

# J&R Logistics Corp.



**SAFETY, EFFICIENCY & RELIABILITY** ®

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## EMPLOYEE MANUAL

Tailored to FedEx Linehaul Operations and CDL-A Drivers with Doubles Endorsements

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<b>Company</b>	J&R Logistics Corp.
<b>Document</b>	Employee Manual — FedEx Linehaul Operations
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**Practical rule:** Controlled document. This manual establishes J&R Logistics Corp. employment, conduct, safety, dispatch, and compliance expectations for drivers and operations personnel supporting FedEx linehaul service. It supplements company direction, posted site rules, and applicable federal and state law; it is not a guarantee of employment for any specific term and may be revised by the company at any time, subject to law.

## DOCUMENT CONTROL

<b>Manual Title</b>	J&R Logistics Corp. Employee Manual — FedEx Linehaul Operations
<b>Audience</b>	CDL-A linehaul drivers, dispatch support, safety, maintenance, and supervisors
<b>Applicability</b>	Company employees working in interstate truck operations and supporting functions
<b>Supersedes</b>	Version 1.0 (03/13/2026)
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<b>Distribution</b>	Controlled electronic copy and approved printed copy

*Handbook status: This manual communicates expectations and procedures in a linehaul environment. It does not create a contract, guarantee continued employment, or modify any written agreement executed by the company. Unless otherwise provided by a written agreement approved by company ownership, employment is at will to the fullest extent permitted by law.*

## Approval and Revision History

Version	Date	Description	Approved By
1.0	03/13/2026	Initial issue of employee manual tailored to FedEx linehaul operations and CDL-A doubles drivers.	Richard Brown / Jerry Masiello
2.0	03/20/2026	Incorporated TangoRe SOP (Rev. 02/04/2025) requirements, added PPE cross-references, VEDR policy, DVIR photo documentation, dock pull reference, enhanced coupling/uncoupling checklist, expanded orientation topics, RTW program reference, root cause analysis requirement.	Richard Brown / Jerry Masiello

**TABLE OF CONTENTS**

DOCUMENT CONTROL..... 2  
     Approval and Revision History..... 2  
 TABLE OF CONTENTS..... 3  
 1. PURPOSE, SCOPE, AND MANUAL GOVERNANCE..... 5  
     Core Governance Principles..... 5  
 2. EMPLOYMENT RELATIONSHIP AND WORKPLACE STANDARDS..... 6  
     Equal Employment, Anti-Harassment, and Complaint Reporting..... 6  
     Professional Conduct Expectations..... 6  
 3. DRIVER QUALIFICATION, LICENSING, AND HIRING STANDARDS..... 7  
     Required Qualifications for CDL-A Doubles Assignments..... 7  
     Employee Reporting Obligations..... 7  
 4. ORIENTATION, TRAINING, AND PERFORMANCE STANDARDS..... 8  
     Initial Driver Orientation Topics..... 8  
     Recurrent Training and Performance Review..... 8  
 5. SCHEDULING, ATTENDANCE, DISPATCH RESPONSE, AND TIMEKEEPING..... 9  
     Attendance and Schedule Discipline..... 9  
     Dispatch Communication and Payroll Accuracy..... 9  
 6. HOURS OF SERVICE, ELD, AND FATIGUE MANAGEMENT..... 10  
     Property-Carrying Hours-of-Service Quick Guide..... 10  
     Company Expectations Beyond the Legal Minimum..... 10  
     ELD and Record Integrity..... 10  
 7. SAFE DRIVING RULES AND ROAD CONDUCT..... 11  
     Core Road Rules..... 11  
     Yard, Terminal, and Customer-Location Expectations..... 11  
 8. DOUBLES OPERATIONS AND TRAILER HANDLING..... 12  
     Critical Controls for Doubles Assignments..... 12  
     No-Shortcut Rules for Trailer Handling..... 12  
 9. FEDEX LINEHAUL OPERATING STANDARDS..... 13  
     Operational Expectations in the FedEx Environment..... 13  
     Brand and Customer Protection..... 13  
 10. EQUIPMENT INSPECTION, MAINTENANCE, AND BREAKDOWNS..... 14  
     Inspection and Defect-Reporting Expectations..... 14  
     Vehicle Equipment Requirements..... 14  
     Roadside Breakdown Procedure..... 14  
 11. ACCIDENTS, INJURIES, CARGO / SECURITY INCIDENTS, AND CLAIMS..... 15  
     Immediate Response Priorities..... 15  
     Injury and Security Reporting..... 15  
     Root Cause Analysis..... 15

Return-to-Work Program..... 15

12. DRUG, ALCOHOL, MEDICATION, AND FITNESS FOR DUTY..... 16

    Program Expectations..... 16

13. TECHNOLOGY, COMMUNICATIONS, CAMERAS, AND RECORDS..... 17

    VEDR / Dash Camera Policy..... 17

    Technology and Records Expectations..... 17

14. SEVERE WEATHER, EMERGENCIES, AND SECURITY..... 18

    Weather and Emergency Standards..... 18

    Security Expectations..... 18

15. CORRECTIVE ACTION AND DISCIPLINARY STANDARDS..... 19

    Illustrative Disciplinary Framework..... 19

    CSA Violations and Traffic Citations..... 19

    Duty to Cooperate..... 19

16. EMPLOYEE ACKNOWLEDGMENT AND APPENDICES..... 20

APPENDIX A — CRITICAL RULES SUMMARY..... 21

APPENDIX B — DRIVER ACCIDENT RESPONSE CARD..... 22

APPENDIX C — DOUBLES COUPLING / UNCOUPLING QUICK CHECKLIST..... 23

APPENDIX D — DOCK PULL QUICK REFERENCE..... 24

APPENDIX E — EMPLOYEE ACKNOWLEDGMENT FORM..... 25

ONBOARDING FORMS..... 26

    1. ADP Employee Information Form..... 27

    2. IRS Form 8850 — Pre-Screening Notice and Certification Request..... 28

    3. PSP Disclosure and Authorization Form..... 30

    4. Lytx Video Safety Solution — Policy and Consent Form (Illinois BIPA)..... 32

## 1. PURPOSE, SCOPE, AND MANUAL GOVERNANCE

This Employee Manual establishes the employment, conduct, compliance, and operating expectations for J&R Logistics Corp. personnel who support FedEx linehaul transportation. It is written for a service-sensitive, safety-critical environment in which professional judgment, legal compliance, and equipment discipline are essential every day.

