

COLLECTIVE BARGAINING AGREEMENT

BETWEEN



**RYDER INTEGRATED LOGISTICS, INC.
(Lansing, Michigan GM LOC Facilities)**

AND



**INTERNATIONAL UNION, UNITED AUTOMOBILE, AEROSPACE
AND AGRICULTURAL IMPLEMENT WORKERS
OF AMERICA – UAW LOCAL 652**

JANUARY 1, 2025 THROUGH DECEMBER 31, 2028

TABLE OF CONTENTS

Article 1 – Agreement
Article 2 – Recognition
Article 3 – Purpose and Mutual Interests
Article 4 – Management Rights
Article 5 – Equal Employment Opportunity
Article 6 – Union Security and Check-off of Union Membership Dues
Article 7 – Strikes and Lockouts
Article 8 – Bargaining Committee and Union Business
Article 9 – Grievance Procedure
Article 10 – Seniority
Article 11 – Job Classifications
Article 12 – Outside Contracted Work
Article 13 – Supervisory Employees Working
Article 14 – Hours of Work and Overtime
Article 15 – Layoff
Article 16 – Job Openings and Selection
Article 17 – Job Bump Procedure
Article 18 – Standards of Production
Article 19 – Safety, Health and Security
Article 20 – Drug and Alcohol Policy
Article 21 – Vacations
Article 22 – Holidays
Article 23 – Leaves of Absence
Article 24 – Attendance Policy
Article 25 – Corrective Discipline and Discharge
Article 26 – Wages
Article 27 – Benefit Plans
Article 28 – Medical Benefits
Article 29 – Team Member Savings Plan
Article 30 – Team Member Stock Purchase Plan
Article 31 – Team Member Assistance Program
Article 32 – General Provisions
Article 33 – V-CAP Checkoff
Article 34 – Severability
Article 35 – Complete Agreement – date update only
Article 36 – Duration of Agreement
Appendix A – Job Descriptions
Appendix B – Rack Repair Training

FOR THE PURPOSE OF THIS AGREEMENT “TEAM MEMBER” INCLUDES ALL EMPLOYEES UNLESS OTHERWISE IDENTIFIED SPECIFICALLY AS “WAREHOUSE” OR “DRIVER”

ARTICLE 1
AGREEMENT

This Agreement is entered into by and between Ryder Integrated Logistics, Inc. (hereinafter referred to as the "Company"), its successors or assigns and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America, (UAW) and its affiliated Local Union 652, (hereinafter referred to as the "Union").

This agreement shall be binding upon the company's successors, assigns, purchasers, lessees, or transferees whether such succession, assignment, or transfer be affected voluntarily or by operation of law; and in the event of the company's merge or consolidation with another Employer, this agreement shall be binding on the merged or consolidated Employer.

ARTICLE 2
RECOGNITION

The Company recognizes the Union as the exclusive bargaining agent for all full-time Ryder warehouse Team Members and drivers at the Company's General Motors LOC facilities located at 2901 S. Canal Road, Lansing, Michigan, and any future facilities and/or locations in support of the GM Lansing Grand River, and/or GM Lansing Delta Township accounts in Lansing, Michigan, but excluding managerial employees, confidential employees, temporary employees, independent contractors, other companies' employees, clerical employees, guards and supervisors as defined in the National Labor Relations Act.

The Company agrees to negotiate with the accredited representatives of the Union, who may be chosen in any manner determined by its members, for the purpose of settling any disputes which may arise concerning the provisions of this Agreement.

The Company agrees that there shall be no discrimination against any Team Member because of any service rendered to the Union in accordance with this Agreement.

The Company and the Union agree that the provisions of this Agreement shall be applied to all Team Members covered by this Agreement without discrimination based on race, color, religion, age, sex, national origin, height, weight, marital status or individuals with disabilities, as required by appropriate state and federal law. Any claims of violation of this policy, claims of sexual harassment or of any laws regarding discrimination or harassment on account of disability may be taken up as a grievance.

During the term of this Agreement the Company will not relocate the plant or any of its bargaining unit operations located at 2901 S. Canal Road, Lansing, MI without prior notice to the Union, and without immediately entering into Effects Bargaining with the Union.

ARTICLE 3
PURPOSE AND MUTUAL INTEREST

It is the intent and purpose of the parties hereto provide orderly collective bargaining relations between the parties, to provide for fair disposition of differences that may arise between the parties during the term of this Agreement and to promote the spirit of cooperation and industrial peace.

This Union and the Company understand that the facilities covered by this Agreement serve multiple customers.

Whereas, the very existence of the Company is conditioned and dependent upon the faithful carrying out of its obligations and responsibility in serving the customer, and

Whereas, this responsibility to the customer is the responsibility of both the Union and the Company, and requires that any dispute arising between the Union and the management be adjusted and settled in an orderly manner without interruption of service to Customers, and

Whereas, both parties hereto recognize the responsibility of service to the customers, and

Whereas, the Team Members covered by the Agreement are expected to treat all customer personnel in a friendly, courteous, professional and helpful manner, and in turn the customer personnel are expected to treat all Ryder Team Members in the same manner, and

Whereas, both parties recognize the principle of a fair day's work for a fair day's pay.

Now, therefore, the Company and Union agree that our relationship needs to be based on mutual cooperation and joint problem solving, rather than confrontation.

ARTICLE 4
MANAGEMENT RIGHTS

Section 1. Affairs of Business

Subject to the provisions of this Agreement, it is agreed that the Company retains the sole and exclusive right to manage the affairs of the business, to respond to operational changes made by its customer, and to direct the working forces of the Company. Such functions of management include, but are not limited to, the right to hire; enforce rules of safety; promote as per Article 16; discharge, or discipline for just cause; layoff Team Members; and maintain efficiency of operations, subject, however, to the restrictions governing the exercise of these rights as are expressly provided in this Agreement. The Company has the right to alter, rearrange or change, extend, limit or curtail its operations or any part thereof, to decide the number of Team Members that may be assigned to work or not to work on any job or shift and the equipment to be employed in the performance of such work.

Section 2. Nothing herein shall permit the Union or any of its members to assume authority to officiate in a managerial or supervisory capacity.

Section 3. Rules and Regulations

The Company shall have the right to establish, maintain and enforce rules and regulations to assure orderly and safe operations, it being understood and agreed that such rules and regulations shall not be inconsistent or in conflict with the provisions of this Agreement. These rules and regulations include, but are not limited to, the Principles of Business Conduct and Ethics, workplace violence and security rules. The Company also has the right to amend these rules and regulations.

The Company shall furnish the Union with a written or printed copy of all such rules and regulations, and all subsequent changes therein. Nothing in this section limits the Company's right to respond immediately to changes made by its customer. The Company's decision not to exercise any right, prerogative, or function in a particular way, shall not be considered a waiver of the Company's right to exercise such right, prerogative, or function or preclude the Company from exercising the same in some other way not in conflict with the express provisions of this Agreement.

The Company agrees to negotiate with the union any future shop rules that would be added to this list or changes to the existing shop rules. It being understood that the Union is not waiving their rights to bargain.

ARTICLE 5
EQUAL EMPLOYMENT OPPORTUNITY

As an Equal Opportunity Employer, the Company will not discriminate against any employee because of membership or non-membership in any labor organization, or because of race, religion, creed, color, national origin, sex, age, sexual orientation, marital status, disability, veteran, or Vietnam Veteran's Act Status. The Union agrees to support the principles of Equal Opportunity Employment, and to cooperate with Company investigations of allegations of discrimination. Any employee, who engages in discriminatory behavior, including harassment based on race, religion, sex, age, weight, sexual orientation, marital status, disability, veteran, or Vietnam Veteran's Act Status, or any other protected status by State or Federal law, is subject to discipline up to and including discharge, based on the seriousness of the offense. An employee who makes an intentionally false allegation of discrimination or harassment is subject to discipline up to and including discharge.

ARTICLE 6
UNION SECURITY AND CHECK-OFF OF UNION MEMBERSHIP DUES

Section 1. Representation

“Subject to the provisions of the Labor Management Relations Act, 1947, as amended, and to the extent otherwise permitted by law, any Team Member who is a member of the Union in good standing on the effective date of this Agreement shall, as a condition of continued employment, maintain membership in the Union.

Any Team Member who is not a member of the Union in good standing on the effective date of this Agreement shall, on the thirty-first (31st) day following the effective date of this Agreement, or the beginning of employment, as a condition of employment, become a member and maintain membership in the Union.

The Union shall accept into membership each Team Member covered by this Agreement who pays to the Union the dues and initiation fees uniformly required by the Union’s Constitution.

Any employee to whom membership in the Union is denied or whose membership is terminated by the Union, by reason of their failure to pay the required dues and/or initiation fees that may be required, shall not be retained as an employee of the Employer”.

Section 2. Dues Checkoff

During the life of this Agreement, the employer agrees to deduct monthly Union Membership dues and initiation fees required by the International Union and Local Union in accordance with the Constitution and By-Laws, from the pay of each Team Member who executes or has executed a written authorization for check-off of dues. Such deductions shall be made during the second pay period of each calendar month. It is understood that no deduction will be made from the first pay of a new Team Member.

Ryder management will make available dues check-off authorization cards which will be provided by the Union, authorizing the check-off deduction. Ryder management will also afford the Union an opportunity to explain Union dues deductions and distribute check-off authorization cards to all Team Members. Any previously signed check-off authorization form shall remain in effect for all Team Members.

Ryder management shall, in electronic form, remit monthly to the designated financial officer of UAW Local 652, any dues and fees that have been deducted from the pay of any Team Member along with a list of names and last four of social, or other agreed upon identifying number. Such remittance shall take place within fifteen (15) days of the deduction.

Section 3. Union Indemnification

The Union shall indemnify and hold the Company harmless against any claims, demands, suits or other forms of liability that may arise out of or by reason of any action taken by the Company under the terms of this article.

ARTICLE 7
STRIKES AND LOCKOUTS

Section 1. Strikes

The Union and the Team Members covered by this Agreement all agree that so long as this Agreement is in effect, there shall be no strikes (including sympathy strikes), sit-downs, picketing, slowdown, Team Member demonstrations, stoppages of work, boycotts, or any other acts that interfere with the Company's (or customer's) operations or the performance of its business, and such persons further agree that they will take all affirmative action legally available to prevent and stop anything that occurs in disregard of this commitment.

Any Team Member who violates this section shall be subject to discharge.

Section 2. Lockouts

The Company agrees that, so long as this Agreement is in effect, there shall be no lockouts.

Section 3. Crossing a Picket Line

It shall not be a violation of this Agreement and it shall not be cause of discharge, disciplinary action, or permanent replacement if any Team Member refuses to go through, or work behind any union authorized picket line by union members, when said union members are involved in a union authorized strike.

Section 4. Liability

The Company agrees that neither the UAW, its officers, agents, nor the members, shall be held liable for damages for unauthorized stoppages, strikes, intentional slowdowns, or suspensions of work.

The Union agrees that as a part of the consideration of this Agreement, that it will take immediate steps to try to end any unauthorized stoppages, strikes, intentional slowdowns, or suspension of work, as soon as possible after a violation occurs.

ARTICLE 8
BARGAINING COMMITTEE AND UNION BUSINESS

Section 1. Bargaining Committee

The Union shall be represented by a full-time paid Bargaining Committee of not more than four (4) members. The four members of the Bargaining Committee will be elected to fill the following positions. It shall be mandatory that the Bargaining Committee work on the shift that they are elected to:

Bargaining Chairperson - First Shift
Bargaining Committee – First Shift, Second Shift, Third Shift

The Bargaining Committee of four (4) shall negotiate all contracts, wage agreements and supplements. The Union shall notify the Company in writing of the names of the Bargaining Committee, and the Chairperson thereof and the shift for which each member will be the designated representative.

No one shall be eligible to serve as a Bargaining Committee Representative unless they are an employee and until their name has been placed on the seniority list and all requirements as set forth by the UAW International Constitution, local By-Laws, and Unit By-Laws have been met.

In the event there are new locations added to the Lansing area, which increase Union responsibilities the Company and the Union agree to negotiate any changes to the number of Bargaining Committee members and Alternates. In the event that any single shift should exceed three-hundred and fifty Team Members, the Company will recognize an additional full-time Bargaining Committee Representative, and alternate Committee person.

Section 2. Alternates

The Company shall recognize three (3) union alternates, who shall serve solely as grievance handlers, one on 1st, one on 2nd and one on 3rd shift. The union alternates shall not be members of the Bargaining Committee and shall not negotiate contracts, wage agreements and supplements. The alternates will be elected by the Union in accordance with the Unit By-Laws.

All members of the Bargaining Committee, excluding the Bargaining Chairperson will have alternates that will take the place of the committee person in case of an absence, sickness, leave, or any other event that may cause the absence of that committee person. Alternates will not be eligible to negotiate contracts, wage agreements, or supplements. The alternate's exclusive duties are to handle committee calls and grievances in the committee person's absence. Alternates will be chosen in accordance with the Unit By-Laws.

Section 3. Committee Calls

Team Members that have union business with a Union Representative shall schedule that business through their supervisor in writing and the applicable Union Representative will be contacted within 20 minutes. To the extent possible, these meetings shall be scheduled within one (1) hour from the confirmation of the call from the supervisor to the Union Representative.

For the purpose of presenting grievances to the Company, the Chairperson of the Committee, plus not more than one (1) other Union Representative and the International Representative, shall attempt to settle such grievances.

Section 4. Time Spent Conducting Union Business

Each Union Representative shall be paid by the Company at their regular rate of pay for time spent in Union activity as follows:

- (a) For all time spent in meetings including overtime with the Company for the purpose of negotiations on contracts, additional rates due to new classifications, and necessary supplements due to the changes in methods and procedures or other legitimate reasons;
- (b) For all time spent, during their regular shift, by a Union Representative in the prompt and efficient settlement of legitimate grievances and other legitimate representation functions;
- (c) For all time spent in General Meetings of the Union with the Company;
- (d) The Chairperson of the Bargaining Committee will be paid for all meetings (during normal working hours) held outside of the facility that directly affects the commitment to fulfill his/her duties as the Chairperson of the Bargaining Committee;
- (e) The Chairperson of the Bargaining Committee will be allowed adequate time to carry out the legitimate functions of the bargaining unit, after receiving permission from the Human Resources Manager or their authorized representative in their absence; and

- (f) The Bargaining Committee will be allowed to have meetings of the entire committee during regular working hours, when necessary, after receiving permission from the Human Resources Manager or their authorized representative in their absence.

Section 5. Facility Access

The Members of the Bargaining Committee or any officer or any official of the International Union, Local Union or Local Union designee may enter the plant at any time during regular working hours to check any grievance or meet with management, or any person or persons necessary for the proper handling of grievances, or other legitimate union business upon timely notification to the Human Resources Manager or other designated agent of the Company.

