensitive role are expected to meet Department of Transportation standards for prescription medications. Those employees are prohibited from using prescription marijuana and other medications that may affect their ability to safely perform their job duties.

Those considered to be in a safety-sensitive role include Shop Technicians, any employee in a position that requires a CDL, or any employee with a CDL who has chosen to have the CDL recognized by the company.

Counseling and Rehabilitation

Employees who voluntarily seek help for substance abuse (self-referral) by contacting the Company will be provided an opportunity to pursue counseling and rehabilitation. Employees who work in safety-sensitive positions would be required to work with an approved substance abuse provider. An employee who is receiving counseling and/or treatment for substance abuse may use available vacation, sick leave, or, if eligible, family and medical leave. Health insurance often covers the costs of such services, but costs not covered must be paid by the employee. The employee cannot return to work until released by a treatment provider to do so, and he or she receives a negative result on a return-to-work drug and/or alcohol test (as appropriate for that individual). In addition, the employee may be asked to submit to follow-up testing for a period following the return to work.

An employee's decision to seek help voluntary will not be used as a basis for disciplinary action, although the individual may be transferred, given work restrictions or placed on leave, as appropriate. A request for help is considered voluntary only if it is made before the employee is asked to submit to a drug or alcohol test or is discovered to have otherwise violated this policy.

Who May Be Tested

Drug tests will be conducted in the following circumstances:

- **Application for Employment:** All job applicants extended a conditional offer of employment must take and pass a drug test before beginning work. A refusal to submit to a drug test or a positive confirmed drug test will result in withdrawal of the offer of employment.
- **Reasonable Suspicion:** Employees may be required to submit to drug or alcohol screening whenever the Company has a reasonable suspicion they are under the influence of drugs or alcohol while working. Reasonable suspicion may arise from, among other factors, supervisory observation, coworker reports or complaints, performance decline, attendance or behavioral changes, results of drug searches or other detection methods, the employee's appearance, or an odor of drugs or alcohol. Observations leading to reasonable suspicion determinations will be reasonably contemporaneous with the request for a test.

Employees asked to take a reasonable suspicion drug and/or alcohol test will be transported to the collection site for testing and then transported home pending receipt of test results. Employees will be placed on administrative leave without pay pending the results of test. If the test results are negative, the employee will be compensated for any wages lost due to the leave, unless a suspension without pay is justified under another policy.

- **Random Testing for Safety-Sensitive Positions:** Employees working in safety-sensitive positions may be tested on an unannounced random basis. Employees will be selected for random testing by a computerized random number program matched to employee numbers. Once selected for testing, an employee may not be excused from the testing process. Individuals subject to random testing will be so notified at the time of hire or when the policy becomes applicable to them.

Discipline

Violation of this policy or any of its provisions will result in discipline, up to and including termination of employment.

Testing Procedures

- **Consent.** No alcohol test will be administered, sample collected or drug test conducted on any sample without the written consent of the person being tested. However, a person's refusal to submit to a proper test will be viewed as insubordination and will subject the person to disciplinary action, up to and including termination. A refusal to test includes any behavior designed to obstruct the testing process, including efforts to substitute, adulterate or dilute specimens, as well as any failure to appear for testing within a reasonable time and failure to cooperate with collection staff.

The Company will pay the costs of all drug and/or alcohol tests it requires of employees and applicants.

- **Collection, Chain-of-Custody, Testing Methods.** All drug tests will be performed by a laboratory certified by the U.S. Department of Health and Human Services to perform federal workplace testing. Breath and/or saliva tests may be used to detect the presence of alcohol. Alcohol tests will typically be conducted and, if positive, confirmed immediately at the collection site. An alcohol test will be considered positive if it shows the presence of .02 percent or more alcohol in an individual's system. Tests will seek only information about the presence of drugs and alcohol in an individual's specimen and will not test for any medical condition.
- **Notification.** Any individual who tests positive for drugs will be contacted by a Medical Review Officer ("MRO"), a health care professional with an expertise in toxicology, before the result is reported, and given an opportunity to provide any legitimate reasons he or she may have that would explain the positive drug test. If the individual provides an explanation acceptable to the MRO that the positive drug-test result is due to factors other than the consumption of illegal drugs, the MRO will order the positive test result to be disregarded and will report the test as negative to the Company. Otherwise, the MRO will verify the test as positive and report the result.

Upon request, individuals will be provided with a copy of their positive or nonnegative test results. An individual who tests positive for drugs may request, within three days of being notified of the positive result, that his or her sample be sent to an independent certified laboratory for a second confirmatory test, at his or her own expense, although we may suspend, transfer, or take other appropriate action pending the results of any such retest.

- **Confidentiality.** All records relating to positive test results, drug and alcohol treatment, and employee medical information shall be kept confidential, and disseminated to and

within the Company only on a need-to-know basis. Such records will be kept in secure files separate from personnel files. Test results will not be released outside the Company without the written consent of the tested individual, or as otherwise may be required by law or legal process.

Property Access

Only current employees are allowed general access to Total Transportation properties. All other visitors must report to the receptionist and/or guard and should be accompanied by a Total Transportation employee at all times when not in the reception area. Friends or family visits to employees during the work day should be of a short duration to minimize disruption to work schedules.

Personal Vehicle Parking

All employees are instructed to park their personal vehicles in the designated areas. Many locations have limited facilities for parking. Therefore, to avoid potential accidents and safety hazards, under no circumstances are employees to park their personal vehicles in non-designated parking or tractor-trailer parking areas. Parking in the designated visitor, handicap or reserved parking is also prohibited. Parking is not permitted on the grass portion or driveways of facilities without prior management approval. Employees who park in handicap parking must display a handicap parking permit, tag or plate on his or her vehicle or must provide the Human Resources Department with medical documentation allowing them to park in this designated area. The Company reserves the right to remove, at the employee's expense, any vehicle not in compliance with these parking rules. Total Transportation is not liable for damage or theft to vehicles while on Company property.

Weapons Policy

Unless otherwise permitted by state law,* employees may not carry any kind of weapon on their person or in their personal possessions while assigned to Company equipment or on Company property. Weapons include, but are not limited to:

- Shotguns, rifles, or pistols of any type, caliber or gauge (including BB, paint ball and pellet guns).
- Bows and arrows or crossbows.
- Knives (other than small pocket knives).
- Stun guns.
- Clubs, other than for checking tires.
- Any other items that have no legitimate business purpose and you possess because of their potential to cause physical harm to others.

Weapons found in violation of this policy will be confiscated. The Company may also file a report with appropriate law enforcement authorities.

*** Some states permit employees with a concealed weapons permit to keep a firearm hidden from plain view or locked within a case in their locked personal vehicle parked in their employer's parking lot.**

Violence in the Workplace

Being insubordinate, threatening, intimidating or disrespectful or assaulting a supervisor, coworker, customer or vendor will result in discipline. Total Transportation resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. The Company treats threats from an abusive personal relationship as it does other forms of violence.

Employees should promptly inform the Human Resources department of any protective or restraining order they have obtained listing the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. Total Transportation will not retaliate against employees making good-faith reports. The Company is committed to supporting victims of intimate partner violence by providing referrals to the Company employee assistance program (EAP) and community resources and providing time off for reasons related to intimate partner violence.

Indirect or direct threats of violence, incidents of actual violence, and suspicious individuals or activities should be reported as soon as possible to a supervisor, safety personnel, Human Resources, or any member of senior management. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should neither place themselves in peril nor attempt to intercede during an incident. The Company encourages you to report any potential criminal conduct to law enforcement authorities.

The Company will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. The Company reserves the right to contact law enforcement, if appropriate. The Company will not retaliate against employees making good-faith reports of violence, threats, or suspicious individuals or activities. To maintain workplace safety and the integrity of its investigation, the Company may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Physical Access Controls

All employees have a responsibility to assist us in the positive identification of all employees, visitors, service providers and vendors at all points of entry. Vendors and customers should only have access to those areas of a facility where they have legitimate business. All employees have the responsibility to identify, challenge and address unauthorized or unidentified persons. If you note an authorized visitor or a person unknown to you, please notify your manager, Human Resources or Safety immediately.

Security Inspections

We wish to maintain a work environment free of illegal drugs, alcohol, firearms, explosives or other improper materials. The Company prohibits the control, possession, transfer, sale or use of such materials on its premises to the extent permitted by applicable law. We require the cooperation of all employees in administering this policy. Desks and other storage devices are provided for the convenience of employees but remain the sole property of the Company.

Accordingly, these devices and any articles found within them, can be inspected by any agent or representative of the Company at any time, with or without prior notice.

In addition, to ensure the safety and security of employees and customers, and to protect our legitimate business interests, we reserve the right to question and inspect or search any employee or other individual entering onto or leaving Company premises or job sites. The inspection or search may include any packages or items the individual may be carrying, including briefcases, handbags, knapsacks, shopping bags, lockers, desks, or Company-owned or leased vehicles parked on Company property. These items are subject to inspection and search at any time, with or without prior notice. We also may require employees while on the job or on the Company's premises to agree to reasonable inspection of their personal property and/or persons. The individual may be requested to self-inspect his or her personal property or person by displaying the contents of any packages and/or turning out his or her pockets in the presence of a representative of the Company, typically a management employee of the same gender.

Standards of Employee Conduct

Attendance Policy

Regular attendance and punctuality are important elements in our efforts to maintain high levels of productivity and achieve our goals. Employees will occasionally be absent from work due to illness or circumstances beyond their control. Whenever employees have an unscheduled absence from work, they must follow the call-in procedure. All employees are required to give the Company a two (2) hours' notice prior to the start of their shift by contacting their immediate supervisor.

Absences due to illnesses or injuries that qualify for the following will not be counted against an employee's attendance record: short-term disability leave, Family Medical Leave/ADA (medical documentation within the guidelines of the FMLA may be required in these instances), maternity leave under state law, military leave, and sick leave.