The manual applies to company drivers and to any employee whose work affects route execution, dispatch support, maintenance coordination, trailer handling, documentation, or incident reporting. Because J&R operates in a FedEx linehaul environment, employees must also comply with posted FedEx hub, station, yard, and customer-site rules. When a site instruction, law, or company directive is stricter than this manual, the stricter requirement governs.

J&R Logistics Corp. is a member of the TangoRe captive insurance program. Employees are expected to comply with TangoRe-mandated safety standards (SOP Rev. 02/04/2025) as incorporated in this manual and the Company Safety Manual.

### Core Governance Principles

- Safety, compliance, and lawful operations take priority over schedule recovery, convenience, or revenue.
- No supervisor, dispatcher, or employee may require another employee to violate law, policy, or a safe-operating standard.
- Employees are expected to ask questions and stop work when a condition appears unsafe, unlawful, or unclear.
- Management may revise this manual and related forms as business conditions, legal requirements, or customer expectations change.

**Practical rule:** If a driver or employee is choosing between service recovery and a safe, legal decision, the safe and legal decision wins every time.

## 2. EMPLOYMENT RELATIONSHIP AND WORKPLACE STANDARDS

J&R Logistics Corp. expects every employee to act with professionalism, courtesy, and respect. Operations depend on trust: the company relies on employees to report facts accurately, protect company and customer property, and treat coworkers, dispatchers, mechanics, site personnel, and site contacts appropriately.

### Equal Employment, Anti-Harassment, and Complaint Reporting

- Employment decisions are based on legitimate business factors such as qualifications, safety record, job performance, attendance, and conduct, consistent with applicable law.
- Harassment, discrimination, retaliation, threats, intimidation, and abusive conduct are prohibited in the workplace, on company property, at customer locations, and in any company communication channel.
- Employees must promptly report concerns to a supervisor, manager, or owner so the company can investigate and respond. Retaliation for a good-faith report is prohibited.

### Professional Conduct Expectations

- Follow lawful instructions, maintain composure, and communicate respectfully even during delays, equipment issues, and service disruptions.
- Protect confidential company, customer, routing, and personnel information.
- Use company property, badges, fuel cards, devices, phones, and systems only for authorized business purposes.
- Report arrests, citations, license actions, safety events, workers compensation injuries, or loss of required credentials immediately.

*Benefits, leave, compensation plans, and other employment programs may be communicated through separate notices, payroll materials, or plan documents. Those documents govern the specific terms of those programs.*

### **3. DRIVER QUALIFICATION, LICENSING, AND HIRING STANDARDS**

Drivers assigned to linehaul routes must remain fully qualified for the work they perform. At a minimum, linehaul drivers must hold a valid CDL-A, maintain the endorsements and medical qualification required for the vehicles and routes assigned, and remain insurable and acceptable under company hiring and retention standards.

#### **Required Qualifications for CDL-A Doubles Assignments**

- Valid CDL-A issued by the driver's state of domicile.
- Valid doubles / triples endorsement when operating combination vehicles that require it.
- Current medical examiner's certificate when required for the operation.
- Acceptable motor vehicle record, background results, and drug / alcohol history review.
- Successful completion of company road evaluation, including operation in a representative vehicle for doubles work when assigned. All new drivers, including those transferred from another FedEx contractor, must undergo road testing including dolly handling.

#### **Employee Reporting Obligations**

- Notify the company immediately of any suspension, revocation, downgrade, expiration, restriction, or disqualification affecting the employee's license or medical status.
- Report moving violations, out-of-service orders, citations, roadside inspection results, crashes, and failed or refused tests without delay.
- Provide truthful information for applications, qualification files, annual reviews, and all company or regulatory inquiries.

## 4. ORIENTATION, TRAINING, AND PERFORMANCE STANDARDS

Every employee receives job-specific orientation. For drivers, the company's training program is designed to make sure each person understands company expectations, route discipline, linehaul-specific hazards, documentation flow, and the standards that apply at hubs, stations, yards, and customer locations.

### Initial Driver Orientation Topics

- Hours-of-service rules, ELD use, supporting documents, and log certification.
- Fatigue recognition, trip planning, break management, and escalation procedures.
- Pre-trip, en route, post-trip, and defect-reporting expectations for tractors, trailers, dollies, and securement components, including DVIR photo documentation requirements.
- Backing, yard movement, speed management, trailer swaps, and coupling / uncoupling procedures for singles and doubles (see Safety Manual Appendix F).
- Three-point contact and safe vehicle entry/exit procedures (see Safety Manual Appendix H).
- Ergonomics: proper seat adjustment, lifting technique, and landing-gear cranking body mechanics (see Safety Manual Appendix L).
- Safe dolly handling (see Safety Manual Appendix I).
- Dock pull procedure (see Safety Manual Appendix J).
- Personal protective equipment requirements: closed-toed non-slip footwear, high-visibility vest, gloves during coupling/uncoupling, seatbelt, bunk harness/net.
- VEDR (dash camera) policy: forward and driver-facing camera expectations, notification and coaching protocol.
- Accident response, claim prevention, post-accident reporting, and post-accident testing triggers. Root cause analysis requirement for all filed claims.
- FedEx site rules, dispatch communication, security expectations, and professionalism with customer-facing personnel.
- 5th wheel puller tool usage (see Safety Manual Appendix G).

### Recurrent Training and Performance Review

- Monthly safety training (in-person or virtual) with documented attendance. FedEx-approved Qualified Driver Safety Training Programs satisfy the monthly requirement.
- Quarterly yard audits covering PPE, pre-trip, coupling/uncoupling, dolly handling, dock pulls, and equipment condition.
- Annual ride-along with a subject matter expert (minimum 20 minutes) plus annual Depth of Knowledge test. Records retained and available to TangoRe.
- The company may conduct additional safety meetings, route observations, remedial coaching, simulator or road evaluations at any time.
- Drivers may be removed from service, reassigned, or required to complete additional training when performance or compliance does not meet expectations.
- Supervisors and safety personnel document coaching, counseling, and corrective action as needed.