Section 6. Union Bulletin Boards

The Company agrees to provide enclosed bulletin boards, for each facility including any future facilities, which will be used exclusively by the Union. The location of said boards will be determined by the Company and the Union. Proper use will include, but not be limited to the following:

- (a) Notices of Union meetings;
- (b) Notices of Union elections;
- (c) Notices of Union appointments and the result of the Union elections;
- (d) Notices of Union recreational and social affairs; and
- (e) Other notices concerning bona fide Union activity.

However, materials that are in the opinion of the Company to be derogatory, or portraying the Company or its customer(s) in a negative light shall not be permitted.

Section 7. Union Office

The Company will provide a union office (2901 Building) with the following equipment:

- (a) Desk
- (b) Five Chairs
- (c) A four-drawer file cabinet
- (d) Telephone with answering machine
- (e) Current technology computer with printer (computer and upgrades as necessary)

Section 8. Bargaining Committee Phones

Bargaining Committee members will be reimbursed \$30 per month for utilizing their personal cell phone for work purposes for contact during working shifts, as well as for necessary contact outside of the workplace.

Section 9. Super-Seniority

The members of the Bargaining Committee shall head the seniority list in case of layoff or recall only so long as they hold such membership.

Section 10. Overtime or Extra Work

When there is weekend overtime or extra work, when all departments are not regularly operating, a Union Representative will be present as outlined below:

When twenty (20) or more employees are working in the facilities, a Union Representative will be present. This person will be determined by the Bargaining Committee.

Section 11. New Employees Covered by Agreement

The Company will provide a copy of this Agreement and will introduce a new employee to their Bargaining Committee Representative within three (3) business days from the day that the employee begins work under this Agreement.

The Union will be given two (2) hours to do a new member orientation with the new members to welcome them to the Union and review the CBA with them so they understand their rights and the history of the Union. The orientation will be conducted by the Bargaining Committee Chairperson or his/her authorized designated representative and will be conducted during the time of the Company's new employee orientation meetings with new employees.

Section 12. Monthly Communication Meetings

The Company and Bargaining Committee will have monthly communication meetings, unless both parties mutually agree that more or less meetings are needed.

Section 13. Union Newsletter

The Union can issue a monthly newsletter to the membership. This will be the Union's sole right and effort to provide the membership with the updated information and news.

ARTICLE 9 GRIEVANCE PROCEDURES

Section 1. Definition of a Grievance

A grievance shall be deemed to exist whenever there appears to be a difference of opinion, or misunderstanding between the Company and the Union and/or one or more of the Team Members represented by the Union as to the intent and/or application of any of the provisions of this Agreement.

Section 2. Recourse to the Grievance Procedure

All disciplines are subject to the grievance procedure. The Bargaining Committee and alternates shall have the right to institute policy grievances. Any such policy grievances or grievances that involve Team Members in more than one group or department, or where there are unusual circumstances existing may be entered at step 3 of the grievance procedure.

Section 3. Preliminary Discussion

Before filing a written grievance, any Team Member having a grievance or a designated member of a group having a grievance will state the grievance to their floor supervisor, dispatcher or designee. The Team Member may request a Union Representative to be present, during the discussion of the grievance. If the Team Member is not satisfied with their supervisor, dispatcher or designee's answer, and the Union Representative is not present, the supervisor will call the Union Representative without further discussion. The Company will then provide the Union Representative and the aggrieved Team Member a place to discuss the grievance without the presence of the supervisor dispatcher or designee. The supervisor dispatcher or designee will attempt to settle the grievance verbally in the presence of the Union Representative.

A grievance must be written within seven (7) working days of its occurrence, or if the issue is processed through the supervisor seven (7) working days from their disposition. In the event circumstances of a case make it impossible for the Team Member and/or the Union to know they had grounds for such claim prior to that date, they shall have seven (7) working days from the date they became aware of the occurrence or incident leading to the grievance. For the purpose of the grievance procedure, all instances of the term 'working days' are interpreted as Monday through Friday. Working days are all days except for contractual holidays, and Saturdays or Sundays. If an agreement is not reached the procedure outlined in section 4 below shall apply.

Section 4. Grievance Steps

Step 1: The Union Representative will reduce the grievance to writing on forms provided by the Union. The grievance will then be given to the Warehouse Area Manager, Transportation Shift Manager or designee. The Manager will give a written answer to the grievance by the end of the seventh (7th) regular scheduled workday, unless an extension of not more than three (3) working days is requested by the Company.

The grievance shall state the article(s) of the Agreement that the Union alleges to have been violated, and the remedy sought. The Union shall make every effort to meet these requirements. However, a failure to do so shall not render the grievance invalid.

Step 2: If the grievance is not satisfactorily settled in the first step, the Union may appeal the Company decision. Such appeal shall be made by notifying the Human Resources Manager in writing that the settlement of the grievance in the first step is not satisfactory. The Human Resource Manager and/or the Shift Manager such other representatives of the Company as they shall deem necessary, shall meet with the Union to discuss and attempt to reach a settlement of the grievance. Such meeting will take place within seven (7) working days unless an extension of not more than three (3) working days is requested by either party. The Human Resource Manager will give their written answer of the grievance to the Chairperson of the Bargaining Committee within seven (7) working days from the time of the meeting at which the grievance was considered, unless an extension of not more than three (3) working days is requested by the Company.

Step 3: If the grievance is not satisfactorily settled in the second step, the Union may appeal the decision in that step to the Plant Manager. The Plant Manager and such other representatives of the Company as they shall deem necessary shall meet with the designated members of the Bargaining Committee and the International Representative of the Union to discuss and attempt to reach a settlement of the grievance. Such meeting will take place at a time and place agreed to by both parties. The Plant Manager's response, via Human Resources Manager, will answer the grievance in writing, one copy to the Chairperson of the Bargaining Committee, one copy to the International Representative, within seven (7) working days from the time of the meeting, unless an extension of not more than three (3) working days is requested by the Company.

Step 4: If the grievance is not satisfactorily settled in the third step, the grievance will be referred to a Federal Mediator for a possible resolution prior to arbitration. The Union and the Company will present their respective positions to a Federal Mediator. The Mediator will render a recommendation to the parties for resolution to the grievance.

If the proposed settlement is accepted by the Union and the Company, the grievance will be considered resolved. If either party disagrees with the proposed settlement, the Union may appeal to arbitration.

Section 5. Appeal to Arbitration

Any grievance defined in section 1 that has been properly and timely processed through the grievance procedure set forth in section 4, and that has not been settled at the conclusion of step 4 in section 4, may be appealed by the Union to arbitration. The Union must serve the Human Resources Manager with written notice of its intent to appeal to arbitration. All appeals to arbitration must be made within fifteen (15) working days after rejection of the Federal Mediator's proposed resolution. The Union's failure to do so shall constitute a waiver of the Union's right to appeal to arbitration and the Company's written answer at step 3 shall be final and binding upon the Grievant, the Union, and the Company. The time limit may be extended if either party requests a time limit extension.

The Union must submit its grievance to the within fifteen (15) working days after the Union serves the Company with written notice of its intent to appeal to arbitration to the FMCS (Federal Mediation and Conciliation Service). The Union's failure to do so shall constitute a waiver of the Union's right to appeal to arbitration, and the Company's written answer at step 3 shall be final and binding upon the Team Member, the Union, and the Company.

Section 6. Arbitration

An arbitrator will be selected through the auspices of the FMCS (Federal Mediation and Conciliation Service). The Arbitrator shall not have jurisdiction to add to, subtract from or modify the terms of this Agreement, any written supplements or amendments. Any back-pay award will be limited to what the Team Member would otherwise have earned, less any unemployment insurance or personal services compensation the Team Member may have received.

The decision of the arbitrator will be final and binding on all parties to this Agreement.

The fees and expenses of the FMCS (Federal Mediation and Conciliation Service) and the Arbitrator will be equally divided between the parties. Each party shall bear its own arbitration expense for representation and the use of witnesses.

Section 7. Time Limits

If either party fails to act on a grievance within the time limits set forth above, the grievance is forfeited to the other party, but the forfeiture does not establish precedent regarding the dispute that led to the grievance. All time limits set forth in this article shall be extended if either party requests a time limit extension.

Section 8. Grievance Settlements

Grievances that are settled by the Union and the Company prior to arbitration shall be in writing signed by a Bargaining Committee Representative, a Company representative, and the Grievant. The settlement shall be final and binding on the Union, the Company, and the Grievant, unless a Grievant has a successful appeal through the appeal process outlined in the UAW Constitution in which case the grievance will be reinstated at the last step that the grievance was argued. The settlement shall not amend, or modify any provision of this Agreement and shall be without precedent.

ARTICLE 10 SENIORITY

Section 1. Seniority and Probationary Period

- (a) The Company will be the employer from the first day of employment for all employees except for temporary employees as defined in this article.
- (b) The Company will hire employees directly, at its own discretion, subject to a probationary period of fifty-nine (59) calendar days with the exception of a Driver Development Program driver, which will have a probationary period of eighty-nine (89) calendar days. These employees are not covered by this Agreement and shall have no recourse to the grievance procedure until the completion of the probationary period. During the probationary period, it shall be the right of the Company to layoff or discharge an employee without the necessity of showing just cause.
- (c) Any approved time-off due to a layoff less than or equal to thirty (30) calendar days will count towards the accumulation of an employee's probationary period. However, time-off due to a layoff that is greater than thirty (30) calendar days will not count towards the accumulation of calendar days used to calculate an employee's probationary period.
- (d) Any approved absence that exceeds five working days during the probationary period, with the exception of layoffs as described in (c), shall extend the probationary period equal to the period of absence.
- (e) On the sixty (60) day a probationary employee's name will be placed on the seniority list and referred to as seniority Team Members. Seniority Team Members shall be defined as Team Members who have successfully completed their probationary period and are part of the bargaining unit unless they exercise their rights under Article 6 Section 1(m).
- (f) Benefits eligibility for all benefits will be effective in accordance to the chart located in Article 27 of the collective bargaining agreement.

Section 2. Seniority Determination

In the case where two or more Team Members start to work on the same day, their seniority shall be governed in the following manner: the last four digits of their Social Security Number shall be used in determining the respective positions on the seniority list, with the Team Member having the lowest Social Security Number being assigned first to the seniority list.

Section 3. Seniority Lists

One seniority list will be maintained for all facilities to be used for, but not limited to the following purposes: layoff, job bids, and shift preference.

Section 4. Quarterly Team Member Roster

The Company shall keep a true seniority list of all Team Members having seniority rights, which shall be posted on the Company bulletin boards within thirty (30) days from the effective date of this Agreement, and then every three (3) months thereafter. The Company will also provide the Bargaining Committee Chairperson with a copy of each posted seniority list.

Section 5. Team Members Transferred Outside of the Bargaining Unit

Team Members transferred outside of the bargaining unit for more than ninety (90) calendar days will lose all seniority rights in the bargaining unit. However, if a Team Member chooses to transfer back within the ninety (90) calendar day period, they will be returned with no loss of seniority. After ninety (90) calendar days out of the bargaining unit, the employee will lose all seniority rights. The Company will provide the Union with the effective date that any member transfers outside of the Bargaining Unit.

Section 6. Loss of Seniority

A Team Member shall cease to have seniority rights and be terminated if the Team Member:

- (a) Quits voluntarily;
- (b) Is discharged for just cause and not reinstated;
- (c) Is absent for four (4) consecutive working days without notifying the Company;
- (d) A Team Member is laid off for eighteen (18) months or the length of their seniority, whichever is greater;
- (e) Retires from employment with the Company;
- (f) The Team Member fails to return to work after a layoff within four (4) days after the notification requirements set forth in Article 15, Section 3, have been exhausted;
- (g) Exceeds a leave of absence without written approval of the Company except where a documented emergency prevents a Team Member from requesting an extension from the Company;

- (h) The Team Member becomes employed elsewhere while on an approved leave of absence without Company approval; and
- (i) Is on inactive status on medical leave for an amount of time up to a minimum of thirty (30) months or the length of their seniority, whichever is greater.

Section 7. Temporary/Lease Employees

No person working at the Lansing LOC facilities will be temporarily employed by any temporary service or other entity, except as provided below:

- (a) Upon mutual agreement, the Company may utilize Temporary Warehouse Workers and Temporary Lease Drivers to supplement the ARO and back up Driver pools during the Summer vacation months, June-September. These workers will not be covered by the provisions of the Collective Bargaining Agreement.
- (b) The Company may utilize Lease Drivers above the planned number of backup drivers, with written notice to the Union, to cover any approved leave of absence no more than thirty (30) working days to meet staffing requirements for work normally performed by the bargaining unit for unforeseen circumstances beyond the Company's control. The thirty (30) working day limitation may be extended by mutual agreement between the Company and the Union.

This provision will not be utilized if there are qualified seniority Team Members on layoff.

Section 8. Team Member Transfers

Ryder Team Members that accept a transfer from a different Ryder facility to bargaining unit jobs at the Lansing facilities, will be considered new hires and will not be permitted to transfer their previous Ryder seniority to the Ryder Lansing facilities, except for the purposes of vacation.

Lansing bargaining unit Team Members that experience a loss of employment due to layoff will be given preferential hiring status at other Ryder GM, Ford or Stellantis LOC and transportation facilities. Team Members that transfer from Lansing to different Ryder locations will be subject to the transfer of seniority restrictions in place at that location.

**ARTICLE 11
JOB CLASSIFICATIONS**

Section 1. Job Classifications

The work at the facilities covered by this Agreement will be assigned into the following job classifications:

- (a) Maintenance Technician
- (b) Driver
- (c) Quality Technician
- (d) Hot Parts Driver
- (e) Leadperson
- (f) Absentee Relief Operator (ARO)
- (g) Rack Repair
- (h) Forklift Operator
- (i) Material Handler

Section 2. New Job Classifications

In the creation of a new job classification within the bargaining unit or a significant modification of the content of an existing job classification within the bargaining unit, the Union shall have the right to negotiate a wage rate for the new or changed classification. Upon failure to reach an agreement, the Union may initiate a grievance at step 2 of the grievance procedure. If the grievance is moved to arbitration, the arbitrator will make their decision on the pay rate of the new classification based on the requirements of the job as it relates to other jobs within the bargaining unit on a revised classification based on added work, added responsibilities and the complexity of the revised classification.

Section 3. Job Classification Descriptions

Job Descriptions are defined in Appendix A of this agreement. These descriptions can be amended by the Company after a meeting occurs with the Union to discuss the Union's input before any changes are implemented.