Types of Absence

- **Absence (1 occurrence):** failure of an employee to report for work when the employee is scheduled to work.
- **Consecutive workdays:** Scheduled workdays that fall one after the other, even if separated by scheduled off day. Consecutive workday absences are considered to be one (1) occurrence per day. If the days are accompanied by a doctor's note stating all days missed were health-related, the absences will be counted as one absence (not exceeding 3 days). If an employee misses more than 3 consecutive workdays and a doctor's note covers the days, the employee should contact Human Resources to discuss other leave options available.
- **Improper call-in (2 occurrences):** Failure to call in less than 2 hours before the shift starts. Failure to show up within 1 hour of your start time, if you reported you would be late. When a vacation request is denied and the employee fails to report to work the day(s) for which the vacation request was submitted.
- **Early out (unauthorized first offense — final warning; second offense — termination):** Employees who leave prior to the end of their scheduled shift without permission from their supervisor. Employees must inform their supervisor of the need to leave early with as much advance notice as possible and receive approval from their supervisor prior to leaving the workplace.
- **No call/No show (8 occurrences):** Employees who fail to work without contacting a member of management prior to the start of their shift or during the course of their scheduled shift.
- **Pattern absenteeism (3 occurrences):** An occurrence, combination or series of occurrences that forms a pattern (such as more than one occurrence before or after a holiday, before or after a scheduled day off, or same day(s) of the week). Three (3) call-ins of the same type in a rolling six (6) month calendar constitute a pattern.
- **Tardy (0.5 occurrence):** Arriving late for a scheduled shift.

Discipline

Occurrences will roll off based on a rolling 12-month calendar. For example, an occurrence acquired on 1/2/22 will roll off on 1/2/23.

Occurrences	Disciplinary Action
2	Oral
4	Written Warning
6	Final Written Warning
8	Termination

Workplace Conduct

As an employee of the Company, you are required to adhere to certain rules of conduct necessary for the Company's operations. As in any organization, a code of conduct is necessary to establish and maintain a productive and respectful working atmosphere. It is the policy of Total Transportation that all employees comply with our workplace standards of behavior and performance and that any noncompliance with the standards is corrected. We follow a progressive discipline policy that typically begins with an oral warning, and then escalates to a written warning, final warning or suspension without pay, and separation of employment. For purposes of the progressive discipline policy, past violations of policy or practice will be considered on a rolling 12-month period. However, the progressive discipline policy is a guideline only. At the discretion of management, and depending on the nature of the offense, discipline may begin at any step, including separation the first time you engage in conduct or behavior in violation of this, or any other, policy, rule or practice.

It is not possible to list all the behavior or types of conduct unacceptable in the workplace, but the following are examples of behavior or conduct that may result in disciplinary action, including but not limited to suspension, demotion or termination of employment.

- Violating any Company policy, rule or practice.
- Insubordination; failing or refusing to obey the instructions or directives of any supervisor or member of management.
- Dishonesty in any form.
- Falsifying employment records, employment information or other work-related records, including hours of service records, medical information and any documentation or information required to be maintained by applicable FMCSA regulations.
- Use of Company equipment, time, materials or facilities for personal reasons without advance written permission.
- Theft of or causing deliberate or careless damage to any Company property or the property of any employee, customer or vendor.
- Violating policies and practices that prohibit harassment, discrimination or retaliation.

- Using abusive, threatening or offensive language with customers, co-workers or management-level employees; or threatening or inflicting bodily harm to fellow employees, vendors, or customers.
- Engaging in unsafe acts or horseplay, including but not limited to reckless, rough or harmful physical contact; or jokes, teasing or inappropriate banter that creates a hostile work environment.
- Bullying, which the Company considers to be persistent, malicious, unwelcome, severe or pervasive mistreatment that harms, intimidates, offends, degrades or humiliates an individual, whether verbal, physical or otherwise, at the place of work and/or in the course of employment.
- Using, possessing, distributing, selling, transferring or being under the influence of alcohol, controlled substances or illegal drugs at any time during work hours, on Company property, while under dispatch or available for dispatch.
- Carrying firearms, weapons or dangerous substances at any time on Company property or equipment.¹
- Provoking a physical fight or engaging in physical fight during working time or on Company property.
- Disclosing any of our trade secrets or confidential information to anyone who is not an employee or not authorized to receive such information.
- Excessive absenteeism.
- Disconnecting, tampering with or intentionally damaging the in-cab communications unit and/or any other Company equipment.

Nothing in this Conduct Policy or Driver Handbook is intended to prohibit protected concerted activity or communications related to your wages, hours or working conditions, or any other conduct protected by Section 7 of the National Labor Relations Act.

Recordings in the Workplace

Total Transportation is committed to safeguarding the Company's confidential and proprietary information, as well as that of our customers and employees, and protecting the freedom of our employees to communicate without the fear of being secretly recorded without their consent. Certain state laws also prohibit the audio recording of others without the consent of all those participating in the conversation.

To promote an environment of trust and collegiality, no person, including but not limited to Total Transportation employees, visitors or vendors, may record conversations of another without his or her prior knowledge and consent. Covert or secret recordings of any in-person or telephone conversation or meeting that occurs at the workplace or conversations or meetings that occur offsite concerning workplace matters are prohibited. Recordings include audio and/or video by any means, including smart phones. Furthermore, a Total Transportation employee may

¹ An exception to this policy is where state law permits an employee with a valid carry permit or who is legally authorized to carry a firearm keeps the firearm locked in a personal vehicle while parked in the Company's parking lot.

withdraw his or her consent at any time, and at such time may end the conversation if the asking party refuses to speak without a recording device.

Nothing in this policy is intended to interfere with, restrain, or prevent employees from engaging in legally protected activities, including the National Labor Relations Act, such as discussing wages, benefits or terms and conditions of employment, raising complaints about working conditions for their and their fellow employees' mutual aid or protection, or legally required activities.

Surveillance cameras/equipment and software may be placed at Total Transportation facilities by authorized personnel to prevent or deter crimes, protect public safety and facilitate official Company investigations into criminal activities.

A violation of this policy may result in disciplinary action, up to and including termination.

Business Ethics

The successful business operation and reputation of Total Transportation is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as scrupulous regard for the highest standards of conduct and personal integrity.

We will comply with all applicable laws and regulations and we expect all directors, officers and employees to conduct business in accordance with the letter, spirit and intent of all relevant laws and to refrain from engaging in any illegal, dishonest or unethical conduct, when completing job duties. Compliance with this policy of business ethics and conduct is the responsibility of every employee. Disregarding or failing to comply with this standard of business ethics and conduct may lead to disciplinary action, up to and including termination of employment.

Retaliation against any employee who in good faith raises any questions, concerns or complaints concerning the honesty and integrity of our operations is strictly prohibited. Similarly, retaliation is prohibited against any employee who provides accurate information to any law enforcement agency about the commission of any federal or state offense. Any employee who feels he or she has been retaliated against or threatened with retaliation for these reasons should report the matter immediately to the **Company's Ethics and Compliance Hotline at 866-674-5645**.

Conflicts of Interest

All employees must conduct themselves in such a way as to avoid actual or potential conflicts of interest. The following are examples of prohibited conflicts of interest:

- Acting as a director, officer, consultant, agent or employee of a supplier, customer, competitor or any entity that engages in business with Total Transportation or its affiliates.
- Owning a material interest in, being a creditor of, or having other financial interest in a supplier, customer, competitor, or any entity that engages in business with Total Transportation.
- Soliciting or accepting gifts, payments, loans, services or any form of compensation from suppliers, customers, competitors or others seeking to do business with Total Transportation that would interfere with the exercise of independent and objective

judgment. All business dealings must be at arm's length and free of any favorable treatment resulting from the personal interest of an employee.

- Having any significant direct or indirect personal interest in a transaction involving Total Transportation.
- Conducting outside activities that materially detract from or interfere with the full and timely performance of an employee's services for Total Transportation
- Influencing transactions involving purchases, contracts, or leases in a way that is not in the best interest of Total Transportation of its business.

If an employee finds he or she has, or is considering the assumption of, a financial interest or outside relationship that might involve a conflict of interest, or if the employee is in doubt as to the proper application of this policy, he or she should promptly make all the facts known to the Company's Chief Legal Officer (**423-510-3268**) and refrain from any exercise of responsibility in any manner that might reasonably be considered to be affected by any adverse intent.

Protection of Confidential or Proprietary Information

Total Transportation's confidential and proprietary information is vital to the current operations and future success of the Company. Employees shall use all reasonable care to protect or otherwise prevent the unauthorized disclosure of such information. In no event shall confidential information be disclosed or revealed within or outside Total Transportation without proper authorization or purpose. If an employee is uncertain whether certain information should be treated as confidential, the employee should presume such information is confidential and not disclose it without proper authorization.

Confidential information refers to a piece of information or a compilation of information in any form (on paper, in an electronic file, or otherwise), related to the Company's business and which the Company has not made public or authorized to be made public, and not generally known to the public through proper means. For example, confidential or proprietary information will include information regarding Total Transportation's business methods, business plans, trucking lanes, databases, systems, technology, intellectual property, know-how, marketing plans, business development, operations, products, services, research, development, inventions, financial projections, financing methods, costs, prices, pricing strategies, customer information, employee information, employee health or medical records, system designs, customer lists, and methods of competing. Confidential information also includes other information marked or otherwise identified as confidential or proprietary, or information that would otherwise appear to a reasonable person to be confidential or proprietary in the context and circumstances in which the information is known or used.

Confidential information does not include information lawfully acquired by nonmanagement employees about wages, hours or other terms and conditions of employment of nonmanagement employees if used by them for purposes protected by §7 of the National Labor Relations Act such as joining or forming a union, engaging in collective bargaining, or engaging in other concerted activity for their mutual aid or protection.

Employees must treat all Confidential information as strictly confidential both during employment and after employment with the Company ends. Employees should not discuss confidential information in public where it may be overheard. In the event of inadvertent disclosure of confidential information, employees must immediately inform their supervisor or Human Resources so measures can be taken to minimize damage to the Company. A departing

employee must return to the company confidential information or, if requested by the Company, destroy such confidential information in the employee's possession on termination of employment and may be asked to sign an acknowledgment of the same.

Falsification of Documents

We rely on the accuracy of information provided on or in employment records, Company and client-related documents, and documents required to be completed or submitted under applicable law. Accordingly, the falsification or deliberate omission of requested information on any document may result in disqualification from further consideration for employment or, if hired, discipline up to and including termination from employment.