## 5. SCHEDULING, ATTENDANCE, DISPATCH RESPONSE, AND TIMEKEEPING

Linehaul work is schedule-driven. On-time departures, lawful dispatch execution, and professional communication are essential. Employees are expected to report to work ready for duty, properly rested, properly equipped, and prepared to complete their assignment in accordance with law and company direction.

### Attendance and Schedule Discipline

- Employees must report on time and remain available for the full assignment unless released by management.
- Absences, late arrivals, inability to take a dispatch, and route interruptions must be reported as soon as the employee becomes aware of the issue.
- Repeated unreliability, no-call/no-show conduct, or avoidable route disruption may result in corrective action up to and including discharge.

### Dispatch Communication and Payroll Accuracy

- Drivers must review dispatch instructions carefully and clarify any route, trailer, seal, or timing question before departure.
- Employees must record working time honestly and completely, including on-duty not driving time, yard time, fueling, inspection time, shop time, detention, and other compensable work as directed by company procedure.
- No employee may falsify time, logs, payroll entries, fuel receipts, toll records, inspection forms, trip sheets, maintenance notes, or any supporting document.

**Practical rule:** A good operational habit is simple: confirm the assignment, confirm the equipment, confirm your available hours, and speak up before the problem becomes a service failure.

## 6. HOURS OF SERVICE, ELD, AND FATIGUE MANAGEMENT

J&R Logistics Corp. expects strict compliance with hours-of-service requirements and accurate ELD records. Legal compliance is the minimum standard; the company also expects drivers and dispatch personnel to make conservative, safety-minded decisions whenever fatigue, weather, congestion, or delay risk is elevated.

### Property-Carrying Hours-of-Service Quick Guide

Rule	Operational Summary
11-hour driving limit	A driver may drive up to 11 hours after 10 consecutive hours off duty.
14-hour duty window	Driving may not continue after the 14th consecutive hour after coming on duty, following 10 consecutive hours off duty.
30-minute break	A break is required after 8 cumulative hours of driving time without a qualifying interruption.
60/70-hour limit	Drivers may not drive after reaching the applicable cumulative on-duty limit in 7 or 8 consecutive days.
34-hour restart	A driver may reset the 60/70-hour calculation with a qualifying restart when used lawfully and operationally appropriate.

### Company Expectations Beyond the Legal Minimum

- No driver may operate while fatigued, ill, impaired, or otherwise unfit for duty, even if hours remain available on the ELD.
- Drivers must refuse and report any dispatch that cannot be completed safely and legally as assigned.
- Dispatchers may not pressure, threaten, or encourage a driver to violate hours-of-service rules or continue while fatigued.
- Drivers must review available hours before every dispatch and notify the company early when compliance or service risk appears.

### ELD and Record Integrity

- Drivers are responsible for accurate duty-status entries, certifications, and supporting documentation as required.
- Unassigned driving, edits, malfunctions, and data-transfer issues must be reported immediately.
- Log falsification, omission of on-duty time, or misuse of exemptions is grounds for serious discipline.
- J&R's approved ELD platform is: Motive/Omitracs/Trimble. Contact management for troubleshooting support.

## 7. SAFE DRIVING RULES AND ROAD CONDUCT

Safe driving is a condition of employment. Drivers are expected to operate defensively, avoid unnecessary risk, and protect the public, the company, FedEx service commitments, and the equipment entrusted to them.

### Core Road Rules

- Seat belts are required at all times when the vehicle is in operation. Bunk harness/net must be used when the vehicle is in motion.
- Handheld mobile-phone use, texting while driving, and other prohibited distracted-driving behavior are forbidden.
- Per the FedEx contract, tractors are governed to 65 MPH. Speed must be adjusted for traffic, work zones, curves, weather, visibility, trailer combination, and road surface conditions. No route may be recovered by speeding.
- Drivers must maintain safe following distance, scan well ahead, use mirrors continuously, and avoid aggressive maneuvers.
- Backing must be minimized. Get out and look, use a spotter when available, and do not rely only on cameras or sensors.
- All FedEx-approved forward-facing and driver-facing cameras (VEDR) must remain operational and unobstructed. See Section 13 for the VEDR policy.

### Yard, Terminal, and Customer-Location Expectations

- Obey posted speed limits, stop signs, parking controls, PPE requirements, and restricted-area rules. Required PPE in the yard: closed-toed non-slip footwear, ANSI/ISEA 107 high-visibility vest, gloves during coupling/uncoupling.
- Use caution around hostlers, pedestrians, forklifts, mechanics, fuel islands, and congested trailer rows.
- Do not pull from a door, parking spot, or yard location until the path is clear and the trailer, dolly, and equipment status are confirmed.
- Follow the dock pull procedure before pulling any trailer from a dock (see Safety Manual Appendix J).

*A preventable low-speed strike in a yard can damage equipment, harm reputation, and remove a driver from service just as quickly as a highway event. Slow down in confined spaces.*

## 8. DOUBLES OPERATIONS AND TRAILER HANDLING

Double-trailer work requires deliberate, methodical execution. Drivers assigned to doubles are expected to know the equipment, follow a consistent process, and stop immediately when any coupling, air, electrical, brake, wheel-end, or securement condition is uncertain. For complete step-by-step coupling/uncoupling procedures, see Safety Manual Appendix F.

### Critical Controls for Doubles Assignments

Component / Task	Minimum Company Expectation
Converter dolly and pintle	Inspect frame, drawbar, eye, locking device, safety chains, electrical line, glad hands, and visible air or ABS defects before movement. Wear gloves. Never put hands around the eye of the dolly.
Coupling sequence	Use a consistent coupling / uncoupling process, perform tug tests, visually verify secure connection, and confirm trailer heights, landing gear, and any route-specific securement before movement. Take time-stamped photos of locking jaw and 5th wheel handle.
Air and electrical lines	Confirm proper routing, secure connections, no drag hazards, and proper brake response before leaving the yard.
Trailer condition	Check lights, tires, wheels, mudflaps, doors, seals, placards if applicable, and any visible defect.
5th wheel puller	All trucks must be stocked with a 5th wheel puller tool. Use it when physical effort is required to release the 5th wheel. See Safety Manual Appendix G.
Dolly handling	Follow all 8 safe dolly handling rules. Lift with legs, use dolly brakes, wear gloves, avoid pinch points, secure both safety chains. See Safety Manual Appendix I.