ARTICLE 12
OUTSIDE CONTRACTED WORK

Section 1. Customer Request

From time to time, the Company may be requested by its customers to perform services other than bargaining unit work previously agreed to by the parties. The Union will be informed of the request as soon as possible. When these requests occur, the Company will meet and confer with the Union regarding these requests in an effort to reach an agreement regarding the scope and duration of the request. If an agreement cannot be reached, the Company's decision to use outside contractors will be subject to the grievance procedure.

Section 2. Bargaining Unit Work

Bargaining Unit work will only be done by members of the bargaining unit and the Company cannot and will not make any decision to contract work out at any time, except as allowed under Section 1 of this Article, Section 3 of this Article and Article 10, Section 7 on Temporary Employees.

Section 3. Maintenance Work

Maintenance work will be performed by the Maintenance Technicians except for the following where the Company may use outside contractors or it is not bargaining unit work:

- (a) Maintenance work on equipment that is not owned by Ryder, other than strippers, production equipment, and any other equipment maintenance already maintains.
- (b) Maintenance work that is beyond the capability or expertise of the maintenance technicians.
- (c) Maintenance work for which there are not enough maintenance technicians available at the time when the need arises, or
- (d) Maintenance work that requires certain specialized tools or equipment that the Company does not have.

Section 4. Safety

All outside contractors will follow all safety rules and regulations that are established by the Company's safety department. This will include but will not be limited to all rules set forth for orange crush zones and lift assist work to be done. The Company will make all outside contractors aware of our safety rules and regulations and require that they follow them before they can operate any equipment in our facility with a signed agreement.

ARTICLE 13
SUPERVISORY EMPLOYEES WORKING

Supervisory employees shall not be permitted to perform any bargaining unit work. In the event of the following circumstances the bargaining unit will be notified prior to the performance of any work:

- (a) In extreme emergencies involving unforeseen circumstances which call for immediate action to avoid shutting down the customer's production line;
- (b) In assisting in the performance of necessary work when operational difficulties are encountered on a job, providing the bargaining unit Team Members assigned to that job are present and also working to correct the difficulty which exists, and providing there are no other qualified bargaining unit Team Members available at that time to assist; and
- (c) In the instruction or training of bargaining unit Team Members.

ARTICLE 14
HOURS OF WORK AND OVERTIME

Section 1. Work Hours

There shall be specified starting and quitting times posted for all shifts in each work location. It is understood that this may change from time to time according to customer schedule changes. To the extent possible, the Company will give one (1) week notice of such changes.

Section 2. Normal Workweek

The normal workweek shall be considered to be forty (40) hours per week consisting of five (5), eight (8) hour days, Monday through Friday or four (4) ten (10) hour days Monday through Thursday inclusive. Except in the event there is a third shift, in which case such shift's workweek may commence on Sunday. Should the hours and/or week require changes as noted above the Company and the Union will work out any necessary language changes as needed.

Section 3. Overtime Notice

The Company cannot predict whether, when or how much overtime work is required because the facilities covered by this Agreement support a Just-In-Time work system.

Where overtime is planned, Team Members will be given as much advance notice as possible. Under normal circumstances, notification of weekend overtime will be given by the end of the first shift on Thursday when there is a five (5), eight (8) hour day schedule or by the end of the first shift on Wednesday when there is a four (4) ten (10) hour days. Where overtime is unplanned, advance notice may be minimal.

Section 4. Overtime Scheduling

(a) Weekday Overtime

When there is weekday overtime within specific teams within the following departments:

- (1) Sequencing, LOC Bulk, LOC PPS, Forklift, Drivers, Hot Parts Drivers, and receiving Team Members assigned to a specific job(s) will perform any overtime required to complete the daily production schedule. This is defined as work continuation.
- (2) However, overtime within a department that is not driven by the daily production (general work) schedule will be offered by seniority within the department. The Company will first allow volunteers from the top of the seniority list to work, and if the need is not filled, the Company will then make overtime mandatory from the bottom of the seniority list.
- (3) Weekday overtime within the following classifications – Maintenance Technician, Quality Technician, and Rack Repair, will be offered by seniority and by shift within each team in the following manner - voluntary from top of the seniority list and mandatory from bottom of the seniority list if the need is not filled based on qualifications.

(b) Weekend Overtime

When there is weekend overtime within specified teams within the following departments:

- (1) Sequencing, LOC Bulk, LOC PPS, Forklift, and Receiving that is driven by the production schedule will be offered by seniority within the team in the following manner – voluntary from top of the seniority list and mandatory from bottom of the seniority list based on classifications.
- (2) Weekend overtime within the Maintenance Technician, Quality Technician, and Rack Repair classifications will be offered by seniority in the following manner – voluntary from top of the seniority list and mandatory from bottom of the seniority list if the need is not filled based on qualifications.
- (3) Weekend overtime that is not driven by the production schedule (general work) will be offered by seniority of the Team Members who are capable of doing the necessary work.

Section 5. Overtime Rate

Time and one half will be paid for all hours worked over forty (40) per pay period. Contractual holidays as defined in Article 22, vacation, jury duty leave, bereavement leave, and military leave, shall be considered as days worked for the purpose of computing overtime pay.

If assembly plants take eight (8) or more hours out of production on a five (5) eight (8) work week, thirty-two (32) hours or less in a calendar week, then daily overtime will be calculated at time and one half for all hours worked over eight (8) hours per day during that workweek, except in instances where an Team Member has an unexcused absence during this week and total working hours combined w/lost production hours is less than or equal to forty (40), then daily overtime will not apply.

If assembly plants take ten (10) or more hours out of production on a four (4) ten (10) work week, thirty (30) hours or less in a calendar week, then daily overtime will be calculated at time and one half for all hours worked over ten (10) hours per day during that workweek, except in instances where an Team Member has an unexcused absence during this week and total working hours combined w/lost production hours is less than or equal to forty (40), then daily overtime will not apply.

Double time shall be paid for hours worked on contractual holidays as defined in Article 22. The provision for double time on a holiday shall not apply to the following shifts: (1) any shift which starts on the day before a holiday and ends on a holiday; and (2) any shift which starts on a holiday and ends on the day following the holiday.

Double time shall be paid for hours worked on Sundays or in cases of twenty-four-hour, three shift operations, the seventh (7th) continuous workday inside a work week. The provisions for double time on a Sunday shall not apply to the following shifts:

- (a) Any shift which starts on Saturday and ends on Sunday, except for third shift Team Members; and
- (b) Any shift which starts on Sunday and ends on Monday, except for second shift Team Members.

Section 6. Breaks and Lunch Periods

There shall be a fifteen (15) minute paid break after the start of the normal shift time prior to the lunch period; a thirty (30) minute unpaid lunch break; and a fifteen (15) minute paid break following the lunch period but before the end of the normal shift time. When there are any hours worked over eight there will be a ten (10) minute paid break at the nine-hour mark. When there is a three-shift operation scheduled and the Team Member is not given a thirty (30) minute non-paid lunch period, the Team Member shall receive a twenty (20) minute paid lunch period. Drivers are paid for breaks and lunches and should take allotted time when available. Based upon customer demand and schedule, management will have the ability to adjust breaks and lunches to best support our customers. Management will notify the union in advance of any adjustments made to breaks and lunches.

Team Members will be allowed reasonable restroom breaks throughout the shift.

Section 7. Working through lunch

Team Members are not allowed to work through their lunch unless directed to do so. If a Team Member does not get a thirty-minute lunch break, the employee must complete and sign a Time Correction Request form to ensure they are paid correctly. Working through lunch or working overtime without prior authorization will be grounds for discipline.

Section 8. Call-In Pay

The Company agrees to pay Team Members four (4) hours of pay when they report to work on a regularly scheduled working day, and are sent home due to lack of available work.

However, payment will not be granted in the following situations:

- (a) where the Company attempts to notify Team Members not to report to work by giving them advance notice (i.e. to call the call-in line before reporting to work) when conditions beyond the Company's control, such as acts of God, are likely to occur; and
- (b) where the Company makes a good faith effort to notify Team Members not to report for work.

Section 9. Pay Period

The pay period begins at 12:01 a.m. on Sunday and ends at 11:59 p.m. on Saturday. Checks are normally distributed the following Friday. When a payday falls on a holiday, the Company will have paychecks distributed the day before the holiday.

Section 10. Early Leave with Permission.

At times the Company may decide to permit Team Members to leave early on any given day within a classification, by team, on a shift. When these instances occur, the Company may allow Team Members to leave early without an attendance penalty through the following processes.

1. Once it is determined that Team Members can leave early, the Company will circulate a form that Team Members may voluntarily sign up to leave work early, without being assessed an attendance point. When Team Members sign up to leave early, they must accurately indicate if they desire to utilize available unscheduled vacation time (hours) for the duration of their normally scheduled shift, or if they desire to leave early without utilizing vacation time. Team Members who intentionally misrepresent their available unscheduled vacation time (hours) in order to be selected to leave early will be subject to progressive disciplinary action.

2. Volunteers who have available unscheduled vacation hours greater than the leave early time (time remaining during shift), and indicated on the sign-up sheet that they are willing to utilize their vacation time for the balance of their normally scheduled shift, will be the first Team Members selected to leave based on seniority. Those Team Members who have chosen to utilize vacation will fill out the appropriate form before they leave and give it to their supervisor.
3. If there are not enough volunteers who elected to utilize their vacation time, or no Team Member(s) volunteer to use vacation time, then those Team Member(s) who signed up to leave early without using vacation time will be selected, by seniority. These Team Member(s) chosen in this step will only be paid for the hours they worked.
4. If there are no, or insufficient volunteers with, or without, using vacation time, then the least senior Team Member(s) in the Department will be forced and they shall be paid in accordance with Article 14, Section 8, Call In Pay.

ARTICLE 15
LAYOFF

Section 1. General Rules for Layoff

There are three types of layoffs that may occur – temporary, emergency suspension of production (i.e. unforeseen naturally occurring events, customer or supplier strikes), and indefinite layoffs. Temporary layoffs are defined as periods of layoff with a return to work date. Indefinite layoffs are defined as periods of layoff with no return to work date.

When there is a temporary or indefinite layoff, the following rules will be observed:

- (a) The Company shall consult with the Union before a layoff and shall furnish the Chairperson of the Bargaining Committee the names of those workers to be laid off at least three (3) working days in advance of such layoff.
- (b) All layoffs shall be effective the end of the shift of the last day worked, and any position changes made necessary because of layoffs shall be made effective on Sundays, unless otherwise agreed to with the Union.
- (c) No probationary or seniority Team Member will be laid off temporarily or indefinitely if the Company is utilizing temporary employees to perform bargaining unit work at the facilities.
- (d) Temporary employees' assignments will be ended first. Probationary employees will be laid off second after all temporary employees' assignments have been ended.
- (e) The members of the Bargaining Committee shall head the plant-wide seniority list for the term of their office. Super seniority shall be applicable for layoff and recall only.
- (f) Layoffs greater than thirty (30) days, Team Members will not be eligible for any benefit plans, wages, or other forms of compensation to include holiday pay. Team Member will be allowed to take vacation payout, which will be paid on the final pay period prior to the layoff; however, all other items listed previously will still end. The Team Member's benefits will be reinstated on the first day of the month following the employee's return to work.

The following rules are observed for Recalling Team Members during a Temporary Layoff:

- (g) For all temporary layoffs only, Job Openings posted during a temporary layoff period will be filled from the temporary layoff list, by classification from the most senior qualified Team Member held at time of layoff, excluding Team Members who selected a voluntary layoff. The recalled employee will return to their department and classification held prior to the temporary layoff, when that layoff has concluded.
- (h) Bumps as defined in Article 17 will be suspended 3 weeks prior to and throughout the duration of a temporary layoff period for all classifications, unless the bumpee and bumper positions are not affected by the layoff.

Section 2. Layoffs

(a) Temporary Layoffs

When there is a temporary layoff the following procedures will be observed.

(1) Production Driven Work

- (a) Process for Temporary Layoffs - Layoffs will be by seniority by classification within departments for Material Handlers, ARO's, Leadpersons and Forklift Operators. All others will be by seniority by classification. Layoffs will be voluntary from the top of each classification seniority list and if the need is not filled, mandatory from the bottom of each classification seniority list.

- (b) When Team Members that are on a temporary layoff return to work they will return to the job they held prior to the layoff.

(2) General Work

General work will be defined as work that is not driven by the daily production schedule. During temporary layoffs, general work will be offered to laid off Team Members with the most seniority, and if the need is not filled, mandatory from the bottom of the seniority list. This does not include work that is part of an employee's daily duties or overtime.

- (3) If a temporary layoff turns into an indefinite layoff the higher senior Team Members will be recalled and the lower seniority Team Members will be laid off mandatory from the bottom up.

- (4) In situations where a portion of the laid off group is required to return to work, Management will establish the manpower requirements for the services needed. Based on these requirements, Management will identify the Team Members who were laid off based on the teams that would be needed to do the work. These Team Members will be recalled. If the manpower requirements are not filled, then additional Team Members will be recalled by classification beginning with those who were forced out by seniority, followed by those who volunteered off by inverse seniority.

(b) Emergency Suspension of Production

If a customer or supplier goes on strike, experiences parts shortages or other unforeseen shutdowns, with minimal notice, then Team Members in the affected positions will be released for the day. These Team Members will be allowed to work in their same classification for the unaffected customer(s) by seniority within their same classification during the interruption period. The Team Member must complete a notification form by the end of their normal shift on the day the interruption occurred to indicate their decision to work for the unaffected customer during the shutdown.

The Company will only bring Team Members who completed the form back to work, who have seniority, within one week. When the strike or shutdown is over, the laid off Team Members will return to the positions they held prior to the strike_or shutdown.

(c) Indefinite Layoffs

- (1) Indefinite layoffs are defined as a period of layoff that does not have a return date for the Team Members. During indefinite layoffs, layoffs will be by seniority among all classifications between all facilities covered under this agreement, where a Team Member is qualified to do the job as set out in Article 16.
- (2) Recalled Team Members from indefinite layoff will follow Article 16 for job openings, except that they will be selecting job openings on their first day back from recall. They will only have that day to select open jobs.

Section 3. Recall Procedures

When there is a recall of the workforce, the following procedure and rules shall be observed:

- (a) When an increase in the work force is necessary, Team Members who have been laid off, and have seniority with the Company, shall be recalled in the order of their seniority, with the Team Members having the most seniority being recalled first from an indefinite layoff and from the bottom up from a temporary layoff.
- (b) Recall letters shall be sent UPS to the last address of the Team Member on the records of the Company. The Team Member shall have the responsibility of keeping the Company informed as to their address. Team Members shall notify the Company of their address or change of address and shall be given a receipt from the Company that such notice has been given. A copy of address changes shall be given to the Financial Secretary of UAW Local 652. The Company shall be entitled to rely upon the address shown on its records.
- (c) Team Members on layoff status must report for duty within four (4) business days after receiving a certified letter or the specified date on the letter if received more than four (4) days before return date specified or forfeit all seniority rights. Recall will be considered sufficient if a certified letter (UPS signed) is sent to the last known address of the Team Member, or, if written notice of recall is personally signed and dated by the Team Member and the witness.

