



## EMPLOYEE POLICY MANUAL

---

Section: Human Resources  
Policy Name: Employee Policy Introduction  
Policy Number: HR 100 page 1 of 1  
Revision Date: 7/1/2014

### **POLICY OVERVIEW**

The policies outlined in the Employee Policy Manual apply to all employees (also referred to as “Team Members”) of Ruan, Incorporated; Ruan Center Corporation; Ruan Transport Corporation, Ruan Logistics Corporation and all their subsidiaries and affiliates (collectively referred to as “Ruan” or “Company”). It is the responsibility of each employee to become familiar with and adhere to Ruan policies. Questions about the application, interpretation, or clarification of any specific policy are to be directed to the manager.

Policies are subject to change at any time, with or without notice. Policies listed in this manual are not all inclusive. Other Company rules, guidelines and employee expectations may be contained in other Ruan manuals, handbooks, worksite postings, and/or documents. The Ruan policy manual, any other Company manual, handbook, worksite postings, or any other communication are not intended to create a contract of employment nor should they be construed as terms and conditions of an employment contract.

A specific work agreement signed by an officer of the Company, labor contract or municipal, state, or federal law may pre-empt a Ruan policy or a portion of a Ruan policy.

### **Reporting Responsibility**

The Company wants to know of policy violations. Any employee who believes he/she may have violated a Company policy, has been subjected to a workplace policy violation, or who has observed a workplace policy violation is expected to report the incident to their immediate supervisor, any other member of management, or to the Human Resources department. Reports may also be made at any of the following phone numbers and e-mail addresses:

HR: 1-800-845-6675

HR Email: [HumanResources@ruan.com](mailto:HumanResources@ruan.com)

Ethics Hotline: 1-888-793-4428

Ethics Email: [ethics@ruan.com](mailto:ethics@ruan.com)

### **Corrective Action**

Individuals determined to have violated a Company policy or who fail to take appropriate action in remedying a violation of policy may be subject to corrective action up to and including termination of employment.

### **No Retaliation**

The Company will not tolerate retaliation against anyone who makes a complaint with a reasonable belief that a policy violation has occurred, or against anyone who participates in an investigation. Individuals found to have engaged in retaliation shall be subject to corrective action up to and including termination of employment.

Policy Owner: Human Resources