### No-Shortcut Rules for Trailer Handling

- Never move a combination with a questionable coupling, missing chain, air leak, improper height match, or unresolved brake issue.
- Never rely on memory for trailer numbers, seal numbers, or dispatch details when the paperwork or device can be checked.
- Do not permit a rushed yard environment to override a complete visual inspection and brake check.

## 9. FEDEX LINEHAUL OPERATING STANDARDS

J&R operates in a FedEx linehaul environment that is time-sensitive, customer-sensitive, and highly visible. Employees must protect service integrity while recognizing that the company and its employees remain bound first by safety rules, lawful operation, and truthful reporting.

### Operational Expectations in the FedEx Environment

- Follow route instructions, dispatch changes, badge and access rules, yard controls, paperwork requirements, trailer and load identification, and site-specific security procedures.
- Maintain a professional appearance and respectful conduct at hubs, stations, fueling locations, shops, and customer sites.
- Promptly report late departures, missed connections, misroutes, trailer damage, seal discrepancies, refused trailers, yard incidents, or service-affecting conditions.
- Do not make assumptions about unverified dispatch changes, unsealed equipment, or undocumented instructions. Clarify before moving.
- Follow the dock pull procedure (Safety Manual Appendix J) before pulling any trailer from a dock. The operator is responsible for verifying it is safe to pull away regardless of instructions from others.

### Brand and Customer Protection

- Treat all FedEx personnel, site contacts, and customers professionally, even when delays or disagreement occur.
- Do not post confidential route, shipment, customer, or incident information on social media or in unauthorized communications.
- Escalate service issues through company channels; do not argue, assign blame publicly, or make commitments outside your authority.

## 10. EQUIPMENT INSPECTION, MAINTENANCE, AND BREAKDOWNS

Safe equipment is a condition of operation. Drivers must inspect tractors, trailers, dollies, and required accessories before use, during the trip as conditions require, and at the end of the workday in accordance with company procedure and legal requirements. For the complete inspection checklist, see Safety Manual Appendix E.

### Inspection and Defect-Reporting Expectations

- Complete pre-trip and post-trip inspections with attention to brakes, tires, wheels, lights, steering, suspension, couplings, doors, fluids, and safety equipment.
- All inspections must be documented using the DVIR application with real-time, time-stamped photos of the engaged locking jaw, 5th wheel handle in the locked position, and safety latches/chains. Stored or previously taken photos are not acceptable.
- Document defects promptly and accurately. Any defect affecting safe operation must be corrected or the equipment removed from service before dispatch.
- Do not ignore warning lights, brake concerns, air leaks, vibration, unusual noise, tire damage, or signs of coupling or wheel-end problems.

### Vehicle Equipment Requirements

- All tractors must be equipped with fully functional Forward Collision Avoidance and Mitigation (FCAM) systems and front bumper/deer guards.
- All trucks must be stocked with a 5th wheel puller tool (see Safety Manual Appendix G).
- Required safety equipment in cab: warning triangles, fire extinguisher, flashlight, Motor Vehicle Accident Procedures Kit.

### Roadside Breakdown Procedure

- Move to a safe location when possible, activate hazard flashers, set warning devices as required, and protect life first.
- Notify dispatch or maintenance immediately with location, unit information, condition, and whether the issue affects safety or service.
- Do not permit unauthorized repairs, towing, or release of equipment without company approval unless emergency conditions require immediate action.

*The safest approach is simple: if a tractor, trailer, or dolly should not be on the road, do not take it on the road.*

## 11. ACCIDENTS, INJURIES, CARGO / SECURITY INCIDENTS, AND CLAIMS

Every accident, injury, loss event, and security issue must be treated as a serious business matter. Prompt reporting protects people, preserves evidence, supports insurance and customer communication, and helps the company meet legal and contractual obligations.

### Immediate Response Priorities

- Stop, secure the scene, protect life, and call 911 when emergency assistance is needed.
- Notify the company immediately and follow management instructions on reporting, photos, witness identification, statements, and testing.
- Do not admit fault, speculate, or argue at the scene. Report facts only.
- Preserve logs, ELD data, documents, trailer numbers, photographs, and any other evidence relevant to the event.

### Injury and Security Reporting

- All work-related injuries, even if they appear minor at first, must be reported promptly. Report to the insurance carrier within 24 hours. At minimum, initial reports must include employee name, date/time, weather conditions, and description of incident.
- Report cargo theft, attempted theft, tampering, seal discrepancies, suspicious persons, missing paperwork, data breaches, and unauthorized yard access immediately.
- Cooperate fully with post-incident investigation, claims administration, and corrective action.

### Root Cause Analysis

A formal root cause analysis is mandatory for any filed insurance claim. The investigation follows a structured process to identify causes, not assign blame, and prevent recurrence. See Safety Manual Appendix M for the complete investigation form and root cause analysis process.

### Return-to-Work Program

J&R Logistics Corp. maintains a Return-to-Work (RTW) program to help employees return to meaningful work as soon as medically appropriate after an injury or illness. Jerry Masiello serves as the designated Return-to-Work Coordinator and manages the program, including transitional duty assignments, physician coordination, and recovery tracking. Full RTW program details, including the RTW checklist, are available in Safety Manual Appendix N.

## 12. DRUG, ALCOHOL, MEDICATION, AND FITNESS FOR DUTY

J&R maintains a drug and alcohol program for covered drivers and expects every employee to report to work fit for duty. Safety-sensitive work may not be performed by any employee who is impaired, under the influence of a prohibited substance, or unable to perform safely due to fatigue, illness, medication, or any other condition. The company maintains a strict zero-tolerance policy.

### Program Expectations

- Covered drivers are subject to testing and program administration required by law and company policy, including pre-employment, random, post-accident, reasonable suspicion, return-to-duty, and follow-up testing as applicable.
- Alcohol use, controlled-substance use, misuse of prescription medication, or refusal to test may result in immediate removal from safety-sensitive work and additional discipline.
- Employees must notify management before working if they are taking a medication or experiencing a condition that could affect alertness, judgment, reaction time, balance, or safe vehicle operation.

*When in doubt about fitness for duty, speak up before the trip starts. The company would rather rework a schedule than manage a preventable crash.*

### **13. TECHNOLOGY, COMMUNICATIONS, CAMERAS, AND RECORDS**

Linehaul operations depend on accurate data and disciplined communication. Employees are expected to use company systems correctly and understand that the company may monitor business equipment, vehicles, ELD data, GPS location, telematics, camera systems, fuel records, toll activity, and other operating records to protect safety, compliance, and service performance, subject to applicable law.