Foreign Corrupt Practices Act

It is the policy of the Company to comply with all applicable anticorruption laws and the local laws in every country in which we do business, including the Foreign Corrupt Practices Act ("FCPA"). Under the FCPA, it is a crime for us or an officer, director, employee, or agent to make any payment or promise to any foreign official, political party or official thereof, or any candidate for foreign political office for the purpose of:

- (a) Influencing any act or decision by that official, party, party official or candidate in his, her or its official capacity, or inducing the foreign official, party, party official or candidate to do or omit to do any act in violation of his, her or its lawful duty; or
- (b) Inducing such foreign official, party, party official or candidate to use his, her or its influence with a foreign government to influence any act or decision of the foreign government for the purpose of obtaining or retaining business or directing business to any person.

In addition, the FCPA prohibits payments to third parties where the Company or its agent knows, or has reason to know, the third party will use any part of the payment for bribes.

We all must strive to maintain the highest ethical and professional standards in all domestic and foreign business activities. In accordance with this standard, no one shall engage in or facilitate conduct for the purpose of bribing foreign officials.

You are expected to require foreign agents or consultants acting in connection with us to observe the same requirements that would apply to you, whether or not we would be responsible for the activities of such foreign agents or consultants under the FCPA. Other countries also have antibribery laws, and those laws may contain additional requirements to which everyone doing business both in those countries and with individuals from those countries must adhere.

We require you to come forward with information regarding a possible violation of the FCPA or this policy you observe. When in doubt about the appropriateness of any conduct, consult with the Legal Department before taking any action. The Company prohibits retaliation for reporting in good faith an allegation of a possible FCPA violation. Any possible violations of the FCPA or foreign laws should immediately be reported to the Chief Legal Officer (423-510-4781) or the Ethics and Compliance Hotline (866-674-5645). To review the full policy and to learn how to report violations, visit the Xpress Mobile App.

Whistleblower Hotline

We provide you with a hotline to report, among other things, questionable auditing or accounting practices, any conduct that violates the Code of Conduct and Ethics policy, or any other illegal or dishonest conduct. If you suspect an employee may be engaging in such conduct, you should immediately call the Whistleblower Hotline (866-674-5645). If you use the hotline in good faith, you are protected from any kind of retaliation.

Dress Code Policy

Your personal appearance, clothing, hygiene, facial hair, etc., reflect your status as an employee of Total Transportation. Total has adopted a “casual” dress code as our everyday standard. However, there may be times when we have visitors that we will request you to wear more traditional business attire. Facial piercings are prohibited. All clothing must meet the guidelines set forth below, and should be clean, pressed and neat.

Employees should use their best judgment to dress with professionalism and not wear anything that would make other employees uncomfortable. Because all casual clothing is not suitable for the office, these guidelines will help you determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions and sports contests may not be appropriate for a professional, casual appearance at work. Clothing with the company logo is encouraged. Sports team, university and fashion brand names on clothing are generally acceptable. Clothing and accessories should not contain offensive, political, harassing or discriminatory words, terms, logos, pictures, cartoons, slogans, or writing or images. Clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear is not appropriate for a place of business. Torn, dirty or frayed clothing is unacceptable.

Please be considerate of coworkers, customers, and guests. Good personal hygiene is a must. Perfume and cologne are permitted, but please use them sparingly.

When an employee violates the dress code policy, management will send the employee home to change into acceptable attire, and the employee will be subject to normal disciplinary measures. If an employee is warned or sent home two times, a written warning will be issued and placed in the employee's personnel file. Additional violations may result in discipline up to and including termination.

Any questions about the requirements of this policy or what constitutes appropriate workplace attire should be directed to Human Resources.

Intimate Relationships at Work

We will not take any adverse employment action against any employee solely for engaging in relationships, either familial or otherwise, during nonworking time away from Company premises. However, when such relationships affect your job performance, occur during working time, on Company premises, or pose the risk of conflict of interest, real or perceived, the Company may reassign one of the employees or, if reassignment is not possible, may terminate the employment of one of the employees.

A familial or intimate/romantic relationship among employees can create an actual, potential or perceived conflict of interest in the employment setting, especially where one relative, spouse or partner supervises another relative, spouse or partner. If two employees become related or

enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. When the Company becomes aware of a familial or intimate relationship has created a conflict or the potential for conflict, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment, at the discretion of the Company. The Company will attempt to identify other suitable positions for one or both of the employees. However, if after a reasonable time period no suitable positions are available, the employees will have to decide which employee will remain employed with the Company. If this decision is not made in a timely manner, the Company will make the decision.

For the purposes of the Intimate Relationships at Work policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

It is the responsibility of all employees to identify to their supervisor or Human Resources any potential or existing personal relationship that falls under the definitions provided in this policy.

Solicitation and Distribution of Material

Although there are many good causes and charities, soliciting fellow employees can create uncomfortable situations. As a result, we place the following restrictions on solicitation of co-workers and distribution of materials:

- Solicitation by an employee of another employee is prohibited while either of them is on working time. Working time is all time when your duties require you to be engaged in working tasks but does not include on-your-own time, such as meal periods, scheduled breaks and time before or after a shift.
- Distribution of literature or materials in work areas, including customer working areas, is prohibited at any time. Distribution of literature or materials during working time also is prohibited, whether such distribution is in working areas. Working areas includes areas controlled by the Company where employees are performing work, excluding, for example, cafeterias, break rooms, locker rooms and parking lots.
- Individuals not employed by us are not permitted to solicit or distribute literature or materials on Company property at any time. We do not grant permission to any individual or organization to distribute or place literature on our property or on our employees' cars parked on property.
- Our electronic communication systems, scanners, printers and copy machines are intended to be used only for business purposes. However, as a limited exception, you are permitted to send and receive short, personal electronic communications as long as these activities do not interfere with work or otherwise violate this or any other policy. Further, nonbusiness mass emailing's, downloading large attachments or engaging in any other conduct that unduly burdens the computer system are all prohibited. We reserve the right to access emails to inspect them to ensure compliance with this policy.
- Under no circumstances should you use our electronic communication systems to promote or solicit money for or memberships in any outside organization, including but not limited to social, civic, business, trade and community groups. The only exceptions to this policy are certain Company-sponsored charities.

For purposes of this policy, “distribution” includes but is not limited to disseminating or delivering in person or through employer-owned property such as bulletin boards, computers, smartphones, emails and intranets any literature or other materials, including notices, papers, leaflets or other printed, written or electronic matter. The term “electronic communication systems” includes email accounts, instant messaging, any in-cab communication device, and any other electronic communication system used or maintained by the Company. Solicitation is any form of requesting money, support or participation for products, groups, organizations or causes that are unrelated to our Company. Examples of solicitation include asking co-workers to purchase goods to support a child’s school fundraiser, asking co-workers to purchase goods or services from you or a family member, distributing membership cards or applications for any organization, and asking co-workers for charitable donations.

This policy is not intended to preclude or dissuade employees from engaging in legally protected activities, including the National Labor Relations Act, or to restrict communications or actions protected or required by state or federal law.

Use of Cell Phones

Employees whose job responsibilities include any driving, whether in a personal or company vehicle, are expected to put safety first. Therefore, cell phones and other electronic devices are not to be used while driving, except under the strictly limited circumstances outlined below. If you receive a call or text message while driving, you must pull over safely, park and then either answer the telephone or return the call of the person who attempted to contact you or sent you a text message. Further, if you need to make a phone call or send a text message, you must also pull over safely, park and then call or text the person you need to reach.

Employees whose vehicles or cell phones have hands-free capabilities that permit them to initiate, answer or terminate calls by voice or by touching a single button while in the seated driver position properly restrained by a seat belt may answer or initiate calls as long as doing so is permissible under state law and does not distract them from safely operating the vehicle. You may not send or review email or text messages while driving. Employees who are charged with traffic violations, or cause accidents or injuries, resulting from their use cell phones or electronic devices while driving will be solely responsible for all liabilities, fines, etc., that result, to the extent permissible under the law. They will also be subject to disciplinary action.

Return of Equipment

As an employee of Total Transportation, you may be provided with Company equipment, including but not limited to computers, monitors, cell phones, and webcams, (the “Equipment”) in order to perform your job. It is your responsibility to care for the equipment while employed with Total Transportation. Upon separation of your employment or upon the request of Total Transportation at any time during your employment, you agree to provide or return to Total Transportation any and all Company property, including but not limited to the equipment in your possession or control. Equipment can be returned to a Total Transportation facility. If you cannot return the equipment to a facility, you can contact your supervisor to make arrangements to mail the Equipment back.

In the event your employment is terminated (voluntarily or involuntarily) and you do not return any Total Transportation Equipment free from damage (other than normal wear and tear) due to your gross negligence, or dishonest or willful actions, Total Transportation may attempt to

recoup the repair or replacement cost of the lost, withheld or damaged equipment to the extent permitted by applicable law.

Personally Identifiable Information Confidentiality and Privacy

It is the policy of Total Transportation to safeguard all confidential and private information by complying with appropriate laws, protecting rights and following good practices. This information can include information regarding employees, customers, suppliers, business contacts, applicants and other people in organizations that have relationships with Total Transportation.

Data shall only be:

- Collected and stored lawfully
- For a specific purpose
- Relevant and not excessive
- Not held longer than necessary
- Protected in transit and at rest
- Not shared or transferred to other entities without appropriate protections

Personally identifiable information is defined as but not limited to:

- Social Security number
- Driver's license number
- Passport number
- Taxpayer identification number
- Bank account number
- Credit card number
- Address

Confidential or personally identifiable information also includes information marked or identified as confidential or protected or that would appear to a reasonable person to be confidential or personally identifiable information in the context and circumstances in which the information is used. If an employee is unsure whether information is confidential or protected, the employee should presume such information is confidential or contact his or her supervisor for confirmation.

Personally identifiable information does not include employees' terms and conditions of employment and is not intended to preclude or dissuade employees from engaging in activities legally protected by state or federal law.

To view the full Personally Identifiable Information Confidentiality and Privacy Policy, visit <https://hrselfservice.usxpress.com:9091/SHCM/index.jsp> and click on the Company tab.