ARTICLE 16 JOB OPENINGS AND SELECTION

Section 1. Warehouse

Whenever a job opening occurs, a notice will be posted on the Company's bulletin board stating the building, pay rate, team, shift, and classification, for five (5) working days before an employee is selected to fill the opening. Team Members will be entitled to apply for the job opening for a period of five (5) working days from the day the job opening was posted. Team Members who are interested in applying for a job opening will sign their name on a form supplied by the Human Resources Department. The form will be made out in triplicate with copies to the Team Member, the Company, and the Bargaining Committee. During the five-day posting period if the position has been vacated, the position will be filled at management's discretion for the five-day period. The Team Member will be transferred to their new job as soon as practicable, but no later than the second Sunday following the date the Team Member is notified of their awarded position.

Primary and secondary job openings shall be awarded to the senior Team Member for the following classifications, Material Handlers and Forklifts. All other job openings for the following classifications, Maintenance Technician, Maintenance Technician Trainee, Quality Technician, Leadperson, ARO, will be awarded as otherwise noted in this Article. All subsequent openings following the secondary openings will not be open to the bid process and will be filled at management's discretion.

Team Members will be allowed to bid twice (2) per calendar year.

If a Team Member is demoted from their current classification, for no longer meeting one or more of the classification requirements, the Team Member will be placed in a material handler classification at management's discretion until they bump or bid into a new classification or department or team.

Section 2. Selection of Leadperson's and ARO's

The Company may select a team leader or an ARO based on seniority so long as the Team Members have the 7 point requirement to bid and meet the requirements based on the responsibilities and duties as determined by Appendix A of the CBA, such as process and/or technical knowledge, writing skills, communication skills, ability to obtain a tugger and fork-truck license, ability to train others, attendance, past work performance and disciplinary records. Among equally qualified candidates, the candidate with the most seniority will be selected.

Once a lead person has been in that position for one year, they will have an annual review process which will include feedback/evaluation from Team Members and Supervisors in the team, including but not limited to attitude, leadership ability, communication skills and people skills.

Section 3. Selection of Maintenance Technician, Rack Repair and Quality Technician

The Company may select Maintenance Technician positions based on seniority so long as the Team Members are physically capable of meeting the requirements of the job. based on the responsibilities and duties as determined by Appendix A of the CBA such as process and/or technical knowledge, writing skills, communication skills, attendance, past work performance, and disciplinary records. Among equally qualified candidates, the candidate with the most seniority will be selected.

Section 4. Selection of Driver (A) and Hot Parts Driver (B)

The Company may select Drivers and Hot Parts Drivers based on seniority so long as the Team Members meet the Company's hiring criteria as well as responsibilities and duties as determined by the Company in Appendix A of the CBA.

Section 5. Probationary Period

There will be a thirty (30) calendar day probationary period for each classification for the Company to evaluate the Team Member to determine whether they are able to meet the requirements of the job. The Company will give the Team Member sufficient training to meet the minimum job requirements. The Team Member assigned to a job opening will be trained in all aspects of the classification when necessary.

If a Team Member fails to make it through the probationary period, they shall return to their former classification. The Company will assign the job opening to the next qualified candidate with the most seniority that applied for the job. If that candidate is no longer interested in the job or no longer meets the requirements of the job, the Company will continue to fill the job opening using the same process. If this process is exhausted and the Company is unable to fill the job opening, then the job opening will be filled at management's discretion.

Section 6. Seniority

A Team Member shall carry their Companywide seniority to the job that they have bid on successfully unless otherwise noted in Section 8 of this Article.

Section 7. Transportation

- (a) If a route is eliminated refer to Article 15. Section 2. (c).
- (b) If an existing route becomes open or if a new route is created, between the biannual bump procedures, the open/new route will be posted for five (5) working days.
- (c) Primary and secondary positions will be filled by seniority among qualified candidates.
- (d) Subsequent openings will be filled by management's discretion.
- (e) Drivers who are awarded primary and/or secondary positions will not be eligible to bump into another opening until the next open bump procedure in March and September.
- (f) Openings until awarded will be filled at management's discretion.
- (g) Team Members will be allowed to bid once per calendar year.

Section 8. Transferring Between Driver and Non-Driver Classifications

Effective April 15, 2007, when a Team Member from a non-Driver classification transfers into the Driver classification by exercising job bid rights under Article 16, their seniority date within the Driver classification shall be their date of entry into the Driver classification, but only for purposes of job bids (Article 16), job bumps (Article 17), overtime scheduling (Article 14, Section 4), and vacation requests (Article 21, Section 3). When more than one non-driver transfers into the driver classification on the same day, their seniority shall be determined in accordance with Article 10, Section 2 of this CBA.

Effective April 15, 2007, when a Team Member from the Driver classification transfers into a non-Driver classification by exercising job bid rights under Article 16, they shall be given a new seniority date among all of the non-Driver classifications. This will be their date of entry into the non-Driver classifications, but only for purposes of job bids (Article 16), job bumps (Article 17), overtime scheduling (Article 14, Section 4), and vacation requests (Article 21, Section 3).

When more than one Driver transfers into a non-Driver classification on the same day, their seniority shall be determined in accordance with Article 10, Section 2. Team Members will only be given one seniority date for each Department.

Example: Steve transfers into the transportation department, he will have his warehouse seniority date and his new transportation seniority date, later on, when Steve decides to transfer back into the warehouse, he will already have his warehouse seniority date.

ARTICLE 17
JOB BUMP PROCEDURE

Section 1. Warehouse Team Members

Job bumping will only be permitted within a Team Member's current classification within their department which is held by a Team Member with less seniority, is allowed to do so subject to the following requirements:

- (a) Team Members must give the Company written notice of their intent to bump into another job within their classification on a form supplied by the Human Resources Department. The form will be made out in triplicate with copies to the Team Member, the Company, and the Bargaining Committee, once the forms are delivered to the Company, the bump request cannot be cancelled.
- (b) All requests will be processed by Human Resources on Fridays at the start of second shift.
- (c) The Company will make every attempt to notify both Team Members involved of the results of the request no later than the Tuesday following the Friday as listed in Section 1(b) of this Article.
- (d) The Team Member will be transferred to their new job as soon as practicable, but no later than the second Sunday following the date the bump was processed.
- (e) Warehouse Team Members get one bump per calendar year.

Section 2. Driver Team Members

- (a) All routes will be open twice every calendar year, March and September where seniority will prevail.
- (b) The bump procedure will start the first full work week of March and September. Unless circumstances present a need; at which point any change will be agreed upon between both parties.
- (c) Routes will be available for view at least 3 weeks before the start date of the new effective date.
- (d) The bump procedure will commence at least 2 weeks before the start date of the new routes with submission of the "Job Bump Request Form" which will be made out in triplicate and turned into the Company. A copy will be given to the Team Member, the Company and the Bargaining Committee. (New work assignments will be posted on Friday of this week) with consideration to Article 14 Section 1.
- (e) Training (if required), will occur at least 1 week before the start date of the new route assignments.
- (f) A re-bump of all routes will occur if 20 % of all routes change for the entire week (excluding temporary layoffs) and meet the following criteria:
 - 1. Total hours of the route are increased or decreased by one (1) hour or more. (and/or)
 - i. Start time of the route increases or decreases by 1 hour or more. (or)
 - ii. End time of the route increases or decreases by 1 hour or more.

This will not change the biannual (March and September) bump.

- (g) If a complete shift is cancelled or added a re-bump of all routes will occur however, this will not change the biannual (March and September) bump.
- (h) Drivers must be active, or have a return to work date prior to the start of the bump process.
- (i) Drivers who miss their bump window will forfeit their seniority date and bump last.

**ARTICLE 18
STANDARDS OF PRODUCTION**

Section 1. Setting the Standards

The Company agrees to set its production standards on the basis of fairness and equity consistent with the quality of work, efficiency of operations, and giving reasonable consideration to the normal working capacity of the Team Member. In the event of changes in production standards, the Company will provide the Union notice of such changes as soon as available and can be shared.

The Union recognizes and assumes the responsibility imposed upon it as the exclusive bargaining representative of the Team Members covered by this Agreement, and further agrees that the Team Members covered by this Agreement individually and collectively should perform efficient work and service, provided the standards are safe per Article 19.

Section 2. Standard Disputes

Should a dispute arise over a production standard, the Company shall meet with the Bargaining Committee in an attempt to reconcile said dispute.

- (a) At the meeting the Company will provide the Union with a copy of the Company's time study.
- (b) If the dispute is not resolved, the Union may conduct its own time study, at the Union's expense.
- (c) If the Union conducts a time study, the parties will meet following the time study to attempt to resolve the dispute.
- (d) At any time, if there is no agreement reached, the Union may proceed through the grievance procedure.

ARTICLE 19
SAFETY, HEALTH AND SECURITY

Section 1. Work-Related Injury or Illness

A Team Member who suffers a work-related injury or illness, no matter how minor, must report it to their supervisor immediately and complete an injury/work related illness report, by the end of the shift during which the injury or illness occurs or is discovered. The Company will provide first aid kits and blood borne pathogen kits and all standard first aid supplies for minor cuts and scrapes.

Section 2. Lost Time

A Team Member injured at work will be paid for lost time away from work on the day of the injury or accident while seeking medical treatment. If the Team Member is not released to return to work that day, they will be paid for the remainder of their scheduled shift.

Section 3. Management Responsibility and Joint Health and Safety Committee

The Company is committed to providing a safe and healthy work environment and encourages the active involvement and support of all Team Members. To achieve this goal, the Company will:

- (a) establish responsibilities in all levels of management and hold them accountable for implementing programs and procedures,
- (b) ensure through proper support and training that all Team Members are aware of hazards and accept responsibility for working safely,
- (c) establish and maintain operating procedures and programs,
- (d) design, construct, continuously improve, and operate facilities in a manner in which encourages the elimination of work-related injuries, illnesses, and accidents.
- (e) also, to ensure that all operations conduct business in compliance with applicable safety and health laws, regulation, and standards (DOT, OSHA, MIOSHA, ANSI, and NIOSH), and
- (f) provide the Union with all investigation reports and findings including but not limited to MARS reports.

The Union will actively participate in and support all aspects of the health and safety program. In order to provide for their own health and safety, Team Members will conduct themselves in accordance with the Company's health and safety programs and policies.

Section 4. Joint Health and Safety Committee

A Joint Health and Safety Committee will be established to provide overall direction and leadership. The committee will be made up of three (3) union members, selected by the Bargaining Committee Chair and three management members selected by the Plant Manager. The union Health and Safety Chairperson and the Safety Manager will Co-chair the committee.-The committee will meet once a month and minutes of the meetings will be kept.

Members of the committee will be provided access to information and data necessary to carry out their duties. Access will include but not be limited to: OSHA 101 and 200 301 forms, computerized injury and illness data, medical visit data, Material Safety Data Sheets, Industrial Hygiene Reports, layout and machinery drawings, photographs taken during accident investigations, hazardous waste information, environmental records, etc. If it is determined that the Company has had a personal exposure exceeding the permissible level as set forth in 29 CFR1910.1000, Air Contaminants or other applicable standards adopted by the company the members of the Joint Health and Safety Committee will be informed. Union members of the committee will be paid for time spent carrying out the duties of the committee.

This needs to be the general provisions set forth as a standard procedure for this Committee to follow. The responsibilities of the committee will include but not be limited to:

- (a) Review of injuries and illnesses to identify cause(s) and prevention.
- (b) Review of changes in shop rules governing safety.
- (c) Discussion of the Health and Safety Complaint Procedure.
- (d) Participation during inspections conducted by the Government or International Union Representatives.
- (e) Participation in the review of hazardous materials prior to their use in the plant.
- (f) Review and analysis of OSHA 101 and 200 301 forms and medical visit data.
- (g) Review of layout changes, machine modifications, and new equipment and machinery to ensure that appropriate health and safety considerations have been addressed.
- (h) Conducting regular inspections, documenting deficiencies and following up on corrective action.
- (i) Developing and evaluating programs such as Fall Prevention, Noise Abatement, Ergonomics, Toxic Material Reduction, Preventive Maintenance, Lockout, etc.

- (j) Presenting problem areas and suggestions to the Plant Manager's operating staff.
- (k) Reviewing new standards and regulations and recommend appropriate changes in the work environment and plant procedures.
- (l) Monitoring compliance with government standards.
- (m) Taking an active role in reviewing, recommending and presenting local safety education and information programs and Team Member job-related safety training (e.g., hazard communication, lockout, confined space, new employee orientation, apprentice safety, etc.)

Section 5. Training for Members of the Joint Health and Safety Committee

Members of the Joint Health and Safety Committee will receive appropriate health and safety and ergonomics training in areas such as; Accident Investigation, Noise Control, Machine Guarding, Lockout, Confined Space Entry, Toxicology, Industrial Hygiene, Ergonomics, Fall Prevention, Ventilation and the Review of New Equipment. The Co-Chairs of the Joint Health and Safety Committee will select and schedule at least four (4) training sessions per year to be conducted during the time of the monthly safety committee meetings. The Company will pay \$400 per participant (up to 4 Team Members) for the registration fees and the Company will pay 100% actual lost wages, for the three Joint Health and Safety members and the Joint Health and Safety Co-Chairman from the Union to go to the Health and Safety Conference at the Walter and May Reuther Education Center each year of the Collective Bargaining Agreement.

Section 6. Health and Safety Complaint Procedure

The parties recognize that knowledge of health and safety hazards, good communication and prompt corrective action are fundamental to the success of this program. Further, the company will encourage Team Members to communicate concerns to their supervisors who have both the authority and responsibility to implement changes. If a health and safety issue cannot be resolved between an employee and supervisor, the Team Member may complete a Health and Safety Complaint Form and request the assistance of the Bargaining Committee Person or the Union Health and Safety Representative.

Section 7. The Company agrees to inform "All Employees" of any "Toxic or Hazardous Substances" in the workplace, and will train and supply all required Personal Protective Equipment to "All Employees" to ensure their safety and wellbeing. Furthermore, the Company will ensure that "All Employees" are notified and trained on any new "Toxic or Hazardous Substance" introduced to the work place in accordance with the OSHA or MIOSHA Standard and meet all requirements of "Right to Know."