#### **VEDR / Dash Camera Policy**

- FedEx mandates forward-facing and driver-facing cameras (VEDR) on all tractors. These cameras establish liability in accidents and monitor unsafe driving practices.
- When an unsafe driving behavior is detected and confirmed, the driver will be notified within 24 hours with incident details and video footage link.
- The driver must complete associated training or coaching within 48 hours of notification.
- Repeat events will result in a formal corrective action plan that the driver must review and electronically sign. See Safety Manual Appendix O for the complete VEDR response protocol and acknowledgment form.
- Tampering with, obstructing, or disabling cameras is prohibited and may result in termination.

#### **Technology and Records Expectations**

- Use ELDs, company phones, apps, dispatch tools, cameras, tablets, and other systems only as directed.
- Protect passwords, badges, devices, and access credentials. Do not share them unless expressly authorized.
- Business records must be accurate, timely, and complete. Deleting, altering, hiding, or fabricating records is prohibited.
- Employees should have no expectation that improper use of company systems will remain private from company review.

## **14. SEVERE WEATHER, EMERGENCIES, AND SECURITY**

Weather, roadway closures, civil unrest, security issues, and emergency conditions can quickly change the risk profile of linehaul operations. Drivers and supervisors must use conservative judgment, communicate early, and protect people first.

### **Weather and Emergency Standards**

- Reduce speed, increase space, delay departure, or stop operations when visibility, traction, wind, flooding, ice, snow, or road conditions create unreasonable risk.
- A driver who determines conditions are unsafe must notify the company promptly and move to a safe location when feasible.
- Carry and use emergency equipment as directed, including warning devices, flashlight, PPE, and cold-weather or seasonal items assigned by the company.
- Follow company instructions for breakdowns, fires, cargo spills, law-enforcement contact, hazardous roadway conditions, and evacuation or shelter directives.

### **Security Expectations**

- Do not leave equipment unsecured when policy, dispatch conditions, or site rules require seals, locks, or controlled access.
- Challenge, report, or avoid suspicious situations consistent with company training and site requirements.
- Protect documents, route information, and load details from unnecessary disclosure.

## 15. CORRECTIVE ACTION AND DISCIPLINARY STANDARDS

The company uses coaching, counseling, and discipline to address conduct, attendance, performance, safety, or compliance failures. Depending on the seriousness of the matter, the company may use verbal counseling, written warning, suspension, route restriction, final warning, removal from duty, reassignment, or immediate discharge, subject to law.

### Illustrative Disciplinary Framework

Category	Examples	Typical Company Response
Minor	First-time paperwork errors, isolated attendance lapse, or process miss without safety impact	Coaching, counseling, or written warning
Serious	Avoidable yard strike, repeated lateness, failure to report a citation promptly, or repeated documentation problems	Written warning, suspension, route restriction, or final warning
Gross Misconduct	Log falsification, refusal to test, theft, violence, serious dishonesty, reckless operation, knowing use of unsafe equipment	Immediate removal from duty and possible discharge

### CSA Violations and Traffic Citations

All CSA violations and traffic citations require documented corrective action training with the employee involved. Drivers are trained on safe driving best practices to avoid citations.

### Duty to Cooperate

- Employees are expected to cooperate honestly in investigations, audits, claims review, post-incident review, and corrective-action processes.
- Failure to report a known issue, or participation in concealment or falsification, may itself be treated as a separate policy violation.

## **16. EMPLOYEE ACKNOWLEDGMENT AND APPENDICES**

The following appendices summarize critical operating rules for quick field reference. The acknowledgment page should be signed during onboarding, when the manual is reissued, or when management requests an updated acknowledgment. For complete step-by-step operational procedures, refer to the Safety Manual Appendices E through O, which include: Pre-Trip/Post-Trip Inspection Checklist (E), Coupling and Uncoupling Procedures (F), 5th Wheel Puller (G), Three-Point Contact (J), Safe Dolly Handling (I), Dock Pull Procedure (H), Yard Audit Checklist (K), Ergonomics (L), Incident Investigation and Root Cause Analysis Form (M), Return-to-Work Program (N), and VEDR Unsafe Behavior Response Protocol (O).

## **APPENDIX A — CRITICAL RULES SUMMARY**

- Never operate while fatigued, ill, impaired, or otherwise unfit for duty.
- Never falsify logs, time, DVIRs, fuel receipts, dispatch records, or any company record.
- Never move doubles equipment with a questionable coupling, chain, air, brake, or trailer condition.
- Never use handheld phones or text while operating a commercial vehicle.
- Never ignore a defect affecting safe operation or a direction to stop and verify a condition.
- Always report crashes, injuries, citations, inspections, security events, and license or medical changes immediately.
- Always wear required PPE: closed-toed non-slip footwear, hi-vis vest in yard, gloves during coupling/uncoupling, seatbelt, bunk harness.
- Always use three-point contact entering and exiting the vehicle. No jumping.
- Always complete DVIR with time-stamped photos of locking jaw and 5th wheel handle.
- Always follow the dock pull procedure before pulling any trailer from a dock.
- Tractors are governed to 65 MPH. No service recovery by speeding.

**APPENDIX B — DRIVER ACCIDENT RESPONSE CARD**

1. Stop, secure the scene, and protect life first. Call 911 when needed.
2. Notify dispatch / management immediately and follow company instructions.
3. Obtain location details, driver and witness information, and responding-agency information when safe to do so.
4. Photograph vehicles, unit numbers, trailer numbers, damage, roadway conditions, and relevant signs when safe.
5. Do not admit fault, speculate, or discuss blame at the scene.
6. Preserve ELD, VEDR, documents, and other records; complete company reporting promptly.
7. Remain available for post-accident testing and instructions.

### **APPENDIX C — DOUBLES COUPLING / UNCOUPLING QUICK CHECKLIST**

This is a quick-reference checklist. For complete step-by-step procedures including singles and doubles, see Safety Manual Appendix F.