Phishing Policy

It is the policy of Total Transportation to safeguard all confidential and private information by complying with appropriate laws, protecting rights and following good practices. As a public

company, we have a responsibility to our employees, customers and shareholders to ensure the security of our data and information systems against external attacks.

To reinforce and help our employees comply with this responsibility, our IT department will periodically trigger automatic simulated phishing emails. If an employee marks the email as phishing, this is correct behavior and no further action is necessary. If an employee clicks on a link or attachment within the email or interacts with the email other than to mark it as phishing or delete, the employee will be notified of the error and subject to the escalation policy below.

First phishing attempt failure:

- Employee will receive a notification and assignment via Cornerstone that they have failed a simulated phishing attempt.
 - Must complete E-Learning Assignment “KnowBe4 Security Awareness Training — 1st Phishing Click” within seven days.

Second phishing attempt failure:

- Employee will receive verbal coaching from their manager documented in the employee’s Feedback Log.
- Employee will receive a notification and assignment via Cornerstone that they have failed a simulated phishing attempt.
 - Must complete E-Learning Assignment “KnowBe4 Security Awareness Training — 2nd Phishing Click” within seven days.

Third or greater phishing attempt failure:

- May result in further disciplinary action up to and including suspension or termination. At minimum, employee will receive a written warning and coaching from their manager or Human Resources Department.
- On the third failure, employee will receive a notification and assignment via Cornerstone that they have failed a simulated phishing attempt.
 - Must complete E-Learning Assignment “KnowBe4 Security Awareness Training — 3rd Phishing Click” within seven days.

This policy applies to all Company personnel. Management may impose disciplinary action at any of the above steps as deemed appropriate based on the severity of the offense.

Social Media Policy

We understand social media such as Facebook, LinkedIn, Instagram, Tumblr, and other blogs and wikis can be a fun and rewarding way to share your life and opinions with family, friends and co-workers. However, use of social media also presents certain risks to the Company’s confidential and proprietary information, reputation and brands. It can expose you and the Company to discrimination and harassment claims and can jeopardize the Company’s compliance with business rules and laws.

To minimize these business and legal risks, to avoid loss of productivity and distraction from employees’ job performance, and to ensure the Company’s IT resources are used appropriately, we have developed these guidelines to establish expectations and requirements for all employees’ use of social media.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the internet, including to your own or someone else's blog, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Company, as well as any other form of electronic communication.

Ultimately, you are solely responsible for what you post online. Before you create online content, consider some of the risks and rewards involved. Keep in mind any of your conduct that adversely affects your job performance, the performance of fellow employees, or otherwise adversely affects members, customers, vendors, suppliers or people who work on behalf of the Company or the Company's legitimate business interests may result in disciplinary action up to and including termination of employment. The same principles and guidelines found in the Company's rules and policies apply to your activities online. In particular, the following policies should be kept in mind: Equal Employment Opportunity, Harassment Prohibited, Protection against Retaliation, Workplace Conduct, Code of Conduct and Ethics, and Use of Communications and Computer Systems. If your social media activity would violate any of the Company's policies in another forum, it also will violate them in an online forum.

This policy specifies rules, policies, and contractual obligations employees must follow in using social media, whether for personal or business purposes, in consideration of their employment and subject to discipline for violations. The following sections of the policy provide employees with common-sense guidelines and recommendations for using social media responsibly and safely. These guidelines reflect the "duty of loyalty" all employees owe their employers, and are intended to add to, not contradict, limit or replace, applicable mandatory rules, policies, legal requirements, legal prohibitions and contractual obligations.

Know and Follow the Rules

Carefully read these guidelines and ensure your postings or any content you share are consistent with these guidelines and with all the Company's policies. Inappropriate postings that may violate the Company's policies or include discriminatory remarks, harassment and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

In the event the Company becomes aware of social media content that raises public safety concerns, such as terrorist or criminal threats, notifications will be made to the appropriate authorities.

Be Respectful of Co-workers and Third Parties Doing Business with the Company

Always be fair and courteous to co-workers, customers, vendors, suppliers, or people who work on behalf of the Company. Also, keep in mind you are more likely to resolve work-related complaints by speaking directly with your co-workers or by using our Open-Door policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating; that disparage co-workers, customers, vendors or suppliers; or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, gender identity, religion or any other status protected by law or company policy.

Be Honest and Accurate

To protect yourself and the Company against potential liability, make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember the internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors you know to be false about the Company, co-workers, customers, vendors, suppliers, people working on behalf of the Company, or the Company's competitors.

Do not create a link from your blog, website or other social networking site to a Company website without identifying yourself as an employee. When you disclose your affiliation as an employee of the Company, it is recommended you also include a disclaimer that your views do not represent those of your employer.

Express only your personal opinions. Never represent yourself as a spokesperson for the Company. If the Company is a subject of the content you are creating, be clear and open that you are an employee and make it clear your views do not represent those of the Company, co-workers, customers, vendors, suppliers or people working on behalf of the Company. If you do publish a blog or post online related to the work you do or subjects associated with the Company, make it clear you are not speaking on behalf of the Company. It is best to include a disclaimer such as, "The postings on this site are my own and do not necessarily reflect the views of the Company."

Respect for Intellectual Property and Confidential Information

The Company's Protection of Confidential or Proprietary Information policy (see 3-3 Business Ethics) restricts employees' use and disclosure of the Company's trade secrets, confidential information and intellectual property. This policy applies to content disclosed on social media. Maintain the confidentiality of Company trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, lanes, pricing, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.

Using Social Media at Work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager and consistent with the Company Equipment Policy.

Do not use your work email address to register on social networks, blogs or other online tools used for personal use.

Retaliation is Prohibited

The Company prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Employees who are aware of any online post that violates this policy should immediately notify one of the following:

- Department or Divisional Management
- HR Business Partner

- Legal Department

Media Contacts

Employees should not speak to the media on the Company's behalf without contacting Craig Savell at 601-326-7279. All media inquiries should be directed to him.

No Expectation of Privacy

All contents of the Company's IT resource and communications systems, including emails and voicemails, are the property of the Company. Therefore, employees should have no expectation of privacy whatsoever in any message, files, data, document, facsimile, telephone conversation, social media post, conversation or message, or any other kind of information or communications transmitted to, received or printed from, or stored or recorded on the Company's electronic information and communications systems.

You are expressly advised to prevent misuse, **the Company reserves the right to monitor, intercept and review, every employee's activities using the Company's IT resources and communications systems without notice, including but not limited to emails, web browser history, and social media postings and activities, and you consent to such monitoring by your acknowledgment of this policy and your use of such resources and systems.** This might include, without limitation, the monitoring, interception, accessing, recording, disclosing, inspecting, reviewing, retrieving and printing of transactions, messages, communications, postings, logins, recordings and other uses of the systems as well as keystroke capturing and other network monitoring technologies. The Company also monitors all usage of its telephones, and call made to or from Company telephones may be recorded for quality assurance or training purposes. The Company may store copies of such data or communications for a period of time after they are created and may delete such copies without notice.

Do not use the Company's computers, cell phones, and communications systems for any matter you desire to be kept private or confidential from the Company.

Additionally, employees should be aware the Company may observe content made available on social media sites owned by the Company as well as public-facing social media sites. The Company may also be made aware of content by third parties.

How We Collect and Use Employee Personal Information

As part of your employment with Total Transportation, we collect certain information about you and your dependents. This information includes:

- Identifiers (e.g., your name, postal address, Social Security numbers for you and your dependents, email addresses, driver's license numbers, and other similar identifiers);
- Employee and applicant records information (e.g., bank account number, educational background information, medical and/or health information, etc.); and
- Certain protected classification characteristics under federal or California law when required by law or voluntarily provided (e.g., race, age, gender, veteran or military status, etc.).

We may use the information we collect from you for one or more of the following business purposes: to administer benefits to you and your dependents; to conduct pre-employment screening and background checks; to pay expenses and payroll, as well as other payment or reimbursement purposes; to provide human resource management services; to ensure we have a means of contacting you; to improve employee satisfaction, including offering employee incentive programs; to protect and health and safety in the workplace; and to comply with applicable law and regulatory requirements.

We may share your personal information with vendors, service providers, affiliates, and other third parties who provide services to the Company in connection with your employment. We may also share your personal information with government agencies as required by laws and regulations or to comply with legal obligations.

Business Use of Social Media

If you are required to use social media as part of your job duties for Company marketing, public relations, recruitment, corporate communications or other business purposes, you should carefully review the Company's Social Media Policy. The Company owns all social media accounts used on behalf of the Company or otherwise for business purposes, including all login information, passwords and content associated with each account, such as followers and contacts. The Company owns all such information and content regardless of the employee who opens the account or uses it and will retain all such information and content regardless of the separation of any employee from employment with the Company. If your job duties require you to speak on behalf of the Company in a social media environment, you must still seek approval for such communication from your supervisor, who may require you to receive training before you do so and impose certain requirements and restrictions on your activities.

Conduct Not Prohibited by This Policy

This policy is not intended to preclude or dissuade employees from engaging in legally protected activities, engaging in discussions related to terms and conditions of employment.

For More Information

If you have questions or need further guidance, please contact your Human Resources Department.

Employment Status and Pay Practices

Date of Hire/Employment Date

Your date of hire or employment date is the date you started working for the Company. It does not change during continuous employment and is used for calculating length of service and your eligibility date to participate in the various benefit plans offered by the Company. If your employment is terminated and you are later rehired, your most recent hire date is your date of hire or employment date.

Employment Categories

- **Full-time Employees**

Full-time employees are those who are normally scheduled to work and who do work a schedule of thirty (30) or more hours per week.

- **Part-time Employees**

Part-time employees are those who are generally scheduled to work and do work less than thirty (30) hours per week. Part-time employees may be assigned a work schedule in advance or may work on an as-needed basis. Part-time employees are eligible for some, but not all, employee benefits and are provided with benefits required by applicable law.

- **Temporary Employees**

Temporary employees are those who are employed for short-time assignments. Short-term assignments will generally be periods of twelve (12) months or less. Temporary employees are not eligible for employee benefits, except as required by applicable law, and may be classified as exempt or nonexempt on the basis of job duties and compensation.