Section 8. No Team Member shall be required to perform work which they reasonably believe involves a substantial probability that serious physical harm may occur. No Team Member shall be required to work on a job or machine with which they are unfamiliar until they receive adequate instruction and training in the performance of the job.

Section 9. Work Related Injuries

The Company shall furnish competent medical services and supply adequate facilities for the proper diagnosis and treatment of cases resulting from injuries, physical impairments, or afflictions obtained while working in the facilities immediately following an incident. The Company may only attempt to remove foreign objects from an employee's eye using an eye wash system, and the Company's use of other devices such as tweezers to remove foreign objects from an employee's eye is prohibited. Team Members will be placed only on jobs within their medical restrictions. Upon approval from an employee's physician, and in accordance with Michigan law, and subject to work availability, Team Members off work due to work-related injury or illness will be required to participate in a transitional light duty return-to-work program for up to ninety (90) days. Transitional light duty assignments will be in accordance with the employee's physical condition as communicated by their physician. There are no permanent light duty positions at the facilities covered by this Agreement. A Team Member or the Company may request a re-evaluation of medical restrictions if a problem occurs in performing the activities of the assigned job. The Company will provide, upon request, a copy of the medical records to the Team Member. When a Team Member uses a medication or medical supply from a first Aid Kit for a work-related condition, the Supervisor will complete an injury report. The Company will continue to refer Team Members to the medical provider for appropriate medical care and OSHA 300 log recording as required by OSHA and MIOSHA. All reports will be posted annually on an OSHA 301-A log in accordance with the OSHA and MIOSHA standard.

Section 10. Ergonomics

The Company and Union will establish a comprehensive ergonomics program. The program will include:

- (a) On-going systematic analysis of injury and illness records (Workers')
- (b) Compensation claims, OSHA recordables, medical visits, Sickness and Accident records).
- (c) Job analysis to identify high risk jobs.
- (d) Application of engineering and/or administrative controls to eliminate or reduce risk.
- (e) Worker involvement in the identification of hazards and selection of control methods.

- (f) Training for engineers, workers and supervision.
- (g) Establishment of design criteria for engineers as per NIOSH standards.
- (h) Active involvement of the medical department in the identification of problems, medical evaluation, treatment, rehabilitation, record keeping and job placement of restricted workers.

The elements of the program include Injury and Illness Analysis, Job Evaluation, Implementation of Control Measures, Medical Management and Training.

The program is administered by the Joint Safety Committee.

The Company will designate a management representative to work on ergonomics with the Union Health and Safety Chair or a designated member of the Health and Safety Committee. These two individuals will make up the Joint Ergonomics Committee. Jointly they will perform all job evaluations and duties of the Joint Ergonomics Committee. The Management representative and the Union Representative will co-chair the committee. Meeting will take place once a month and minutes will be kept.

Injury and Illness Analysis

The Company will implement an occupational injury and illness data systems. Reports are to be generated on a regular basis and circulated to members of management and posted in designated locations in the plant. The reports will show trends, distribution by type of injury and areas highest in injury frequency. The Joint Health and Safety Committee and Ergonomics Committee will utilize the reports to focus efforts in areas where risk is highest and to monitor the overall effectiveness of the ergonomics program.

Job Evaluation

The Company will continue to encourage Team Members to report to management, orally or in writing, symptoms of ergonomic injury or ergonomic risk without fear of reprisal or discrimination. Evaluations will be performed combined with the Joint Ergonomics Committee Representatives of both the Company and Union. Sufficient time will be allotted to ensure that job evaluations begin within two weeks of an injury or complaint. A copy of the evaluation will be provided to the area manager, injured union member, supervisor, and Joint Health and Safety Committee. The Company will develop a computerized inventory of all jobs in the warehouse and in transportation. In the future, injuries and evaluations will be linked to specific jobs. Evaluations will be performed whenever:

- (a) A Team Member reports complaint of injury or risk of ergonomic injury;
- (b) A Team Member is diagnosed with an ergonomic injury;
- (c) The Company becomes knowledgeable of an ergonomic risk in a specific work activity;
- (d) A Safety Concern Activity Report form is submitted alleging an ergonomic risk.
- (e) Evaluations will be updated when an employee is newly diagnosed with an ergonomic injury, the job or operation is substantially changed or after control measures have been implemented.

The components of a worksite evaluation will include but are not limited to;

- (a) Asking the Team Member which work activity may be causing the injury or symptom,
- (b) Identifying the specific work activities that are likely contributors to the ergonomic risk, symptom, or diagnosis,
- (c) Observation of job,
- (d) Identification and evaluation of potential countermeasures to reduce ergonomic risk
- (e) Asking the employee for ideas about minimizing ergonomic risk factors and
- (f) A description of the feasible control measures to be implemented. Such analysis includes input from Team Members whose jobs will be affected by the modification.

All job evaluations including updates will be documented. This includes evaluations performed on new jobs prior to any startups. Upon receipt of an ergonomic job evaluation, the Supervisor will act to implement countermeasures within 5 days. If the problem job is not resolved within 5 days, the Area Manager will report the problem job to the Shift Manager. If the problem job is not resolved by the Shift Manager within 5 days, it will be reported to the Operations Manager. If the problem job is not resolved within 5 days, it will be referred to the Unit Ergonomics Committee.

The Joint Ergonomics committee will conduct an additional follow-up evaluation and track progress through the Joint Health and Safety Committee.

Countermeasures

The Company will use feasible engineering controls and administrative controls to eliminate or reduce ergonomic risk. Control measures are deemed necessary when any work-related ergonomic risk causes or aggravates symptoms of an ergonomic injury, or when job activities are substantially likely to result in the development of an ergonomic injury. Engineering controls will be utilized whenever feasible. When engineering controls are determined to be necessary, feasible administrative controls will be used as necessary to control ergonomic risk before engineering controls are implemented. Administrative controls will not be used as a substitute for engineering controls. Control measures will be implemented in a timely manner, based on the severity of the hazard.

A master list of all ergonomic problem jobs for the facility will be maintained. Problem jobs that are not corrected within two months will be placed on the agenda for the next meeting of the Joint Health and Safety Committee meeting.

Training

Personnel responsible for worksite evaluations will receive practical ergonomics training in the use of a basic job/risk factor checklist, problem identification, and implementation of ergonomic solutions. The Co-Chairs of the Joint Ergonomics Committee will select and schedule at least two (2) training sessions per year to be conducted during the time of the monthly joint ergonomics committee meetings. A member of the UAW Health and Safety Department Staff may assist in the development and delivery of the training for both the Union and the Company. Refresher training will be provided as necessary.

Annual Review

The Company and Union will jointly audit the entire ergonomics process each year and make recommendations for improvements to the Joint Health and Safety Committee. The Company will take whatever action is necessary to comply with applicable laws and regulations pertaining to Team Members' health, safety, and ergonomics. Where the Company and/or Union has reason to believe that a violation of a law or regulation is occurring or may occur, it may take whatever action is necessary to discontinue or prevent such violation.

The Bargaining Committee Chairperson or their designee shall serve as the Union representative at all "Opening and Closing Conferences" with OSHA, MIOSHA, or DOT. This person will have the right to consult with, and accompany the Company representative along with the State or Federal representative during the course of the inspection and have the right to be present with any union Member during the course of such investigation or questioning by the state or federal inspector.

Section 11. Safety Equipment

The Company will provide, without cost to associates, any protective devices or safety equipment that it requires the associates to wear and/or utilize in the performance of their job duties. Replacement of such devices or equipment because of normal wear and tear, or because of damage that is attributable to performing the associates' job duties, will also be without cost to associates, except for any such items or equipment lost, willfully damaged, or destroyed, with the following exceptions:

- (a) After the first 60 days of employment, the Company will pay up to \$200.00 annually for each eligible associate toward the cost of obtaining steel-toed footwear. The associate must provide the Company with proper documentation that the described footwear was purchased before such payment will be made. Open toed footwear is not permitted in any location of the facilities.
- (b) After the first 60 days of employment, the Company will pay up to \$150.00 twice in the life of the agreement for each eligible associate toward the cost of obtaining prescription safety glasses. The associate must provide the Company with proper documentation that the described eyewear was purchased before such payment will be made.

Section 12. Maintenance Technicians Working Alone

The Company recognizes the danger of having Team Members work alone. This danger is increased when moving machinery is involved, or where work is carried out in a confined space. Maintenance Techs shall not be permitted to perform work alone on any job that involves a Lockout/Tagout process, scissor lift, or any other equipment or machinery deemed to be a safety concern by the Joint Health and Safety Committee. This means that there will always be someone within the line of sight of that technician.

Section 13. Liability

The International Union, UAW, Local Union 652, Joint Health and Safety Committee, union officials, employees and agents shall not be liable for any work-connected injuries, disabilities or diseases which they did not cause and which may be incurred by employees of the Company or its subsidiaries or by third parties while on Company property. This is not intended to, and does not increase the Company's liability in such cases beyond its normal exposure, if any (i.e. Workers' Compensation).

Section 14. Driver Safety Provisions

- (a) **Accidents.** Every Team Member involved in an accident, if not incapacitated, shall:
- (1) Immediately stop,
 - (2) Call police or 911 if applicable,
 - (3) Take all necessary precautions to prevent further accidents or injuries at the scene,
 - (4) Notify Ryder dispatch as soon as possible,
 - (5) Utilize Ryder Spill Kit to contain fuel spill if necessary,
 - (6) Take pictures of accident and surrounding area,
 - (7) Give to the proper authority, your name and address, the name and address of the company, the license tag number and show driver's license, if requested,
 - (8) Team Members must comply with all sections of FMCS Regulation #382.303,
 - (9) Obtain all witness and pertinent information at the scene and report this information to the company,
 - (10) Complete a written accident report and submit the report to your supervisor as soon as possible and/or by the end of the shift,
 - (11) If the Team Member was incapacitated, a verbal report will be given to the Company as soon as able, to provide any information/explanation of the events as The Team Member knows they occurred while still fresh in their memory, as well as the extent of their own physical injury, as much as they know of it. Said Team Member, when able, shall make out an accident report in writing, on forms furnished by the Company, in the usual manner, providing as much information as possible.
- (b) **Passengers.** No driver shall allow anyone, other than Team Members of the Company who are on duty, to ride in or on their truck, except by written authorization of the Company. In such cases, no more than two (2) people at a time shall ride in a cab of a tractor unless required by government agencies, where necessary, for checking equipment or in cases of emergency.
- (c) **Company Property and Equipment.**
- (1) All Team Members shall exercise proper care and protection of Company's property and equipment. No Team Member shall be compelled to pay for any losses or damages to freight or equipment.
 - (2) Upon occurrence or recognition, Team Members shall immediately report all defects or damage of equipment. Team Members shall, as soon as possible and/or by the end of their shift, complete a written report on a suitable form furnished by the Company.
 - (3) Government Regulations. Nothing in this Agreement is to be construed to prevent the Company or its Team Members from complying with the regulations and rules of the DOT or any city, state or federal regulations.
 - (4) Examinations. Drivers and Hot Parts Drivers will comply with all DOT required examinations.

Section 15. Warehouse Accidents Steps. Every Team Member involved in an accident, if not incapacitated, shall:

- (a) Immediately stop,
- (b) Immediately Notify your Supervisor,
- (c) Follow instructions from Supervisor,
- (d) Contain and prevent any further incidents,
- (e) Fill out the incident report immediately upon direction from supervisor,
- (f) If necessary, the Team Member will be sent to the clinic to be checked out for any injuries immediately,
- (g) If the Team Member is not able to follow all steps above due to injury the reports will have to be completed upon return date.

Section 16. Lytx DriveCam Camera

The company will be installing “in cab camera system” (Lytx Drive Cam) into all tractors in order to monitor all safety critical events. However, such will be limited in the following manner. Results from in cab camera system should be used by management as a driver behavior modification and coaching tool for the first three (3) months of the program, drivers will not be disciplined for behaviors that are evident by use of the in-cab camera system.

Management is responsible for educating the driver on the following:

Ryder DriveCam video event recorder may be used in order to exonerate drivers and also to be used as a tool that can help our professional drivers improve driving skills.

- How the DriveCam video event recording technology works – specifically focusing on the fact that only triggered events are recorded, 12 seconds in duration and that management cannot access the camera or watch the drivers while they are driving)
- What might trigger a coaching event (Driver not wearing a seat belt, Driver using cellphone, Driver falling asleep, hard braking, Swerves, Impacts, Pot Holes, Following too close, Drifting)
- Many events will provide an audio alert to allow the driver to correct the behavior. If the driver corrects the issue, (ex: puts on seat belt, puts down phone) the event will be considered fixed and no event will be recorded and sent to the managers for review. This is called self-coaching.
- Videos that identify Preventable collisions, Non-Preventable collisions, near miss events, and coachable behaviors is forwarded on to the Managers after reviewed by Lytx and may be used to exonerate or discipline drivers.
- It is important to the success of this program that Drivers trust that managers are using this tool to improve driving behaviors.

Managers will take every opportunity to use DriveCam to highlight good driving behaviors and share successes with their teams. Managers will coach drivers individually when in cab technology identifies risky or unacceptable behavior. Both parties realize that some drivers do not always respond to behavior modification and or coaching. In the event that the coaching is found to be ineffective in modifying the unsafe driver behaviors, after the 3-month grace period the disciplinary process may be issued.

- **Coaching for minor policy Infractions:** Coaching events are intended to give the employee notice that there is a problem and provide an opportunity to change behaviors.
- **Coachable LYTX/DriveCam Event:** Coachable events will be assigned risk points based on the severity of the risky behavior exhibited (i.e. higher risk behaviors will be assigned a higher point value) Thirty (30) risk points in any given month will result in one written corrective action.
- **Distracted Events:** If an employee experiences any event listed below in the DISTRACTED EVENT CATEGORY, the employee will be removed from driving until a documented review/investigation is completed. Manager and Field Safety will conduct the review and generate follow up action's items. A second event in this category in a 12-month period will result in termination. These events will be treated independently from one another.

COACHING	WRITTEN WARNING	FINAL WRITTEN WARNING	IMMEDIATE TERMINATION
<p>Coaching provides the employee an opportunity to change the behavior before formal discipline is issued.</p> <ul style="list-style-type: none"> Minor Policy Infraction Warning Tickets DriveCam Event Trigger 	<p>Formal Discipline. Written Warnings are cumulative in nature within a rolling 2-year period</p> <ul style="list-style-type: none"> Repeated Policy Violations*** Preventable Injuries/vehicle crashes Violation/Citation in CMV 30+ Coachable Risk Points 	<p>Final step in formal discipline process. Two or more fatigue or distraction events in a 12-month period will result in termination</p> <ul style="list-style-type: none"> Driver Fatigue Event Driver Distraction Even (texting and driving) A written Warning issued within the previous 2 years 	<p>These actions will result in immediate termination</p> <ul style="list-style-type: none"> Critical At-Risk Behaviors Major Preventable Crash

*** Repeated at-risk behaviors are when the employee continues to take the risk associated with the task or activity regardless of the amount of training and/or coaching provided.