- Verify trailer numbers, dispatch details, and yard path before starting.
- Wear gloves. Wear hi-vis vest in yard.
- Inspect converter dolly: frame, drawbar, eye, locking device, safety chains, glad hands, electrical cord, tires, lights. Never put hands near the dolly eye.
- Confirm proper trailer height, kingpin/pintle alignment, and secure coupling before movement.
- Perform tug test, visual check, and brake / air verification before leaving the yard.
- Take time-stamped photos of locking jaw and 5th wheel handle in locked position.
- Use the 5th wheel puller tool when physical effort is required to release the 5th wheel.
- Confirm landing gear position, doors, seals, and any route-specific securement requirement.
- Re-check mirrors, off-tracking, and combination stability on initial movement.
- Stop immediately if any noise, pull, air leak, brake issue, or uncertain condition appears.
- Return dolly to appropriate location after dropping.

## **APPENDIX D — DOCK PULL QUICK REFERENCE**

Follow these six steps before pulling any trailer from a dock. For full details, see Safety Manual Appendix J.

1. EXIT the vehicle. Visually confirm trailer doors are securely closed. Check dock plates are detached or lowered. Use the G.O.A.L. method (Get Out And Look). Bang on the trailer side to verify closure.
2. If unable to visually confirm, use a tool to tap on the back door.
3. Consider using a digital camera probe for hard-to-see areas.
4. At customer locations, attempt to get confirmation from the customer that the trailer is closed and personnel are clear.
5. After hooking, perform a secondary inspection. Pull at least 5 feet from the dock to complete pre-trip.
6. If unable to verify closure: STOP. Notify FedEx Ground immediately. Do NOT pull the trailer until confirmation is received.

**APPENDIX E — EMPLOYEE ACKNOWLEDGMENT FORM**

I acknowledge that I have received the J&R Logistics Corp. Employee Manual tailored to FedEx linehaul operations. I understand that the manual describes important company expectations, including but not limited to safety, compliance, conduct, attendance, documentation, dispatch communication, and reporting requirements. I understand that this manual does not create a contract of employment and that the company may revise policies and procedures as business needs or legal requirements change.

I also acknowledge that I have received or have been given access to the J&R Logistics Corp. Safety Manual, including all operational appendices, and that I am responsible for reading and following both documents.

Field	
Employee Name	
Signature	
Date	
Position / Route	Professional Driver
Received By	
Comments	

## **ONBOARDING FORMS**

J&R Logistics Corp. — FedEx Linehaul Operations

Complete all forms during onboarding. Return signed copies to management.

### **1. ADP Employee Information Form**

Collects personal information, tax withholding elections, pay frequency, and direct deposit details required for payroll setup via ADP. Complete all required fields marked with an asterisk and return the signed form to management on your first day.

### **2. IRS Form 8850 — Pre-Screening Notice and Certification Request**

IRS pre-screening form used to determine eligibility for the Work Opportunity Tax Credit (WOTC). Completion is voluntary. The applicant must sign and date the form on or before the date a job offer is made. Return to management for submission to the applicable state workforce agency.

### **3. PSP Disclosure and Authorization Form**

Federal Motor Carrier Safety Administration (FMCSA) Pre-Employment Screening Program disclosure and authorization. Authorizes the company to access the applicant's commercial driving safety record and safety inspection history, including crash data from the previous five years and inspection history from the previous three years. Your written authorization is required by federal law before the company may access this report.

### **4. Lytx Video Safety Solution — Policy and Consent Form (Illinois BIPA)**

Policy and consent form for the Lytx® video event recorder and Lytx Vision™ platform used by J&R Logistics Corp. (dba RB & JM Logistics Corp.). The system records vehicle movement, GPS location, visual and audio data, and uses machine vision and AI to detect distracted driving behaviors. This form is provided in compliance with the Illinois Biometric Information Privacy Act (BIPA). By signing, you consent to the collection, use, storage, and destruction of data as described, including any data deemed biometric under applicable law.



A more human resource.™



ADP-SBS-EI002

### Employee Information Form

\* Denotes required field

First Name \*

MI

Last Name \*

Address 1 \*

Gender \*

Male

Female

Address 2

City \*

State \*

Zip \*

Social Security Number \*

Date of Birth \*

Date of Hire \*

Email Address

Pay Rate (check one) \*

Hourly

Salary

Amount \*

Tax Status (check one) \*

W-2

1099

Pay Frequency (check one) \*

Weekly

Bi-weekly

Semi-monthly

Monthly

Quarterly

Federal Filing Status (check one) \*

Single

Married

Married - at Higher Single Rate

Allowances

Additional Federal Withholdings (check one) \*

Additional Amount Withheld

Flat \$ Amount

Additional % Withheld

Flat % Amount

State Filing Status (check one) \*

Same as Federal

Single

Married

Married - at Higher Single Rate

Allowances

Additional State Withholdings (check one) \*

Additional Amount Withheld

Flat \$ Amount

Additional % Withheld

Flat % Amount

#### Direct Deposit Information

Bank Routing # \*

Bank Routing #

Bank Account # \*

Bank Account #

Account Type (check one) \*

Checking

Savings

Account Type (check one)

Checking

Savings

Deposit Amount (check one) \*

Full Amount

Partial \$

Partial %

Deposit Amount (check one)

Remainder

Partial \$

Partial %

Rev 11/2016

ADP-SBS-EI002

**Pre-Screening Notice and Certification Request for  
the Work Opportunity Credit**

► Information about Form 8850 and its separate instructions is at [www.irs.gov/form8850](http://www.irs.gov/form8850).

**Job applicant: Fill in the lines below and check any boxes that apply. Complete only this side.**

Your name \_\_\_\_\_ Social security number ► \_\_\_\_\_

Street address where you live \_\_\_\_\_

City or town, state, and ZIP code \_\_\_\_\_

County \_\_\_\_\_ Telephone number \_\_\_\_\_

If you are under age 40, enter your date of birth (month, day, year) \_\_\_\_\_

- 1  Check here if you received a conditional certification from the state workforce agency (SWA) or a participating local agency for the work opportunity credit.
  