- **Exempt Employees**

Exempt employees are those whose job assignments meet the federal and state requirements for overtime exemption. Exempt employees are compensated on a salary basis and are not eligible for overtime pay. Your supervisor will inform you if your status is exempt.

- **Nonexempt Employees**

Nonexempt employees are eligible for overtime. Your supervisor will inform you if your status is nonexempt. Please refer to the overtime policy.

Work Schedule and Assignments

All employees are expected to be at their desk or designated work area at the start of their scheduled shift as determined by their supervisor, ready to perform their work. Your supervisor will schedule meal and rest periods as appropriate. We comply with all state laws in this regard. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in total hours that may be scheduled each day and week.

In the event of changing business needs, the Company may reassign you to a different work area, job task or shift. To the extent possible, advance notice will be given prior to these changes.

On-Call Policy

Depending on the nature of employees' job duties, employees may be required to be available to respond to essential work situations related to his or her job duties after hours or weekends. Employees in an on-call status are free to engage in personal pursuits during the on-call period, but must provide a telephone number where they can be reached. Being in an on-call status is not considered compensable time or time worked for purposes of computing overtime.

Employees in an on-call status must be able to report to work within one hour if called upon. A nonexempt employee who is called back to work shall be compensated in compliance with the Fair Labor Standards Act (FLSA). Travel time to and from home to report to work is not compensable time and is not considered time worked for computing overtime, even if the employee is in an on-call status.

Lunch Periods and Breaks

Office employees are provided a daily lunch break of between 30 and 60 minutes. Your supervisor will let you know how long your lunch break lasts. You are urged to take the entire allotted time away from your workstation. During your lunch period, you may not perform any type of work unless authorized specifically by your supervisor. You may also take a 15-minute break in the first half of your shift and a 15-minute break in the second half of your shift for every four hours worked. Breaks may also be divided into two 7 ½-minute breaks with your supervisor's approval. If you work in a state, county, or municipality with different or greater lunch period and/or break requirements, the Company will comply with such requirements.

Overtime

Nonexempt employees will be paid time and one-half compensation for all hours worked in excess of 40 in one workweek and as otherwise required by applicable state and federal law. Overtime pay is based on hours actually worked. For example, hours attributable to paid time off or holidays are not included in calculating hours of overtime. When operating requirements or other needs cannot be met during regular working time, you may be scheduled to work overtime. **All overtime must be authorized in advance by your supervisor.** Working overtime without prior authorization may result in disciplinary action.

Exempt employees are expected to work as much of each workday as is necessary to complete their job responsibilities. Exempt employees are not eligible to earn overtime pay and instead are paid a salary intended to compensate them for all hours worked, including any hours worked over 40 in any workweek.

If you believe you have not been compensated for all hours worked, including overtime pay you believe you are owed, you must immediately report your concerns to the Payroll Department or your supervisor.

Payroll Procedures

This policy describes some of the basic rules concerning our timekeeping and payroll procedures, as well as the steps employees should follow to ensure they are paid properly for all time worked.

Payday

Total Transportation office employees are paid biweekly on Friday. Pay advances or loans are not available. Please review your paycheck for errors. Paycheck information can be obtained on the Employee Self Service website at <https://hrselfservice.usxpress.com:9091/SHCM/index.jsp>. Enter your username and password, select the Payroll tab, and select Pay History to display. Employees may also print a copy of their paycheck from this website. Employees may also contact the Payroll Department at 800-942-2104 ext. 7265. If you find a mistake, report it immediately. Your supervisor and the Payroll Department will assist you in correcting the error.

Nonexempt Employees

If you are classified as a nonexempt employee, you must record the time you work each day. Your arrival, departure and meal break times must be recorded accurately. Nonexempt employees are prohibited from working "off the clock" (without reporting the time worked). When you receive your paycheck, please verify immediately your working time was recorded accurately and you were paid correctly for all hours worked.

When you work, you must report all the time you work. Nonexempt employees should not work any time not authorized by their supervisor. Do not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless you are directed to do so. Working unapproved time could result in disciplinary action. If you have any questions about when or how many hours you are expected to work, contact your supervisor.

It is a violation of our policy for anyone to instruct or encourage another employee to work "off the clock," to incorrectly report hours worked, or to alter another employee's time records. If anyone directs or encourages you to incorrectly report your hours worked, or to alter another employee's time records, report the incident immediately to Human Resources or your supervisor.

Exempt Employees

An exempt employee must be paid on a salary basis. Being paid on a salary basis means an employee regularly receives a predetermined amount of compensation each pay period, which cannot be reduced because of variations in the quality or quantity of the employee's work. In general, an exempt employee will receive his or her salary for any week in which the employee performs any work, regardless of the number of days or hours worked. However, an exempt employee will not be paid for days not worked in the following circumstances:

- When an exempt employee takes one or more full days off for personal reasons other than sickness or disability, the employee will not be paid for such day(s) of absence, but the employee may use available paid time off to make up for the reduction in salary.

- When an exempt employee takes one or more full days off due to sickness or disability, the employee will not be paid for such day(s) of absence, but the employee may use available sick time or paid time off to make up for the reduction in salary.
- When an exempt employee works only part of the week during his or her first and last week with the Company, the employee will be paid only for the days actually worked.
- Unpaid full-day disciplinary suspensions imposed in good faith for workplace conduct rule infractions.
- When an exempt employee takes unpaid leave under the Family and Medical Leave Act and corresponding statutes, the Company will not pay for such days or hours of absence, but the employee may use available paid time off to make up for the reduction in salary.

The Company may require an exempt employee to use available vacation or sick time, as a replacement for salary, when the employee takes less than a full day off from work.

An exempt employee's salary will not be reduced due to service as a juror or witness, or for lack of work.

It is Company policy to comply with the salary basis requirements of the Fair Labor Standards Act (FLSA) and applicable state law. Therefore, the Company prohibits any Company manager from making improper deductions from the salaries of exempt employees, except as permitted by law.

Reporting Errors and Obtaining More Information

We work hard to ensure all employees are paid correctly, but mistakes can happen. When mistakes occur and are called to our attention, we will promptly make any corrections necessary. Please review each paycheck and pay stub when you receive it to make sure your pay is correct. If any employee, exempt or nonexempt, has questions about deductions from his or her pay, or believes there has been an error in his or her pay, including improper deductions, the amount paid does not accurately reflect the employee's total hours worked or salary (including overtime hours, off-the-clock work, and work performed during meal periods or rest breaks), or misclassification as exempt from overtime, the employee must notify Human Resources, the employee's supervisor or any other member of management.

Every report will be fully investigated. The Company will provide the employee with any compensation to which the employee is entitled in a timely fashion. The Company will not allow any form of retaliation against individuals who make good-faith reports of alleged violations of this policy, or who cooperate in an investigation by the Company, even if the reports do not reveal any errors or wrongdoing.

Garnishments

If a creditor obtains a garnishment on your earnings, the Company is required by law to deduct the necessary payment from each paycheck until the debt is paid. If a garnishment against your wages is received by the Company, you will have until the date the first payment is due to obtain a release from the creditor. Administrative fees may be charged against your earnings.

Pay for Business Travel

You may be required to travel for business or to attend training. Exempt employees should count time spent on business travel or training as normal working hours. Nonexempt employees (hourly) will receive compensation for business travel in accordance with the FLSA as summarized below:

Travel for Business in the Course of Day: If you travel from home directly to another city and return home the same day, all of the time away from home, except for meal periods, would be recorded as working time.

Overnight Travel for Business: Overnight travel for business purposes during your regular working hours or the weekend equivalent of your regular working hours is compensable if you are an hourly, nonexempt employee. Regular working hours are defined as your normal or usual working hours. For example, if you normally work from 8 a.m. to 5 p.m., time spent traveling on the weekend during these hours is compensable. Time spent for meals or spent sleeping would not be counted as working hours, nor would free time spent at the destination location.

If you are merely a passenger in a vehicle or other form of transportation and are traveling outside your normal working hours or their weekend equivalent, you would not record these hours as time worked. This applies to being a passenger in an automobile, bus, airplane, train, or boat. If you are driving, or performing work as a passenger, you should record this as time worked regardless of your normal working hours.

Resignation and Reemployment

If you resign from the Company, we would appreciate at least a two-week notice of your resignation. Employees who are in good standing with the Company when they resign may be considered for re-employment. If you accept other employment while on leave or scheduled time off, or you do not return to work on the next regularly scheduled work day following the expiration of an approved leave of absence or scheduled time off, you may be considered to have resigned and your employment may be terminated.

Employees who are eligible to be rehired may reapply by completing a new application for employment. All individuals rehired will be subject to the normal waiting period before they will be eligible for benefits.

To the extent you are eligible and you choose to participate in Total Transportation benefit programs, including group health, dental, vision, life and disability coverage, your eligibility will cease at midnight on your last day of employment. You may be able to continue your health, dental, vision or flexible spending account coverage by electing COBRA coverage and you may be able to convert your life coverage to an individual policy. Please contact the plan administrator of these programs if you have any questions. You can also contact the Human Resources Service Center at 800-670-1915 or email at hrrservices@usxpress.com for further information.

Employment Records

Your employment records and personnel file are Total Transportation's property. Personnel files are maintained at the corporate headquarters in Richland, Mississippi. You may view your

personnel file by setting up an appointment with the Human Resources Department. Please remember to bring proper identification, such as a driver's license or state-issued identification.

Updating Your File

Your current address, telephone number, and up-to-date family status are very important to us. This information is needed in the event of emergencies and for maintaining proper payroll deductions and records for Social Security, withholding taxes, and group insurance. Please notify the Human Resources Department as soon as possible if your personal information changes, such as a new Social Security card, a new driver's license, change of address and/or telephone, or any changes in the name or number of dependents, whether by divorce, marriage, birth or death. The Company may need you to provide certain documentation to process some changes or updates.

Employment Verifications

All employment verifications for mortgage, loan, apartment applications, etc., are handled through the Human Resources Department. Please have the lender or apartment manager call 601-326-7262 to access your dates of employment and job title. Salary information may be released with proper release from the employee. Please make sure you have provided lenders with a signature allowing the release of your information before they call.

All other employment verifications for Office personnel may be obtained by contacting the Human Resources Department at 601-326-7262 or via email hr@totalms.com.