Lytix/DriveCam: All coachable events will be assigned risk points based on the severity of the unsafe driving behavior. (higher risk, higher points) A driver's risk point balance will start at zero at the beginning of each calendar month. 30 or more points in any given month will result in a written corrective action.

LYTX DRIVECAM: RISK BEHAVIOR POINTS-30 POINT CHARTS

Low Risk Behaviors	PTS	Mid-Risk Behaviors	PTS	High Risk Behaviors	PTS
Camera Issue	1	Aggressive	5	Near Collision	10
ER Obstruction	1	Blank Stare	5	Posted Speed Violation	10
Lens Obstruction	1	Cell Handheld-Observed	5	Speed Policy Violation	10
Other Concerns	1	Electronic Device-Observed	5	Red Light	10
Other Violations	1	Driver Unbelted (All)	5	Red Light -Aggressive	10
Mirror Use	1	Food/Drink -Distraction	5		
Intersection Awareness	1	Failed to Keep an Out	5	DISTRACTED EVENTS (Review Required)	
		Failed to Stop	5	Cell Handheld	
		Following Distance (All)	5	Cell Hands free	
		Incomplete Stop	5	Electronic Device	
		Late Response	5	Communication Device	
		Too Fast for Conditions	5	Other Distraction	
		Unsafe lane Change	5	Drowsy	
		U-Turn	5	Falling a sleep	

Safety Bonus

A safety bonus of \$250.00 per quarter shall be paid to each eligible Driver Team Member, provided the Team Member meets the current negotiated and agreed upon qualifications.

Monthly qualifications to receive the safety bonus

- I. 0 Preventable accidents
- II. 0 Preventable injuries
- III. No more than 10 coaching points in each calendar month
- IV. Complete all assigned training monthly

ARTICLE 20 DRUG AND ALCOHOL POLICY

Drug and Alcohol Abuse Regulated Employees (FMCSA/FTA)

Policy No.: HR 05.30.02 POL

Effective Date: October 25, 2023

Policy Owner: HR Employee Services Supersedes: November 18, 2022

Purpose

Policies provide general information and serve as a guide for your employment relationship with Ryder. The purpose of this policy is to summarize U.S. Department of Transportation rules and Ryders policy on:

- alcohol use and/or abuse;
- the prohibited use, sale, or possession of drugs;
- the misuse of drugs; and
- the drug and alcohol-testing requirements for regulated employees who perform safety-sensitive functions regulated by the FMCSA and/or FTA.

The complete DOT, FMCSA and FTA drug and alcohol regulations are published at 49 CFR Part 40, 49 CFR Part 382, and 49 CFR Part 655, respectively.

Who is this for?

This policy applies to all employees who perform safety-sensitive functions as defined by the DOT, FMCSA, and FTA, including contractors performing regulated services on Ryders behalf.

It is intended to cover employees in the United States primarily but includes regulated workers from Canada and Mexico performing covered work in the United States. This supplements Ryders Drug and Alcohol Policy and is not intended to be comprehensive or to address all possible applications. Employees covered by a valid customer contract or collective bargaining agreement may be governed by contractual provisions that differ from this policy. The provisions outlined within the customer contract or collective bargaining agreement shall supersede this policy, provided they also comply with the US Department of Transportation (DOT) rules.

Note: Where applicable, guidance is provided for applicants within this policy.

Policy

BACKGROUND

The U.S. Department of Transportation (DOT), and two of its subsidiary agencies, the Federal Motor Carrier Safety Administration (FMCSA), and the Federal Transit Administration (FTA), has Printed copies are for reference only. See digital site for current revision.

Adopted regulations requiring Ryder to implement a drug and alcohol policy for the regulated workers it employs. The regulations include prohibitions on the use of drugs and the misuse of alcohol and establish drug and alcohol testing requirements for those regulated employees.

SCOPE

The regulations describing the DOT, FMCSA, and FTA drug and alcohol rules in detail are found at 49 C.F.R. Part 40, 49 C.F.R. Part 382, and 49 C.F.R. Part 655. Additional driver qualification requirements related to the use of drugs and alcohol are found in 49 C.F.R. Parts 383 and 391.

POLICY

Ryder will comply fully with federal, state, and local regulations on drug and alcohol misuse.

Independent of DOT regulations, Ryder strictly prohibits the illegal possession, use, sale, attempted sale, conveyance, distribution, manufacture, cultivation, purchase, attempted purchase, transfer of controlled substances or intoxicants, in any amount, at any time, or in any manner, regardless of whether the individual is working or on Ryder premises.

Illegal drug use includes the use of prescription medicines not prescribed for the individual or not used as prescribed. Employees taking medication that impairs their ability to perform safety sensitive functions must notify their supervisor immediately. FMCSA regulated drivers must not use any drug, even by prescription, unless a physician has determined such use will not affect the driver's ability to perform work safely. Please note that the use of marijuana and marijuana products violates both FMCSA and FTA regulations and that the use of marijuana, even for medical reasons, disqualifies an individual from holding a DOT-regulated safety-sensitive position.

Ryder strictly prohibits the use of alcohol while on the job, while on Ryder property, while operating a Ryder owned vehicle and while representing Ryder. Regulated employees are prohibited from consuming alcohol while on-call (FTA) or within 4 hours of any time in which they may be called upon to perform safety-sensitive work and must not report for safety-sensitive work with alcohol in their systems. An individual who violates these rules is in violation of Ryder policy as well as federal regulation, and will be subject to discipline, up to and including termination.

On occasion, Ryder may permit employees or contractors to consume alcohol at company-sponsored or approved events. Regulated workers must ensure that if they choose to consume alcohol at such events, they act responsibly and always remain in compliance with the DOT regulations. For example, regulated employees must not consume alcohol even at approved events if they are scheduled to perform safety-sensitive work within 4 hours.

DESIGNATED EMPLOYER REPRESENTATIVE

Ryder has a Designated Employer Representative (DER) responsible for the oversight of this policy. Please direct any questions you may have about this policy to HR Employee Services at 1-855-474-3571.

PROHIBITED BEHAVIORS

The following activities are prohibited. Please review carefully and note that both on-duty and off-duty activities are covered. Any violation of the rules described in this policy will result in:

- immediate removal from safety-sensitive functions;
- referral to a Substance Abuse Professional (SAP);
- possible disqualification from performing DOT regulated functions for any regulated employer; and/or
- as a matter of Ryder policy, disciplinary action, up to and including termination from employment

USE / POSSESSION OF ILLEGAL DRUGS

Employees are prohibited from using illegal drugs whether on duty or off duty. It is illegal to use prescription medications other than as prescribed for current use. Marijuana and marijuana products remain illegal as a matter of federal law and DOT regulation and therefore, the use or possession of marijuana or marijuana products is prohibited by Ryder policy. Ryder will accommodate individuals who use marijuana for medical reasons to the extent required to do so by state law, but in no case may an individual who participates in a state medical marijuana program hold a DOT-regulated position.

USE OF PRESCRIPTION DRUGS

Consistent with FMCSA regulations, a regulated driver may not report for duty or remain on duty if the driver uses any controlled substance, even by prescription, except when the use is both lawful and pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect his or her ability to operate a commercial motor vehicle safely.

Remember that the use of marijuana for medical reasons, even as permitted by state law, is always prohibited by the FTA and FMCSA regulations, and will disqualify an employee from performing any regulated safety sensitive function.

When an employee must use a medication that bears warnings about safe practices that might affect the employee's ability to work safely for example, when a medication warns against driving or operating machinery while using the medication the employee must notify his or her supervisor of this fact. The employee's supervisor must contact the Drug & Alcohol Department for guidance. The MRO may also send a safety concern notice to Ryder if test results reveal the use of a medication that may affect a driver's ability to work safely.

The Drug & Alcohol Department will evaluate and coordinate the assessment of any concerns and evaluate appropriate precautions or accommodations that will allow the individual to work safely. The use of certain medications, such as methadone and marijuana will be disqualifying.

All information Ryder learns about a regulated employees use of a medication or underlying medical condition will be treated as confidential and used only for the purpose of determining whether the employee may perform his or her job safely with or without a reasonable accommodation.

USE OF NON-PRESCRIPTION DRUGS

Ryder prohibits the use of non-prescription (over the counter) medications when:

- the medication causes the individual to be impaired or unable to safely perform his or her duties;
- the individual is a driver or operates machinery and the medication directions warn the user to avoid driving or operating machinery, and the driver has not been cleared by a health care provider on the National Registry of Certified Medical Examiners to use the medication; and/or
- the medication contains alcohol (i.e., liquid medications containing ethyl alcohol (ethanol), such as but not limited to Vicks Nyquil, Comtrex, Contac Severe Cold Formula Night Strength, Listerine, etc.).

Employees who are scheduled to or may be called upon to perform regulated safety-sensitive functions must not take medications that contain alcohol while on duty, while on-call (FTA), or within four hours before they go on duty.

USE / POSSESSION OF ALCOHOL

Regulated workers are prohibited from the use and/or possession of alcohol while working by both Ryder and the DOT regulations.

FMCSA employees scheduled and/or available to perform safety-sensitive regulated work shall not report for duty, remain on duty, or be immediately available for duty within four hours. Printed copies are for reference only. See digital site for current revision.

of having used alcohol, or while having alcohol at a concentration of .02 or more in his/her system in concurrence with Ryder policy requirements.

FTA employees scheduled and/or available to perform safety-sensitive regulated work shall not report for duty, remain on duty, or be immediately available for duty within four hours of having used alcohol, or while having alcohol at a concentration that is not below .02 in his/her system.

Ryder will discipline any regulated worker who has a breath alcohol concentration level of 0.02 or greater, and termination is the presumed consequence of a policy violation.

REFUSAL TO SUBMIT

No regulated worker shall refuse to submit to an alcohol and/or drug test required by FMCSA or FTA regulation.

Refusal to submit (to an alcohol and/or drug test) means that a DOT-regulated worker:

1. Fails to appear for any test within a reasonable time after being directed to do so. Individuals selected for random testing are expected to cease performing safety-sensitive functions and report for testing immediately, as required by the regulations. Ryder will consider any individual who fails to report for a drug test within 2 hours of notification to have refused the test (sooner, if there is no legitimate reason for the delay), absent unusual extenuating circumstances.
2. Fails to remain at the testing site until the testing process is complete, (except a job applicant who leaves before the testing process has begun is not deemed to have refused the test).

Candidates and employees must remain at the testing site and complete the testing process once it has started. Instructions from the lab personnel must be strictly adhered to, providing there is no violation of the law. Leaving the premises of the collection site (including stepping outside of the facility) will result in a refusal to test and a violation of the drug and alcohol policy;

3. Fails to provide or to attempt to provide a urine specimen for any drug test required by the FMCSA or FTA regulations;
4. Fails to provide or to attempt to provide an adequate amount of saliva or breath for any alcohol test required by the FMCSA or FTA regulations; Provided, 5. Fails to provide a sufficient breath specimen and the physician has determined, through a required medical evaluation, that there was no adequate medical explanation for the failure; Printed copies are for reference only. See digital site for current revision.
5. Fails to permit a directly observed or monitored collection of a urine sample mandated by the regulations;
6. Fails to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
7. Fails or declines to take an additional test the employer or the collector has directed the employee to take;

8. Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER, or as part of the insufficient breath procedures.
In the case of a pre-employment drug test, the employee or candidate is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment. If there was no contingent offer of employment, the MRO will cancel the test;
9. Fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector); does not have a gov ID available at the time of collection;
10. Fails to follow the observer's instructions during an observed collection including instructions to raise clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the donor has any type of prosthetic or other device that could be used to interfere with the collection process;
11. Possesses or wears a prosthetic or other device that could be used to interfere with the collection process;
12. Fails to sign the certification at Step 2 on the alcohol testing form; or
13. Admits to the collector or MRO that he/she adulterated or substituted the specimen, or the MRO reports him/her as having a verified adulterated or substituted test result.
14. Receives an MRO verified adulterated or substituted test result with respect to a sample.
Regulated workers who refuse to submit to required drug and/or alcohol tests are disqualified from performing any DOT-regulated safety-sensitive work (for any employer) until each has Printed copies are for reference only. See digital site for current revision.
undergone a DOT-required SAP evaluation and completed any prescribed education and/or treatment and has taken and passed a return-to work drug and/or alcohol test.

TESTING CATEGORIES

Employees and applicants are subject to certain categories of drug and/or alcohol testing under FMCSA or FTA regulations as described below. DOT tests seek the presence of amphetamines, cocaine, marijuana, opiates and opioids, and phencyclidine (PCP).

PRE-EMPLOYMENT TESTING

Prior to commencing employment, a candidate for safety-sensitive work must undergo testing for prohibited drugs. The candidate must receive a negative test result before being authorized to begin work. A pre-employment test is required whenever a regulated employee is transferred from a non-regulated to a DOT covered position or an existing position when safety sensitive work is added to the job duties.

As a matter of Ryder policy, a candidate's failure to receive a negative test result will result in the rescission of the job offer (and, if the candidate is a current Ryder employee, discipline in accordance with Ryder policy).

If the candidate tests negative, but dilute, he or she will be required to take a second test, consistent with Ryder policy and the DOT regulations. Ryder will revoke a candidate's job offer if the candidate receives two (2) negative dilute test results. Once hired, FMCSA-regulated employees who miss thirty (30) days of employment for a leave reason are subject to pre-employment tests. FTA-regulated workers must be given a pre-employment test if they are out of the workplace for more than ninety (90) days.

RANDOM TESTING

All regulated employees are subject to unannounced random drug and alcohol testing. Selection for testing will be made using a scientifically valid method such as a random number table, or a computer-based random number generator that is matched with an employee's payroll identification or other comparable identifying numbers. Each employee will have an equal chance of being selected each time selections are made. Random tests will be unannounced and spread reasonably throughout the calendar year.

Ryders random testing administrator (an outside service) will periodically provide location managers with a confidential list of employees from the current random test group for drug testing.

Some employees on the random selection list will be designated to take a random alcohol test.

Workers should be notified to report for random alcohol tests only at a time when they are performing, ready to perform, or on call/available to perform regulated safety-sensitive work or have just completed performing safety-sensitive functions.

Ryder will ensure that a sufficient number of FMCSA/FTA regulated employees are selected and subjected to random drug and alcohol testing each year to meet regulatory requirements. An individual's selection for testing shall be kept confidential until the employee can be notified to report immediately for the test.