- 2  Check here if **any** of the following statements apply to you.
  - I am a member of a family that has received assistance from Temporary Assistance for Needy Families (TANF) for any 9 months during the past 18 months.
  - I am a veteran and a member of a family that received Supplemental Nutrition Assistance Program (SNAP) benefits (food stamps) for at least a 3-month period during the past 15 months.
  - I was referred here by a rehabilitation agency approved by the state, an employment network under the Ticket to Work program, or the Department of Veterans Affairs.
  - I am at least age 18 but **not** age 40 or older and I am a member of a family that:
    - a.** Received SNAP benefits (food stamps) for the past 6 months; **or**
    - b.** Received SNAP benefits (food stamps) for at least 3 of the past 5 months, **but** is no longer eligible to receive them.
  - During the past year, I was convicted of a felony or released from prison for a felony.
  - I received supplemental security income (SSI) benefits for any month ending during the past 60 days.
  - I am a veteran and I was unemployed for a period or periods totaling at least 4 weeks but less than 6 months during the past year.
  
- 3  Check here if you are a veteran and you were unemployed for a period or periods totaling at least 6 months during the past year.
  
- 4  Check here if you are a veteran entitled to compensation for a service-connected disability and you were discharged or released from active duty in the U.S. Armed Forces during the past year.
  
- 5  Check here if you are a veteran entitled to compensation for a service-connected disability and you were unemployed for a period or periods totaling at least 6 months during the past year.
  
- 6  Check here if you are a member of a family that:
  - Received TANF payments for at least the past 18 months; **or**
  - Received TANF payments for any 18 months beginning after August 5, 1997, **and** the earliest 18-month period beginning after August 5, 1997, ended during the past 2 years; **or**
  - Stopped being eligible for TANF payments during the past 2 years because federal or state law limited the maximum time those payments could be made.
  
- 7  Check here if you are in a period of unemployment that is at least 27 consecutive weeks and for all or part of that period you received unemployment compensation.

**Signature—All Applicants Must Sign**

Under penalties of perjury, I declare that I gave the above information to the employer on or before the day I was offered a job, and it is, to the best of my knowledge, true, correct, and complete.

**Job applicant's signature ►**

**Date**

**For Employer's Use Only**

Employer's name \_\_\_\_\_ Telephone no. \_\_\_\_\_ EIN ► \_\_\_\_\_

Street address \_\_\_\_\_

City or town, state, and ZIP code \_\_\_\_\_

Person to contact, if different from above \_\_\_\_\_ Telephone no. \_\_\_\_\_

Street address \_\_\_\_\_

City or town, state, and ZIP code \_\_\_\_\_

If, based on the individual's age and home address, he or she is a member of group 4 or 6 (as described under *Members of Targeted Groups* in the separate instructions), enter that group number (4 or 6) . . . . . ► \_\_\_\_\_

Date applicant:

Gave information \_\_\_\_\_ Was offered job \_\_\_\_\_ Was hired \_\_\_\_\_ Started job \_\_\_\_\_

Under penalties of perjury, I declare that the applicant provided the information on this form on or before the day a job was offered to the applicant and that the information I have furnished is, to the best of my knowledge, true, correct, and complete. Based on the information the job applicant furnished on page 1, I believe the individual is a member of a targeted group. I hereby request a certification that the individual is a member of a targeted group.

**Employer's signature ►** \_\_\_\_\_ **Title** \_\_\_\_\_ **Date** \_\_\_\_\_

**Privacy Act and Paperwork Reduction Act Notice**

*Section references are to the Internal Revenue Code.*

Section 51(d)(13) permits a prospective employer to request the applicant to complete this form and give it to the prospective employer. The information will be used by the employer to complete the employer's federal tax return. Completion of this form is voluntary and may assist members of targeted groups in securing employment. Routine uses of this form include giving it to the state workforce agency (SWA), which will contact appropriate sources to confirm that the applicant is a member of a targeted group. This form may also be given to the Internal Revenue Service for administration of the Internal Revenue laws, to the Department of Justice for civil and

criminal litigation, to the Department of Labor for oversight of the certifications performed by the SWA, and to cities, states, and the District of Columbia for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is:

- Recordkeeping** . . . 6 hr., 27 min.
- Learning about the law or the form** . . . . . 24 min.
- Preparing and sending this form to the SWA** . . . . . 31 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can send us comments from [www.irs.gov/formspubs](http://www.irs.gov/formspubs). Click on "More Information" and then on "Give us feedback." Or you can send your comments to:

Internal Revenue Service  
Tax Forms and Publications  
1111 Constitution Ave. NW, IR-6526  
Washington, DC 20224

Do not send this form to this address. Instead, see *When and Where To File* in the separate instructions.

**THE BELOW DISCLOSURE AND AUTHORIZATION LANGUAGE IS FOR MANDATORY USE BY ALL ACCOUNT HOLDERS**

**IMPORTANT DISCLOSURE**

**REGARDING BACKGROUND REPORTS FROM THE *PSP Online Service***

In connection with your application for employment with J&R Logistics Corp. (“Prospective Employer”), Prospective Employer, its employees, agents or contractors may obtain one or more reports regarding your driving, and safety inspection history from the Federal Motor Carrier Safety Administration (FMCSA).

When the application for employment is submitted in person, if the Prospective Employer uses any information it obtains from FMCSA in a decision to not hire you or to make any other adverse employment decision regarding you, the Prospective Employer will provide you with a copy of the report upon which its decision was based and a written summary of your rights under the Fair Credit Reporting Act before taking any final adverse action. If any final adverse action is taken against you based upon your driving history or safety report, the Prospective Employer will notify you that the action has been taken and that the action was based in part or in whole on this report.

When the application for employment is submitted by mail, telephone, computer, or other similar means, if the Prospective Employer uses any information it obtains from FMCSA in a decision to not hire you or to make any other adverse employment decision regarding you, the Prospective Employer must provide you within three business days of taking adverse action oral, written or electronic notification: that adverse action has been taken based in whole or in part on information obtained from FMCSA; the name, address, and the toll free telephone number of FMCSA; that the FMCSA did not make the decision to take the adverse action and is unable to provide you the specific reasons why the adverse action was taken; and that you may, upon providing proper identification, request a free copy of the report and may dispute with the FMCSA the accuracy or completeness of any information or report. If you request a copy of a driver record from the Prospective Employer who procured the report, then, within 3 business days of receiving your request, together with proper identification, the Prospective Employer must send or provide to you a copy of your report and a summary of your rights under the Fair Credit Reporting Act.