Employment References

All employment inquiries regarding a current or former Company employee, including requests for a reference, must be referred to the Human Resources Department by calling **601-326-7262**.

No Company employee may issue a reference letter to or for any current or former employee without the permission of the Human Resources Department, nor should any Company employee release information about any current or former Company employee over the telephone.

In response to an outside request for information regarding a current or former Company employee, the Human Resources Department will furnish or verify only an employee's name, dates of employment, job title and department. No other data or information regarding any current or former Company employee, or his or her employment with the Company, will be furnished unless the employee authorizes the Company, in writing, to furnish such information. The authorization must also release the Company from liability in connection with furnishing this information.

Job Posting and Promotions

The Company encourages its employees to grow with the Company and take advantage of the many career opportunities it has to offer. The Company promotes qualified employees from within the Company whenever possible; however, open positions will be awarded to the most qualified individual, whether that person is an internal or external candidate. Qualified employees will be given consideration for promotion to an open position without regard to an individual's race, age, religion, gender identity, national origin, marital status, sexual orientation,

veteran status, disability or any other protected status. Employees seeking a transfer or promotion must have worked in their current position at least six months and have no written warnings within the last three months.

Time Off and Other Leave Benefits

Holidays

Total Transportation observes eight (8) paid holidays each year. All regular, active, full-time employees will receive holiday pay for the following days:

- **New Year's Day**
- **Memorial Day**
- **Juneteenth**
- **Fourth of July**
- **Labor Day**
- **Thanksgiving Day**
- **Christmas Day**
- **Floating Holiday**

Since Total Transportation is open 365 days a year, it may be necessary to substitute days for the above holidays. If so, you will be notified in advance by your supervisor. Eligible nonexempt employees working a traditional work schedule will receive eight (8) hours of pay for each holiday not worked. Nonexempt employees working a traditional schedule who work on a holiday will receive pay for actual hours worked plus the eight (8) hours holiday pay. For example, a nonexempt employee who works four (4) hours during a holiday will receive four (4) hours regular pay plus eight (8) hours holiday pay. If the observed holiday falls on a day not on the employee's regular shift, the employee will receive eight (8) hours holiday pay. For example, if an employee who works 10-hour shifts Wednesday through Saturday and the holiday falls on Monday, the employee will receive 40 hours regular pay and eight (8) hours holiday pay.

Nonexempt employees working a nontraditional schedule who work on a holiday will receive holiday pay for their shift plus regular pay for any hours worked. For example, if a nonexempt employee works four (4) 10-hour shifts per week, and the holiday falls on one of the employee's workdays, that employee would receive ten (10) hours holiday pay plus regular pay for any hours worked.

Employees who have been scheduled to work on a holiday and then fail to report or perform such work will not receive any pay for the holiday. To be eligible for holiday pay, employees must work their regularly scheduled workday before and after the holiday, unless on approved time off. This policy applies to all exempt and nonexempt employees working a traditional work schedule.

Exempt employees who work on a holiday will receive their regular pay and will be given equivalent time off for the amount of time worked on the holiday. For example, if an exempt employee works four (4) hours during a holiday, the employee will be given four (4) hours paid time off at a later date.

Contact the Payroll Department if you have any questions regarding how holiday and vacation hours should be recorded on your timesheet.

Floating Holiday

All office and shop employees will have a day banked as a floating holiday that can be used at their discretion, pending manager approval. The floating holiday can be used for any religious observances or public holidays during which the Company remains open. The hours must all be used at the same time; you cannot split the time across multiple days. Approval for the request must be pre-approved by the manager to ensure adequate coverage across all departments. Floating holiday will run concurrent with the calendar year. Any unused time will not be carried over or paid out (i.e., if you do not take the floating holiday before 12/31, it will be forfeited).

Vacation

The Company provides paid vacation benefits to its regular full-time employees. Temporary employees are not eligible for paid vacation.

Total Transportation full-time employees receive vacation time on the following schedule. Your vacation accrual is based on your anniversary date in reference to your date of hire.

Tenure	Full-Time Employees	Part-Time Employees
Upon Hire	40 hours	20 hours
After 1 Year	80 hours	40 hours
After 5 Years	120 hours	60 hours
After 10 Years	160 hours	80 hours

Vacation *accrues* on a monthly basis, but vacation hours are not *earned* until an employee's anniversary date. Vacation does not accrue during unpaid leaves of absence or other periods of inactive service. An employee may not use vacation hours until they are earned. There is no carryover or payment for earned vacation hours not used by an employee's anniversary date.

For example, on her first work anniversary Jane earned 80 hours of vacation she may use during the next 12 months. Jane continues to accrue vacation hours that will be earned upon her third work anniversary. If Jane only uses 5 days of vacation (40 hours) this year, she will forfeit her remaining 40 hours of vacation upon her third work anniversary. Jane will also earn 80 hours of vacation on her third work anniversary and will have the next 12 months in which to use her 80 hours of vacation.

Accrued but unearned vacation benefits will not be paid upon termination of employment unless state law requires otherwise. Unused earned vacation benefits will be paid upon termination. Accrued and/or earned sick or personal days are not paid upon termination.

If you work in a state with different or greater vacation rights, the Company will comply with all such requirements.

Employees should request to schedule vacation time off as far in advance as possible, and all vacation time must be approved by your supervisor. Vacations will be scheduled so as to provide adequate coverage of jobs and staff requirements. The Company will make the final determination in this regard.

If you work a nontraditional schedule (any schedule other than an 8 hours a day, 5 days a week), you should contact Payroll or your supervisor for instructions on recording your vacation time.

Vacation hours are not counted for the purposes of calculating an employee's overtime hours of work or overtime premiums.

Sick/Personal Time Off

The Company offer paid sick/personal time to regular full-time employees at the rate of twelve (12) hours for every three (3) months worked, up to a maximum of 48 hours per year.

Sick/personal time off accrual renews each year as of January 1. Thereafter, employees will receive twenty-four (24) hours of sick/personal time January 1 and an additional twenty-four (24) hours on July 1. Sick/personal hours can be used for:

- Diagnosis, care or treatment of an illness, injury or health condition, or preventative medical for yourself or immediate family members.
- Personal business that cannot be taken care of outside normal business hours.
- Inclement weather situations when you cannot make the drive to work.

Employees accrue sick/personal hours, not sick/personal days. If you work 10-hour shifts, miss 2 days of work due to an illness, and have accrued 16 hours of sick/personal time off, then you have not accrued enough sick/personal time off to cover all hours of work missed (20 hours). If you had at least 4 hours of accrued vacation time, you could use it to be paid for the additional 4 hours of missed work. Otherwise, the 4 hours will be counted as unpaid time off.

An employee who is unable to report to work because of injury or illness must notify his or her supervisor prior to the scheduled start time. For absences of more than three consecutive days due to your illness or injury not connected with employment, a certification from a health care provider must be submitted. The certification must state you are under the provider's care or treatment for the days in question and it is the provider's recommendation you remain off work. A health care provider's certification may also be required in other circumstances. We reserve the right to require a release from the employee's health care provider before the employee returns to work.

If the time off requested is not related to an illness or injury, you must give your supervisor notice of your intent to take personal time at least two (2) weeks prior to taking the time off, except in emergency circumstances, in which event the employee should contact his or her supervisor as soon as practicable. Your supervisor will consider workload priorities and staffing in determining whether or not to approve such requests. However, full consideration will be given to requests for holidays of religious significance where a reasonable accommodation is possible.

Accrued sick/personal leave does not carry over from year to year. Moreover, employees are not compensated for unused sick/personal leave at the end of employment with the Company or at any other time, unless required under state law.

If you work in a state that has a mandatory sick leave law or a state that defines how sick leave may be used or accrued, the Company will comply with all legal requirements, including providing greater or different benefits than those set forth herein. In such a situation, the leave

you are entitled to may run concurrently with the leave provided under this policy, to the extent permissible under applicable law.

Personal time off will not be considered “hours worked” for the purposes of calculating overtime.

Abuse or misuse of sick/personal time off will result in discipline, up to and including termination. Employees may be granted additional time off for personal reasons **without** pay, but it must be approved by your supervisor in advance.

Bereavement Leave

Full-time employees may take up to three days paid time off to attend the funeral and make any necessary arrangements associated with the death of their spouse, child, parent or sibling; or up to two days off in the event of the death of a grandchild or grandparent, father-in-law, mother-in-law, brother-in-law or sister-in-law. (Step relatives will fall within the same guidelines as listed). Requests for bereavement leave will be approved in the absence of unusual operating requirements. Time off to attend funeral services of persons not mentioned above will be paid only if earned vacation or sick/personal leave is available. If you need additional time off, please contact your supervisor or Human Resources to request a leave of absence. Employees may be asked for appropriate documentation upon their return.

Family and Medical Leave

Medical Leave

In the event you require an accommodation to return to work, contact the Human Resources Department. If you are unable to return to work immediately and will require extended time off, contact the Human Resources Department to discuss your leave options. Due to the demands of the business, we are unable to hold positions open indefinitely, and we may be unable to return you to the same or similar position if your leave extends beyond the defined leave period. If you are released to return to work, please contact Human Resources so that they may facilitate your return to work.

Family and Medical Leave

The Company will grant family and medical leave in accordance with the requirements of applicable state and federal law in effect at the time the leave is granted. The federal Family and Medical Leave Act (“FMLA”) provides for unpaid, job-protected leave to covered employees in certain circumstances.

Employee Eligibility

To be eligible for FMLA leave benefits, you must (1) have worked for the Company for a total of at least 12 months, although it need not be consecutive; (2) have worked at least 1,250 hours over the previous 12 months as of the start of the leave; and (3) work at a location where at least 50 employees are employed by the Company within 75 miles, as of the date the leave is requested. If you have any questions about your eligibility for FMLA leave, please contact the Human Resources Department.