When an employee is notified that he or she has been selected to take a random alcohol and/or drug test, the employee must proceed to the testing site immediately. If an FMCSA regulated employee is performing a safety-sensitive function at the time of notification, the employee must stop performing the safety-sensitive function and then proceed to the test site. Employees participating in a random drug test will be compensated (including overtime when applicable) for all time devoted to the test including travel to the collection site and back, waiting and specimen collection.

As a matter of Ryder policy, if the employee has not reported for testing promptly, and in any event within 2 hours (sooner, if there is no reason for the delay) Ryder may deem the individual to have refused the test and subject to immediate termination.

An employee will be subject to random alcohol testing only while he or she is performing or ready to perform safety-sensitive functions, just prior to performing safety-sensitive functions, or just after performance of such functions has ceased. FTA regulated employees may be subject to random drug testing at any time while on duty.

POST-ACCIDENT TESTING

Post-accident testing is required for FMCSA regulated employees involved in an accident while engaged in a safety-sensitive function if:

- the accident involves a fatality;
- there is an injury requiring off-site medical attention and the driver receives a citation for a moving violation arising from the accident; or
- any vehicle sustains disabling damage, and the driver receives a citation under state or local law for a moving violation arising from the accident. Each surviving driver operating a vehicle under Ryders authority and involved in the accident must be tested.

Post-accident testing is required for all surviving FTA regulated employees following an accident if:

- the accident involves a fatality;
- any individual suffers an injury requiring immediate medical attention away from the accident scene.
- the revenue service vehicle incurs disabling damage and must be towed or transported from the scene by another vehicle; or
- if the mass transit vehicle is removed from operation.

FTA post-accident testing includes all individuals whose performance could have contributed to the accident unless any covered employee's performance can be completely discounted as a contributory factor to the accident. This may include mechanics and other support personnel in addition to the operator.

In all cases, tests must be administered as soon as practicable following the accident, after any necessary medical assistance has been offered. A regulated employee who is subject to post-accident testing shall remain readily available for such testing or may be deemed to have refused the test. Employees must not use alcohol until tests have been completed. All post-accident tests will be conducted as soon as possible, but in any event alcohol tests will be completed within 8

hours and drug tests within 32 hours of the accident. (When an alcohol test is not completed within two hours, Ryder will document the reasons for the delay. If the test is not completed within 8 hours, Ryder will cease attempts to test and document the reasons that the test was not completed.) For FMCSA drivers, non-DOT tests administered by law enforcement may satisfy the post-accident testing requirement only if conducted as permitted by law and obtained by Ryder.

Specific instructions regarding DOT post-accident testing are found in Safety, Health, and Security Policy - Collision Reporting, Notification and Investigation (SHS 01.05.10 POL).

Note: If DOT regulations do not mandate a post-accident test, Ryder may nevertheless conduct post-accident drug and/or alcohol testing under its own authority if a regulated employee is involved in an accident in which his or her actions appear (at the time) to have caused or contributed to an accident. Employees involved in an accident while performing any work for Ryder must notify their supervisor immediately, partly to determine whether DOT mandated testing is required.

REASONABLE SUSPICION TESTING

Regulated employees are subject to drug and/or alcohol testing whenever they are reasonably suspected of using a prohibited drug or of misusing alcohol in violation of FMCSA or FTA regulations. Drug testing may occur any time while on duty. Alcohol testing may be required just before, during or immediately after the actual performance of safety-sensitive functions.

Only Ryder personnel who have been specifically trained to recognize the signs of drug abuse or alcohol misuse in accordance with DOT regulation may make a determination that reasonable suspicion exists and may send a regulated employee for alcohol and/or drug testing based on reasonable suspicion. Determinations will be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the individual. Ryder will train supervisory personnel to make such determinations, as required by regulation.

Note: In addition, Ryder may elect to conduct reasonable suspicion drug and alcohol tests under its own authority, if it has reason to believe that a regulated employee is in violation of its policy on alcohol and drug use. In such a case, Ryder will perform any required reasonable suspicion alcohol test and urine collection required by the DOT first, in advance of any Ryder-required test or collection.

RETURN-TO-DUTY TESTING

No regulated employee may return to safety-sensitive regulated employment after receiving a verified positive test result on a DOT test, after refusing to submit to a DOT drug and/or alcohol test, or after otherwise having violated the DOT drug and alcohol regulations, until he or she completes an evaluation by a qualified Substance Abuse Professional, and then completes the prescribed education or treatment, and takes and passes a return-to-duty test. All return-to-duty drug and/or alcohol tests are conducted by Observed Collection, in accordance with DOT regulations. This requirement applies regardless of whether the individual is seeking work with Ryder or with any other DOT regulated employer. If the individual is an applicant, the return-to-duty test may also serve as the pre-employment test. Return-to-duty tests may be scheduled as soon as the employee is released to return to work and must be completed before the individual is permitted to perform any safety-sensitive function.

FOLLOW-UP TESTING

Any employee who has been permitted to return to duty following a verified positive test or refusal to test will be subject to unannounced follow-up alcohol and/or drug testing, as directed by his or her Substance Abuse Professional (SAP). At a minimum, the employee will be subject to six (6) unannounced tests in the first twelve (12) months following the return to safety-sensitive work and may be subject to testing for as long as sixty (60) months following the return to work. All follow-up drug tests are conducted by observed collection, as required by DOT regulation.

Follow-up testing mandated by DOT rules shall be conducted only when the regulated employee is performing safety-sensitive functions, just before scheduled to perform safety-sensitive functions, or just after ceasing to perform safety-sensitive functions.

Follow-up testing requirements apply regardless of whether the individual was working for Ryder at the time of the violation.

TESTING PROCEDURES

All Ryder-utilized testing facilities, including collection sites and drug testing laboratories, must follow testing procedures in accordance with DOT regulation. These standards will ensure:

- reasonable privacy for tested individuals,
- compliance with mandated testing methods, and
- integrity of specimens through chain-of-custody procedures
- an opportunity for the tested individual to explain or contest positive test results

Ryder will inform individuals selected for testing if a test is mandated by DOT or conducted pursuant to Ryder policy in its exercise of independent authority. See Ryders generally applicable testing policy for details on Ryders non-regulated test methods.

ALCOHOL TESTING

FMCSA - alcohol testing is performed by testing a breath or saliva sample as an initial test. Initial tests which show the presence of alcohol above the threshold of 0.02 will be confirmed using an evidential breath testing (EBT) device shortly after the first test is completed. If the confirmatory test registers 0.04 percent alcohol, the test will be considered positive and reported immediately to Ryder.

If the test registers between 0.02 and 0.039 percent alcohol, the test is not considered positive but nevertheless the individual must be removed from duty immediately as described above. The test result will be reported to Ryder and the individual will be terminated due to violation of Ryder drug and alcohol policy. **Ryder will discipline any regulated worker who has a breath alcohol concentration level of 0.02 or greater, and termination is the presumed consequence of a policy violation.**

Ryder will ensure that its collectors use approved alcohol testing devices that meet all requirements set forth in the DOT regulations. In addition, Ryder will ensure that it or its agents will maintain the quality assurance plan for each EBT developed by the manufacturer.

Breath testing normally will be conducted in a location that affords privacy to the person being tested sufficient to ensure that unauthorized persons cannot see or hear test results. An employee's direct supervisor will not serve as a Breath Alcohol Technician (BAT) or Saliva Test Technician (STT).

Printed copies are for reference only. See digital site for current revision.

DOT regulations require employees unable to provide sufficient breath for breath alcohol testing to be evaluated by a Ryder approved physician who will determine the employee's medical ability to provide sufficient breath.

If the physician determines that...	Then the employee's failure will...
a medical condition could have prevented the employee from providing adequate breath,	not be considered a refusal to test
no medical condition exists to have prevented the employee from providing adequate breath,	be considered a refusal to test

DRUG TESTING

Testing for prohibited drugs will be performed by testing a urine sample provided by the individual at a collection site.

All tests will be performed by a Substance Abuse and Mental Health Services Administration (SAMHSA) certified laboratory. The laboratory also will test for the presence of adulterants, masking agents, and other evidence of efforts to evade or disrupt the testing process.

A Medical Review Officer (MRO) will review non-negative test results and will engage in reasonable attempts to contact the individual to discuss possible medical reasons for a positive test before verifying the test as positive and informing Ryder of the positive test result. (If an employee does not return calls, the MRO may ask Ryder to request the employee call to speak to the MRO. If the tested individual does not return MRO calls, the MRO may verify the test as positive without speaking to the individual, in accordance with DOT regulations).

If the test is verified positive, adulterated, or substituted, an individual may request a confirmatory test of the split sample (second container) within 72 hours of being notified of the test result. If the employee so requests, the split sample will be tested at another laboratory certified by Substance Abuse and Health Services Administration (SAMHSA). However, a request for a test of the split specimen will not delay verification of the first test result. If the re-test fails to reconfirm the presence of an illegal drug, the original test result will be invalidated by the MRO, who will direct next steps.

If a drug test is confirmed as negative dilute, Ryder will require the tested individual to submit to a second test immediately and without prior notice. A positive dilute result is considered a positive test result. A second negative dilute specimen is considered a negative test result for purposes Printed copies are for reference only. See digital site for current revision of complying with the DOT regulations. Such a result, however, will result in a withdrawal of any job offer if the test is a pre-hire/pre-assignment test, as a matter of Ryder policy.

In most cases, DOT regulations allow individual privacy in the collection process. However, in cases when an employee may have altered or attempted to alter or to substitute a specimen as defined in the DOT regulations, or when the test is a return-to-duty or follow-up test, the employee will be required to produce a specimen under the direct observation of a same gender collection site person. Employees who cannot provide sufficient urine or breath for testing will be required to submit to medical examinations, consistent with the regulations.

POSITIVE DRUG AND ALCOHOL TEST RESULTS OR REFUSALS-TO-TEST

No regulated worker shall refuse to submit to an alcohol or drug test.

A worker may not report for duty, remain on duty, or perform a safety-sensitive function if he or she has a verified positive test result or has refused to submit to testing, and has not met the requirements DOT regulations impose for returning to safety-sensitive duties.

Any individual who tests positive for alcohol at a level of .04 percent or greater, receives a verified positive test result for prohibited drugs, or refuses to submit to testing, will be removed immediately from safety-sensitive employment and referred to an SAP for evaluation. Employees who test positive will be subject to disciplinary action in accordance with Ryder policy. Job applicants who test positive or refuse to test will not be hired.

Employees with positive alcohol test levels of .02 to .39 percent will be removed from service for at least 24 hours (FMCSA and Ryder policy) and will also be subject to termination.

Employees covered by a Collective Bargaining Agreement

A DOT-regulated employee who has tested positive on a drug or alcohol test may be offered the opportunity to continue working in a DOT-regulated position upon providing completion of the required Substance Abuse Professional Assessment/Return to Duty and Follow-up documentation. For details refer to the Drug & Alcohol section in the CBA

Prior to a DOT regulated employee governed by a CBA resuming any DOT safety sensitive functions, the following is required:

- the employee successfully completes a program of evaluation and treatment as required by the regulations and approved by Ryder.
- the employee submits to a return-to-duty test and the test results are negative; and Printed copies are for reference only. See digital site for current revision.
- the employee agrees to submit and does submit to unannounced follow-up testing for at least one year up to a maximum of five years, as directed by the Substance Abuse Professional. As a matter of Ryder policy, the individual also may be subject to other conditions, which will be recorded in a Return-to-Work/Last Chance Agreement.

SUBSTANCE ABUSE PROFESSIONAL REFERRAL

Ryder will ensure that any individual who tests positive, refuses a test, or otherwise violates the DOT drug and alcohol regulations will be provided with a list of nearby Substance Abuse Professionals (SAP) as required by DOT regulations.

Contact your immediate supervisor for more information.

CONFIDENTIALITY

Information relating to employee compliance with this Policy will be kept confidential and shared by Ryder and its agents only as permitted by the DOT regulations. Information will be released to other persons or entities only with the written consent of the tested individual or as required or permitted by law or regulation. The company will notify the tested individual whenever it releases information to a third party other than as authorized by that individual.

OBLIGATION TO REVIEW DRUG & ALOCOHOL HISTOR VIOLATIONS

Before an applicant or contractor is permitted to perform any DOT safety-sensitive functions for the first time, Ryder will obtain and review information about the individual's compliance with DOT regulations over the past two (FTA employees) or three (FMCSA drivers) years, including for drug and alcohol history violations:

- Positive test results for prohibited drugs,
- Alcohol test results with a concentration of .04 or greater, refusals to test, or other violations of any DOT drug and alcohol regulation.
- Completion of the SAP review and return to duty process, if applicable; and
- Safety performance history consistent with FMCSA regulations

Applicants or contractors will also be asked if in the past two years they have applied for employment in in a DOT-regulated safety sensitive position but were not hired, and the same request for information (except for safety performance history) will be sent to those prospective employers.

Ryder cannot permit an employee to perform safety-sensitive functions if Ryder obtains information confirming the individuals:

- Verified positive DOT drug or alcohol test with a concentration result of .04 or greater, or a refusal-to-test, or
- Other violations of DOT drug and alcohol regulations,

UNLESS the individual provides information regarding his or her successful completion of the return do duty process, including evaluation by a Substance Abuse Professional, and confirmation that the individual has successfully completed any education or treatment recommended by that SAP. Absent such confirmation, the employee or applicant cannot perform safety-sensitive work, and Ryder will withdraw any conditional offer of employment.

In order for Ryder to obtain the required information, the individual will be required to complete and sign a written request and consent to release information for each of the individuals' previous and prospective employers during the preceding two or three-year period.

EDUCATION AND TRAINING

Education

Ryder drivers and other regulated employees will be provided with training on substance abuse.

Training will include information on:

- Ryders drug and alcohol policy and the consequences for violating the policy or regulations;
- Dangers and consequences of prohibited drug use and alcohol abuse on personal health, safety, and the work environment;
- Signs and symptoms that may indicate prohibited drug use or alcohol misuse; and
- Referral, evaluation, and treatment resources available to employees.

Supervisors' Training

Ryder supervisors and managers who may make reasonable suspicion determinations will receive at least 120 minutes of training on recognizing the physical, behavioral, and performance indicators of probable drug abuse. Supervisors and managers will receive at least 60 minutes of training on alcohol misuse and 60 minutes on controlled substances use.

CERTIFICATE OF RECEIPT

This policy and other Ryder policies are available to employees through the MyRyder employee portal. Policies are maintained and updated electronically in the Ryder Policy application. Drug and alcohol program information may also be found in the MyRyder employee portal under the Human Resources section.