Neither the Prospective Employer nor the FMCSA contractor supplying the crash and safety information has the capability to correct any safety data that appears to be incorrect. You may challenge the accuracy of the data by submitting a request to <https://dataqs.fmcsa.dot.gov>. If you challenge crash or inspection information reported by a State, FMCSA cannot change or correct this data. Your request will be forwarded by the DataQs system to the appropriate State for adjudication.

Any crash or inspection in which you were involved will display on your PSP report. Since the PSP report does not report, or assign, or imply fault, it will include all Commercial Motor Vehicle (CMV) crashes where you were a driver or co-driver and where those crashes were reported to FMCSA, regardless of fault. Similarly, all inspections, with or without violations, appear on the PSP report. State citations associated with Federal Motor Carrier Safety Regulations (FMCSR) violations that have been adjudicated by a court of law will also appear, and remain, on a PSP report.

The Prospective Employer cannot obtain background reports from FMCSA without your authorization.

**AUTHORIZATION**

If you agree that the Prospective Employer may obtain such background reports, please read the following and sign below:

I authorize \_\_\_\_\_ (“Prospective Employer”) to access the FMCSA Pre-Employment Screening Program (PSP) system to seek information regarding my commercial driving safety record and information regarding my safety inspection history. I understand that I am authorizing the release of safety performance information including crash data from the previous five (5) years and inspection history from the previous three (3) years. I understand and acknowledge that this release of information may assist the Prospective Employer to make a determination regarding my suitability as an employee.

I further understand that neither the Prospective Employer nor the FMCSA contractor supplying the crash and safety information has the capability to correct any safety data that appears to be incorrect. I understand I may challenge the accuracy of the data by submitting a request to <https://dataqs.fmcsa.dot.gov>. If I challenge crash or inspection information reported by a State, FMCSA cannot change or correct this data. I understand my request will be forwarded by the DataQs system to the appropriate State for adjudication.

I understand that any crash or inspection in which I was involved will display on my PSP report. Since the PSP report does not report, or assign, or imply fault, I acknowledge it will include all CMV crashes where I was a driver or co-driver and where those crashes were reported to FMCSA, regardless of fault. Similarly, I understand all inspections, with or without violations, will appear on my PSP report, and State citations associated with FMCSR violations that have been adjudicated by a court of law will also appear, and remain, on my PSP report.

I have read the above Disclosure Regarding Background Reports provided to me by Prospective Employer and I understand that if I sign this Disclosure and Authorization, Prospective Employer may obtain a report of my crash and inspection history. I hereby authorize Prospective Employer and its employees, authorized agents, and/or affiliates to obtain the information authorized above.

Date: \_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

Name (Please Print)

NOTICE: This form is made available to monthly account holders by NIC on behalf of the U.S. Department of Transportation, Federal Motor Carrier Safety Administration (FMCSA). Account holders are required by federal law to obtain an Applicant's written or electronic consent prior to accessing the Applicant's PSP report. Further, account holders are required by FMCSA to use the language contained in this Disclosure and Authorization form to obtain an Applicant's consent. The language must be used in whole, exactly as provided. Further, the language on this form must exist as one stand-alone document. The language may NOT be included with other consent forms or any other language.

NOTICE: The prospective employment concept referenced in this form contemplates the definition of "employee" contained at 49 C.F.R. 383.5.

*LAST UPDATED 2/11/2016*

## Policy and Consent Form for Lytx Video Safety Solution

This Policy (the “Policy”) applies to use of the Lytx® video event recorder and the Lytx Vision™ platform, hosted by Lytx, (together, the “Lytx Video Safety Solution”) and is intended to comply with the Illinois Biometric Information Privacy Act (BIPA). You have been advised and understand that your employer, **RB & JM Logistics Corp dba J&R Logistics** (the “Company”) utilizes the Lytx Video Safety Solution to enhance job performance, driver and public safety, and situational awareness. The Lytx Video Safety Solution is capable of: measuring vehicle movement; tracking GPS location; recording both visual and audio data; detecting safety events; creating and reporting alerts, events, and metrics; and detecting behaviors for driver coaching.

### PURPOSE

The Machine Vision + Artificial Intelligence (MV+AI) embedded in the Lytx Video Safety Solution (“Distracted Driving Detection”) can review still images of the inside of the vehicle to analyze and predict whether a driver is engaging in distracted driving behaviors, such as eating, drinking, being distracted or fatigued, using a cell phone, not wearing a seatbelt, smoking, or other such behaviors as elected by the Company (“Distracted Driving Behaviors”). While Lytx has disclosed that the Distracted Driving Detection does not collect, use, store, obtain, capture or disclose biometric information or biometric identifiers, in the interest of transparency, we are asking you to broadly consent to the use of the Distracted Driving Detection technology even if (or as if) the Distracted Driving Detection technology collects, uses, stores, obtains, captures or discloses biometric information or biometric identifiers, including scans of your facial geometry or eyes. The Company can also configure the Distracted Driving Detection technology to provide real-time in-cab audible or visual safety alerts, create a video event and/or detect behaviors for driver coaching when a Distracted Driving Behavior is predicted.

### RETENTION AND DESTRUCTION

Data collected, used, or processed by the Distracted Driving Detection technology to predict Distracted Driving Behaviors (“Distracted Driving Data”), excluding the prediction result itself, is immediately and permanently destroyed once a Distracted Driving Behavior prediction is made. Should the Distracted Driving Data ever be preserved, it will be retained for no longer than one year from last use by the Distracted Driving Detection (or satisfaction of the initial purpose, if earlier), at which time the Distracted Driving Data collected by the Distracted Driving Detection technology will be permanently destroyed.

The Company and Lytx retain images and other personal information collected by the Lytx Video Safety Solution for as long as necessary for the intended purposes at the time of collection. The Company and/or Lytx may retain a copy of certain image data or derived inference data for additional purposes, such as to comply with a court order or other applicable laws.

This policy is publicly available at: <http://www.jrlogisticscorp.com/>

### CONSENT:

By signing below, I acknowledge that I have read the Policy and Consent Form for the Lytx Video Safety Solution; I have been made aware of the technology and what it collects; and I consent to the collection, capture, storage, use, access to, disclosure, retention and destruction of such data, including any data that is deemed to be biometric data under applicable laws, by the Company and Lytx as described in the Policy and Consent form, effective the first date I used the Lytx Video Safety Solution and with respect to each subsequent use of the Lytx Video Safety Solution.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_