Leave Entitlement

The FMLA provides leave for various reasons. Because an employee's rights and obligations may vary depending upon the reason for the FMLA leave, it is important to identify the purpose or reason for the leave. An eligible employee may receive up to a total of 12 work weeks of unpaid FMLA leave during any 12-month period for one of the following reasons, in addition to any reason covered by an applicable state family or medical leave law:

- The birth of a son or daughter and to care for that son or daughter (leave to be completed within one year of the child's birth).
- The placement of a son or daughter with you for adoption or foster care and in order to care for the newly placed son or daughter (leave to be completed within one year of the child's placement).
- To care for a spouse, son, daughter or parent with a serious health condition.
- To care for your own serious health condition, which renders you unable to perform any of the essential functions of your position.
- A qualifying exigency of a spouse, son, daughter, or parent who is a military member on covered active duty, called to covered active-duty status, or has been notified of an impending call or order to covered active duty ("Qualifying Exigency Leave").

You may take up to 26 weeks of unpaid FMLA leave in a single 12-month period, beginning on the first day you take FMLA leave to care for a spouse, son, daughter or next of kin who is a covered service member and who has a serious injury or illness related to active-duty service (known as military caregiver leave).

For administration of FMLA leave, the applicable 12-month period is calculated on a rolling calendar year (meaning that eligibility is based on the 12 months preceding the date of leave).

Both Spouses Employed by Company

Spouses who are both employed by the Company and eligible for FMLA leave may be limited to a combined total of 12 weeks of leave during the 12-month period if leave is requested for the birth of a son or daughter and to care for that son or daughter, the placement of a son or daughter with the employee for adoption or foster care and to care for the newly placed son or daughter, or to care for an employee's parent with a serious health condition; or a combined total of 26 weeks in a single 12-month period if the leave is either for military caregiver leave, or a combination of military caregiver leave and leave for other FMLA-qualifying reasons.

Intermittent Leave

Under some circumstances, you may take FMLA leave intermittently, which means taking leave in blocks of time, or by reducing your normal weekly or daily work schedule. Employees who take leave intermittently or on a reduced work schedule basis for planned medical treatment must make a reasonable effort to schedule the leave so as not to unduly disrupt the Company's operations. Please contact Human Resources prior to scheduling planned medical treatment. If FMLA is taken intermittently or on a reduced schedule basis due to foreseeable planned medical treatment, the Company may require you to transfer temporarily to an available alternative position with an equivalent pay rate and benefits, including a part-time position, to better accommodate recurring periods of leave.

When an employee who has been approved for intermittent leave seeks leave time that is unforeseeable, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave at the time the employee calls off for work.

As discussed more generally below, if your request for intermittent leave is approved, the Company may later require you to obtain recertification of your need for leave. For example, the Company may request recertification if it receives information that casts doubt on your report an absence qualifies for FMLA leave.

To the extent required by law, some extensions for leave beyond an employee's FMLA leave entitlement may be granted when the leave is necessitated by an employee's work-related injury or illness or a disability as defined under the Americans with Disabilities Act and/or applicable state or local law. Certain restrictions on these benefits may apply.

Notice and Certification

If you need to miss work for a qualified FMLA reason, you should contact your manager and/or Human Resources Department (800-942-2104) regarding your leave.

Employees are required to provide the following notice:

- When the need for the leave is foreseeable, at least 30 days' advance written notice, or if such notice is not possible, such notice as is both possible and practical (normally this would be the same day the employee becomes aware of the need for leave or the next business day). When the employee has no reasonable excuse for not providing at least 30 days' advance notice, Total Transportation may delay the leave until 30 days after the date notice is provided. If the employee could not have provided 30 days' advance notice, but has no reasonable excuse for not providing a shorter period of advance notice, Total Transportation may delay the FMLA leave by whatever amount of time the employee delayed in notifying Total Transportation.
- When the need for leave is not foreseeable, notice must be provided as soon as possible and practical. It should generally be practicable for the employee to provide notice within the time prescribed by the Company's normal absence reporting policy, unless unusual circumstances prevent compliance.
- In the case of FMLA leave for Military Emergency Leave, the employee must give notice of the need for such leave as soon as possible and practical, regardless of how far in advance the leave is needed.

Certification of Need for Leave

If you are requesting leave because of your own or a covered relative's serious health condition, you and the relevant health care provider must supply appropriate medical certification. If you need a Medical Certification form, please contact Human Resources. When you request leave, Total Transportation will notify you of the requirement for medical certification and when it is due (at least 15 days after you request leave). Failure to provide requested medical certification in a timely manner may result in denial of FMLA-covered leave until it is provided.

In addition, if you take leave because of your own serious health condition or to care for a covered relative, you must regularly contact Human Resources regarding the status of your condition and your intention to return to work. In addition, you must give notice as soon as practicable (within two business days if feasible) if the dates of leave change or are extended or initially were unknown. Additionally, if you are planning a medical treatment or a series of

treatments or you are taking military caregiver leave, you must consult with the Company first regarding the dates of this treatment to work out a schedule that best suits the needs of the employee or the covered military member, if applicable, and the Company.

At the Company's expense, the Company may also require a second or third medical opinion regarding your own serious health condition or the serious health condition of your family member. If the second health care provider's opinion conflicts with the original medical certification, the Company, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. In some cases, the Company may require such second or third opinion regarding the injury or illness of a covered servicemember. Employees are expected to cooperate with the Company in obtaining additional medical opinion the Company may require.

Recertification after Grant of Leave

In addition to the requirements listed above, if your FMLA leave is certified, we may later require medical recertification in connection with an absence you report as qualifying for FMLA leave if permissible under applicable law. For example, we may request recertification if (1) you request an extension of leave; (2) the circumstances of your condition as described by the previous certification change significantly (for example, your absences deviate from the duration or frequency set forth in the previous certification, your condition becomes more severe than indicated in the original certification, or you encounter complications); or (3) we receive information that casts doubt upon your stated reason for the absence. In addition, we may request recertification in connection with an absence after six months have passed since your original certification, regardless of the estimated duration of the serious health condition necessitating the need for leave. Any recertification requested by us is at your expense.

Qualifying Exigency Leave Requirements

Employees are required to provide the following, as applicable:

- As much advance notice as is reasonable and practicable under the circumstances.
- A copy of the covered military member's active-duty orders when the employee requests leave and/or documentation (such as rest and recuperation leave orders) issued by the military setting forth the dates of the military member's leave.
- A completed Certification of Qualifying Exigency form within 15 calendar days, unless unusual circumstances exist to justify providing the form at a later date.

Certification forms are available from Human Resources.

Failure to Provide Certification and to Return from Leave

Absent unusual circumstances, failure to comply with these notice and certification requirements may result in a delay or denial of the leave.

If you do not return after the maximum 12 weeks of FMLA leave, employment may be terminated. We recognize it may sometimes be necessary for you to be out of work for more than 12 weeks to care for yourself or a family member's illness. In the event you require an accommodation to return to work or you are unable to return to work on the date specified but you can return to work within a reasonably defined period of time beyond the 12-week FMLA period, please contact Human Resources in advance of your scheduled date of return to discuss. Due to the demands of the business, we are unable to hold positions open for longer than 12 weeks and we may be unable to return you to the same or similar position if your leave

extends beyond the 12-week FMLA period. If you are released to return to work and request to do so, Human Resources will assist you in expediting the rehire process.

Compensation During Leave

Generally, FMLA leave is unpaid. You are required to use any accrued and/or earned vacation while on FMLA leave, and any such leave will run concurrently with your FMLA leave. You may be eligible to receive benefits through state-sponsored or Company-sponsored wage-replacement benefit programs. The use of paid benefits will not extend the length of a FMLA leave.

Benefits During Leave

We will maintain your health benefits as if you had continued to work. This means if you want your benefits coverage to continue during your leave, you must also continue to make any premium payments you are now required to make for yourself or your dependents. If you take FMLA leave, you will generally be provided with group health benefits for a 12 work-week period. If you take Military Caregiver Leave, you may be eligible to receive group health benefits coverage for up to a maximum of 26 work-weeks. In some instances, we may recover premiums we paid to maintain health coverage if you fail to return to work following a FMLA leave.

Arrangements will need to be made if you take FMLA leave to pay your share of health insurance premiums. Failure to pay your insurance premiums will result in loss of coverage. You must contact the Benefits Department (**844-879-7377, option 7**) to make payment arrangements. Your obligation to maintain health benefits under FMLA stops if and when you inform us of an intent not to return to work at the end of the leave period, or if you fail to return to work when the FMLA leave entitlement is exhausted. Our obligation also stops if your premium payment is more than 30 days late and we provided you written notice at least 15 days in advance advising coverage will cease if payment is not received.

If you are on FMLA leave but are not entitled to continued paid group health insurance coverage, in some circumstances you may continue your coverage through us in conjunction with federal and/or state COBRA guidelines by making monthly payments to the insurance carrier for the amount of the relevant premium. Please contact the HR Service Center (**844-879-7377, option 7**) for further information.

Your length of service as of the leave will remain intact but accrued benefits will not accrue while on an unpaid FMLA leave, such as vacation time off.

Returning from Leave

Under most circumstances, you will be reinstated to the same position held at the time of the leave or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions. However, you have no greater right to reinstatement than if you had been continuously employed rather than on leave. For example, if you would have been laid off if you had not gone on leave, or if your position is eliminated during the leave, you will not be entitled to reinstatement.

Prior to being allowed to return to work, if you took leave because of your own serious health condition (except if you are taking intermittent leave), you must submit a medical certification from a health care provider that certifies you are fit to return to work. For an employee on intermittent FMLA leave, such a release may be required if reasonable safety concerns exist

regarding the employee's ability to perform his or her duties, based on the serious health condition for which the employee took the intermittent leave.

Fraudulent Use

If you fraudulently obtain FMLA leave from us, you are not protected by FMLA's job restoration or maintenance of health benefits provisions. In addition, we will take appropriate disciplinary action against any employee engaging in FMLA fraud.

State or Local Family and Medical Leave

Where state or local family and medical leave laws offer more protections or benefits to employees, the protections or benefits that are more favorable to the employee, as provided by these laws, will apply.

Personal Leave for a Medical Reason

If an employee needs to miss work for an extended period of time due to his or her own personal illness or injury but does not qualify for FMLA due to length of service or the hours worked requirement or has exhausted available FMLA leave hours, he or she may apply for a personal leave of absence.

Requests for leaves of absence will be considered and evaluated on an individual basis. Approval or denial of such requests will be entirely at the discretion of the Company. In determining the feasibility of granting such requests, factors such as purpose of requested leave, availability of coverage for job responsibilities during the requested leave, previous absences, length of employment, prior work records and performance, and similar factors will be considered.

Payment of insurance premiums remains the responsibility of the employee during a personal leave of absence. Employees will be expected to pay the weekly premium to continue their insurance coverage under our group plan. Failure of an employee to pay his or her insurance premiums will result in loss of coverage.

Total Transportation may return an employee to his or her former position or a comparable position upon return from personal leave, at our discretion. Given changing business needs, however, no guarantee of reinstatement can be made.

Employees on personal leave are asked to confirm their return date at least two weeks before they return to work. Any requests for additional leave must be made as soon as possible. Employees on personal leave who do not return as scheduled and fail to request or cannot show good reason why an extension should be granted will be considered to have voluntarily terminated as of the day the original leave expired. Employees will be required to provide a medical release prior to returning to work.

Maternity Leave

If you become pregnant, we encourage you to consult with your personal physician about the nature and physical requirements of your job. If you are unable to perform all of the essential functions of your position because of pregnancy, with or without accommodation, you may be required to take a leave of absence. You will be granted leave in accordance with the

appropriate state law. See also the Family Medical Leave section for more information regarding medical leave.

Returning from Leave

If you have been out of work due to your own serious health condition, you must submit an acceptable release from a health care provider that certifies you can perform the essential functions of the job.

When returning from medical leave, you may be required to complete return-to-work testing including a physical, drug screen, and/or physical standard test (PST) depending on the reason for leave and the length of the leave. The PST measures your ability to perform certain essential functions of the job. If returning from any medical leave of more than 14 days, or from any type of leave that has lasted longer than 30 days, you will be required to demonstrate your ability to perform all aspects of the physical standards test before being reseated on a truck. If you are seeking assignment to certain dedicated accounts or wish to be considered for occasional load assignments for those dedicated accounts, you are required to take the more strenuous Dedicated PST test. Once you are ready to return, contact the Human Resources department to coordinate your return.

Unless otherwise required by law, a reasonable effort will be made to hold the position open for the period of the approved leave. Due to business needs, however, there will be times when positions cannot be held open. In this case, it may not be possible to guarantee reinstatement to the same position. If the former position is unavailable upon return, reasonable efforts will be made to place you in a comparable position for which you are qualified. If such a position is not available, you may be offered a suitable open position for which you are qualified.

We will attempt to reasonably accommodate those who are medically released for partial or modified duty.

Military Leave

Both state and federal law provide you with the right to take leave in order to serve in the military. At the federal level, military leave rights are governed by the Uniformed Services Employment and Reemployment Rights Act, commonly referred to as USERRA.

Eligibility for Leave

We provide unpaid military leaves of absence if you serve in the uniformed services as required by USERRA and applicable state laws. The uniformed services are defined as the Army, Navy, Marine Corps, Air Force and Coast Guard (including the Reserves), Army National Guard, Air National Guard, Commissioned Corps of the Public Health Service, and any other category of persons designated by the President of the United States in time of war or national emergency. The uniformed services also include participants in the National Disaster Medical System when activated to provide assistance in response to a public health emergency, to be present for a short period of time when there is a risk of a public health emergency, or when they are participants in authorized training.

Service consists of performing any of the following on a voluntary or involuntary basis: active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, absence from work for an examination to determine fitness for such duty,

and absence for performing funeral honors duty. Total military leave time may not exceed five years during employment, except in certain, defined circumstances.

Notice of Leave

Advance notice of leave is required, preferably in writing, unless giving of notice is impossible or unreasonable, or notice is prohibited by military necessity as defined by the U.S. Department of Defense. When notice is possible, you need to provide your supervisor with as much advance notice as possible of any anticipated leave of absence for military service.

Compensation and Benefits During Leave

Military service leave is unpaid. However, accrued, unused vacation may be used during military leave at your request. During military service leave, all benefits provided under an employee benefit plan are governed by the terms and conditions of the applicable employee benefit plan documents in accordance with applicable law. You may elect to continue your existing employer-based health coverage for yourself and dependents for up to 24 months while in the military. If your military service is 30 or fewer days, you will be required to pay your normal premium. If your military service is 31 or more days, you will be required to elect COBRA and pay COBRA rates for continued coverage.

Reinstatement

To be eligible for reinstatement, you need to provide advance notice of the need for military leave (where required) and have completed your service on a basis that is not dishonorable or otherwise disqualifying under USERRA.

If your military service is less than 31 days you must report back to work at the beginning of the first full, regularly scheduled work day following completion of service, after allowing for a period of safe travel home and 8 hours of rest. If your military service is more than 30 days but less than 181 days, you must apply for reemployment within 14 days after completing service. If your service is greater than 180 days, you must apply for reemployment within 90 days after completing service. If you have suffered a service-connected injury or illness and are hospitalized or convalescing, you must apply for reemployment, depending on the length of recovery time required. If any employees are unable to comply with this reporting schedule through no fault of their own or if they are injured or recovering from an injury and need an accommodation for specific circumstances beyond their control, they should speak with the Human Resources Department as soon as possible to determine if they are eligible for a reasonable accommodation or additional time to apply for reemployment.

As with other leaves of absence, failure to return to work or to reapply within applicable time limits may result in loss of reemployment rights. Full details regarding reinstatement are available from Human Resources.

In general, if you are returning from military leave you will be reemployed in the position and seniority level you would have attained had there been no military leave of absence. If necessary, we will provide training to assist you in the transition back to the workforce.

If the military leave is for an extended or indefinite period of time, the department may fill the position on a temporary or possibly regular basis, to be determined in conjunction with Human Resources.

If you work in a state that provides rights greater than those provided under USERRA, we will comply with applicable state laws.

Resignation While on Leave

If you accept other employment while on leave, or you do not return to work on the next regularly scheduled workday following the expiration of the approved leave of absence, you may be considered to have voluntarily terminated your employment with Total Transportation.

Jury Duty

We encourage employees to serve on jury or witness duty when called. You must notify your supervisor of the need for time off for jury or witness duty as soon as a notice or summons from the court or a subpoena is received. Time off for jury or witness duty will be unpaid unless otherwise required by state law. Any mileage allowance, fee, etc., paid for jury or witness duty will be credited against any payments made by us. Verification from the court clerk of having been served may be required.

Time Off to Vote

We encourage all employees to fulfill their civic responsibilities and to vote in official public elections. Generally, your work schedule is such that you will have ample time to cast your vote before or after your work shift. If you find yourself with insufficient time to vote, however, please discuss the matter with your supervisor. We will comply with all applicable state and municipal voting time laws.

Personal Leaves of Absence

Requests for personal leaves of absence will be considered and evaluated on an individual basis. Unpaid leaves may be granted for up to 30 days for full-time employees who have completed at least ninety (90) days of services.

Approval or denial of such requests will be entirely at the discretion of the Company. In determining the feasibility of granting such requests, factors such as purpose of requested leave, availability of coverage for job responsibilities during the requested leave, previous absences, length of employment, prior work records and performance, and similar information will be considered. Such requests shall be submitted to the Human Resources Department.

Payment of insurance premiums remains the responsibility of the employee during a personal leave of absence. Employees will be expected to pay the weekly premium to continue their insurance coverage under our group plan. Failure of an employee to pay his or her insurance premiums will result in loss of coverage.

Total may return an employee to his or her former position or a comparable position upon return from personal leave, at our discretion. Given changing business needs, however, no guarantee of reinstatement can be made.

Employees on personal leave are asked to confirm their return date at least two weeks before they return to work. Any requests for additional leave must be made as soon as possible. Employees on personal leave who do not return as scheduled and fail to request or cannot show good reason why an extension should be granted will be considered to have voluntarily

terminated as of the day the original leave expired. Employees granted a personal leave of absence due to a medical reason will be required to provide a medical release prior to returning to work.

Your length of service as of the leave will remain intact, but accrued benefits such as vacation, sick and personal leave will not accrue while on an unpaid leave.

Benefits

Insurance and Other Benefits

Total Transportation offers eligible employees a comprehensive benefits package that can be tailored to fit their needs. We offer major medical plans with prescription drug coverage and a wide variety of other benefits plans including dental, vision, voluntary life, accidental death and dismemberment, short-term and long-term disability, and a 401(k) savings plan. Complete information and Summary Plan Descriptions can be obtained by logging into the Employee Self Service website at

<https://hrselfservice.usxpress.com/SHCM/ahess/ess0.jsp?startPage=/ahess/Messaging.jsp> or by calling the Human Resources Service Center at **844-879-7737, option 7.**

Total Transportation provides a Human Resources website to help answer your questions around the clock. You may access the website at

<https://hrselfservice.usxpress.com/SHCM/ahess/ess0.jsp?startPage=/ahess/Messaging.jsp>

24 hours a day, 7 days a week. Employees' user IDs will be set as the six-digit employee number. The default first-time user password is the last four digits of the employee's Social Security number, the employee's two-digit birth month, and the employee's two-digit birth year. Upon the first login, employees will be prompted to change their password. If you need a password reset, contact the Human Resources Service Center via email at hrservices@usxpress.com or by calling **844-879-7737, option 7.**

Any description of employee benefits in this Handbook only summarizes the provisions of a formal benefit plan document and does not attempt to cover all of the details contained in the plan document. The operation of the plan will be governed solely by the terms of the official plan document. To the extent any of the information contained in this Handbook, on Total's website, or you receive orally is inconsistent with the official plan document, the provisions set forth in the plan document will govern in all cases.

Employee Assistance Program (EAP)

The EAP hotline is available 24 hours a day, 7 days a week at **877-650-9027**. The EAP is designed to help employees deal and cope with life's everyday problems.

Total Transportation provides a Company-paid EAP to employees and their families. The EAP is a confidential counseling, education and referral service through Health Advocate. The EAP offers confidential consultation for a broad range of personal issues such as depression, alcohol and drug abuse, relationship concerns, parenting issues, grief over the loss of a loved one, stress and may other issues.



Employee Handbook

By signing below, I acknowledge I have received a copy of the Employee Handbook. I understand it is my responsibility to read and adhere to the policies contained in this Handbook.

Print Employee Name

Date

Signature of Employee