EMPLOYEE ASSISTANCE PROGRAM

Ryder encourages employees to seek assistance with drug and/or alcohol concerns and can assist and support employees in locating services and rehabilitation programs that emphasize education, prevention, counseling, and treatment. Ryder offers its employees access to an Employee Assistance Program (EAP). The EAP can provide confidential assistance to employees with alcohol or drug concerns, including an evaluation for substance abuse dependence and referral to education and/or rehabilitative services, when appropriate. Contact HR Employee Services at 1-855-474-3571 for assistance or review available resources in the MyRyder employee portal under the Human Resources section.

Ryder will encourage any individual who voluntarily decides to seek treatment and/or rehabilitation for a drug and/or alcohol problem and who requests assistance before they violate this or another Ryder policy. Employees' health insurance may cover the costs of treatment. In addition, employees may be eligible for an unpaid leave of absence to pursue treatment.

Any individual who is found to have violated DOT drug and alcohol regulations will be terminated and provided with information to a listing of Substance Abuse Professionals Services for a DOT SAP for an evaluation. The employee must follow any recommended course of education and/or treatment to be eligible to work in any DOT-regulated employment again. Applicants will be provided with a list of SAP options and are responsible for seeking assistance on their own.

Employee Covered by CBA

As a matter of Ryder policy, if the employee who violates the DOT regulations is offered the opportunity to remain employed, the employee must seek an evaluation with a Ryder-approved SAP within three business days of being informed of this option and must complete any education or treatment prescribed by the SAP as is required by the DOT regulations. The employee also will be required to enter into a Return-to-Work Agreement that includes a commitment to complete any recommended course of treatment (including long-term care) to the satisfaction of the treatment provider and Ryder before the Company will consider reinstating the employee.

The rehabilitation options discussed in this section are not available to applicants for employment. However, Ryder will provide such applicants with references to approved SAPs, as required by the regulations.

FMCSA CLEARINGHOUSE

The Drug and Alcohol Clearinghouse is a national database which centralizes and tracks DOT regulated employees (CDL holders) in compliance with US DOT Drug & Alcohol Regulations.

Who is covered?

- Any DOT regulated employee who holds a commercial driver's license.
- Any contractor operating under Ryders DOT number (e.g., lease drivers and owner operators), who hold a commercial driver's license.
- Any employer who employs a DOT regulated employee with a commercial driver's license (CDL).

FMCSA Clearinghouse Queries, Consent Requests and Registration

- CDL holders must register in the FMCSA Clearinghouse to provide a consent for pre-employment and post-employment queries.
- DOT regulated employees and contractors with a CDL must consent (e.g., electronically or in writing) to employer queries for pre-employment and annual queries for post-employment. At times, a full query may be required, and consent must be provided within 48 hours to Ryder. Consent method is determined by Ryder.
- Contractors have 5 business days from their 24th day operating under Ryder DOT authority, to complete the pre-employment query or will be removed from performing DOT safety sensitive functions.

A DOT regulated employee, candidate or contractor who holds a CDL and declines their consent, cannot perform safety-sensitive functions (including operating a CMV) for the employer and will be terminated.

Drug and Alcohol Violations

DOT regulated employees must disclose any drug and/or alcohol violation regardless of the type of violation and not limited to their employment with Ryder. Failing to remain DOT qualified is a violation of this policy and employee or candidate will be subject to disciplinary action up to including termination.

For additional information on the DOT FMCSA Clearinghouse, visit:

<https://clearinghouse.fmcsa.dot.gov/>

Refusal to Test and Positive Test Results

No regulated worker shall refuse to submit to a drug and/or alcohol test. A DOT regulated employee or candidate who holds a CDL and declines to comply with the required drug and/or alcohol testing or test positive for drug and/or alcohol, is in violation of this policy and will be subject to termination of employment. The drug and/or alcohol violation will be reported to the FMCSA Clearinghouse.

Contractors with a drug and/or alcohol violation must not be assigned to Ryder to perform DOT safety sensitive functions. For any drug and/or alcohol violation found in the FMCSA Clearinghouse, contractor must be removed from the Ryder account.

Actual Knowledge

Reporting actual knowledge or on duty use or refusal to test to the FMCSA Clearinghouse, will require supporting documentation for each actual knowledge violation alleged fact (e.g., affidavits, employee, or manager statements).

Recordkeeping obligations and Background queries

- Employers are required to report drug and/or alcohol testing violations to the FMCSA Clearinghouse on CDL holders
- There are penalties for reporting false information to the Clearinghouse,
- Before an applicant or contractor is permitted to perform any DOT safety-sensitive functions for the first time Ryder must query their Drug and Alcohol background history in the FMCSA Clearinghouse in compliance with DOT regulations.

Who to Contact

For guidance on HR-related questions, policy violations or complaints, employees may call HR Employee Services at 1-855-HR-HELP1 (1-855-474-3571) or connect on-line at www.MyRyder.ryder.com

Drug and Alcohol Program resources are available in the MyRyder employee portal under the Human Resources section MyRyder.Ryder.com

Enforcement

Any covered employee who violates the DOTs regulations governing drug and alcohol use and testing will be considered to be in violation of this policy and Ryders Drug and Alcohol Policy.

Regulated employees in violation of this policy will be terminated from employment with Ryder, in addition to, and independent of, any sanction imposed by the DOT rules, except as may be limited by law or contract. (Job applicants in violation of the DOT rules will be denied employment.)

Related Documents

Document No.	Document Title
HR 05.30.01 POL	Drug and Alcohol Abuse
SHS 01.05.10 POL	Collision Reporting, Notification & Investigation

Term	Definition
Accident	<p>Under FMCSA regulations, an accident is an occurrence involving a commercial motor vehicle operating on a public road that results in: (1) a fatality; or (2) bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or (3) one or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle(s) to be transported away from the scene by a tow truck or other vehicle. Disabling damage includes damage to a motor vehicle that prevents its operation or that results in damage to a vehicle that could be driven but would be further damaged by doing so. In (2) and (3), testing is required only Accident if a citation is issued to the driver.</p> <p>Under FTA regulations, Accident includes any occurrence associated with the operation of a revenue service vehicle if as a result:</p> <ol style="list-style-type: none"> 1. an individual dies. 2. an individual suffers bodily injury and immediately receives medical attention away from the accident scene. 3. if the mass transit vehicle involved is a bus, van, or automobile in which any vehicle (including non-regulated Printed copies are for reference

<p style="text-align: center;">Accident</p>	<p>only. See digital site for current revision. vehicles) incurs disabling damage requiring transport from the scene by a tow truck or other vehicle; or</p> <p>4. the mass transit vehicle is a rail car, trolley car, or trolley bus (i.e., on a fixed guideway) and the mass transit vehicle is removed from operation.</p> <p>No citation is necessary to trigger a FTA post-accident test.</p> <p>Any employee whose performance could have contributed to the accident will be tested following an FTA-covered accident.</p>
<p style="text-align: center;">Alcohol</p>	<p>The intoxicating agent in beverage alcohol, ethyl alcohol or Alcohol other low molecular weight alcohols, including methyl and isopropyl alcohol.</p>
<p style="text-align: center;">Company Property</p>	<p>For Ryder, means all Company owned or leased property used by employees, including, but not limited to, vehicles, Company Property lockers, desks, closets, parking lots, etc., as well as all customer worksites and delivery facilities.</p>
<p style="text-align: center;">Commercial Motor Vehicle</p>	<p>For purposes of the FMCSA drug and alcohol testing regulations a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the vehicle:</p> <p>1. Has a gross combination weight rating of 11,794 or more kilograms (26,001 or more pounds) inclusive of a towed unit with a gross vehicle weight rating of more than 4,536 kilograms (10,000 pounds).</p> <p>2. Has a gross vehicle weight rating of 11,794 or more (CMV) kilograms (26,001 or more pounds).</p> <p>3. Is designed to transport 16 or more passengers, including the regulated employees; or</p> <p>4. Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. 5103(b)) and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR part 172, subpart F).</p>
<p style="text-align: center;">Contractor</p>	<p>Individual performing regulated services on a temporary or Contractor contract basis under Ryders operating authority.</p>
<p style="text-align: center;">Designated Employee Representative (DER)</p>	<p>Is an individual identified by Ryder to receive communications and test results from service agents and who is authorized to take immediate actions to remove Designated Employee employees from safety-sensitive duties and to make Representative (DER) required decisions in the testing and evaluation processes.</p> <p>Ryders designated representative is Maria M.</p>

	Ruiz and her designee.
Federal Motor Carrier Safety Administration (FMCSA)	Federal agency responsible for issuing, administering, and Federal Motor Carrier Safety enforcing safety regulations affecting commercial motor Administration (FMCSA) vehicles operated in interstate commerce
Federal Transit Administration (FTA)	Federal Transit Administration (FTA) Federal agency Federal Transit Administration responsible for issuing, administering, and enforcing safety (FTA) regulations for entities that operate federally funded transit systems.
Observed Collections	All return-to-duty and follow-up tests require an observed collection, and observed collections may be required after certain circumstances indicating that adulteration or substitution may be an issue. All observed collections will be conducted by a same-gender observer. An individual subject to observed collections will be directed to raise his or her shirt, blouse, or dress/skirt, as appropriate, above the waist; and lower clothing and Observed Collections underpants to show the observer, by turning around, that they do not have a prosthetic device. After the observer has determined that the employee does not have such a device, he or she will permit the individual to return clothing to its proper position for observed urination. The observer must then watch the individual urinate, and specifically, watch the urine go from the individual's body into the collection container. Refusal to permit an observed collection where directed is considered a refusal to test.
On Duty and Duty	On-duty and duty for purposes of the DOT regulations include any and all time engaged in safety-sensitive functions.
Performing a Safety-Sensitive Function	A regulated employee is considered to be performing a Performing a Safety-Sensitive safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.
Prohibited Drugs	As used in the DOT regulations, the drugs or drug categories for which a regulated employee must be tested. Prohibited drugs include amphetamines (including MDMA, methylenedioxyamphetamine (MDA), and Prohibited Drugs methamphetamine), cocaine, marijuana, opiates (codeine, heroin, morphine), opioids (i.e. hydrocodone, oxycodone, hydromorphone, oxymorphone) and phencyclidine (PCP). Prohibited drugs may also include prescription medications if the use of those medications may affect safe performance.
	Includes a bus, electric bus, van, automobile, rail

Revenue Service Vehicle	car, trolley Revenue Service Vehicle car, trolley bus, or vessel that is used for mass transportation or for related services.
Safety Sensitive Function	<ol style="list-style-type: none"> 1. All time at an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer. 2. All time inspecting equipment or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time; 3. All time spent at the driving controls of a commercial Safety Sensitive Function motor vehicle in operation; 4. All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth; 5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and 6. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle. <p>FTA Safety Sensitive Function (covered activities) any FTA Safety Sensitive Function time when an employee is performing or could be called (covered activities) upon to perform any of the following duties:</p>
FTA Safety Sensitive Function (covered activities)	<p>FMCSA regulated workers are performing a safety-sensitive function while:</p> <ol style="list-style-type: none"> 1. operating a revenue service vehicle, including when not in revenue service. 2. operating a non-revenue service vehicle, when that vehicle is required to be operated by a holder of a Commercial Driver's License (CDL); 3. controlling dispatch or movement of a revenue service vehicle; or 4. maintaining (including repairs, overhaul, and rebuilding) a revenue service vehicle or equipment used in revenue service
Substance Abuse Professional (SAP)	A person who evaluates employees who have violated a DOT drug and alcohol regulation and makes Substance Abuse Professional recommendations concerning education, treatment, follow-up testing and aftercare. SAPs must meet DOT-approved certification requirements.
FMCSA Clearinghouse	The Drug and Alcohol Clearinghouse is a national database which will centralize and track DOT regulated employees or FMCSA Clearinghouse candidates who hold a commercial driver license (CDL) compliance with US DOT Drug & Alcohol Regulations

Drug and Alcohol Abuse

Policy No. HR 05.30.01 POL

Effective Date: October 23, 2023

Policy Owner: HR Employee Services

Supersedes: November 18, 2022

Purpose

Policies provide general information and serve as a guide for your employment relationship with Ryder. The purpose of this policy is to explain Ryders policy on drug and alcohol misuse and testing.

Who is this for?

This policy is intended to cover Ryders United States employees. In addition, contract and supplier personnel are expected to abide by Ryders rules regarding the use and abuse of illegal drugs and alcohol while on Ryder premises or while performing any work for Ryder.

Ryder will implement this policy in accordance with relevant law. If any provision of this policy differs from the requirements of a particular jurisdiction, those requirements will supersede any contrary provision in this policy. In addition, employees covered by a valid customer contract or collective bargaining agreement may be governed by contractual provisions that differ from this policy and in those cases the customer contract or collective bargaining agreement shall supersede this policy, to the extent permitted by law. Ryder reserves the right to revise this drug and alcohol policy at any time.

Policy

As a leading provider of logistics and transportation services, Ryder strives to maintain a workplace free from the effects of substance abuse. Ryder recognizes that drug and alcohol abuse, which impair judgment and significantly increase the risk of injury, may pose a direct and significant threat to safety, and to a productive and efficient working environment. This Drug and Alcohol Abuse Policy therefore is a vital policy, and all employees will be held accountable for ensuring Policy compliance.

Ryder's drug and alcohol policy applies to all employees at all Ryder locations in the United States. The term "employees" includes all regular full-time, regular part-time, temporary, casual, and leased or contract employees.

Note: Employees subject to the Department of Transportations (DOT) rules on drug and alcohol abuse (through regulations enforced by the Federal Motor Carrier Safety Printed copies are for reference only. See digital site for current revision.

Administration (FMCSA) and/or the Federal Transit Administration (FTA)) must also comply with Ryders DOT-Regulated Workers Drug and Alcohol Policy.

All candidates for employment must successfully complete drug screening, as a condition of employment with Ryder. Individuals who fail to do so will be ineligible for hire. Employees who violate this policy are subject to disciplinary action, up to and including termination. Except where prohibited by law, termination is the presumed consequence of violating this policy.

DOT REQUIREMENTS

The U.S. Department of Transportation (DOT), including its operating administrations the Federal Motor Carrier Safety Administration (FMCS) and Federal Transit Administration (FTA), acting to implement a federal law called the Omnibus Transportation Employee Testing Act, have adopted regulations requiring Ryder to implement a drug and alcohol policy for commercial motor vehicle operators and transit workers it employs. The regulations include prohibitions on the use of drugs and alcohol and establish drug and alcohol testing requirements for those workers.

Please refer to Ryders DOT-Regulated Workers Drug and Alcohol Policy for information on those requirements.

PROHIBITED BEHAVIORS

Ryder employees are prohibited from engaging in the illegal use of drugs at all times and may be subject to restrictions regarding their use of prescription drugs and non-prescription (over the counter) drugs. Employees may not use alcohol while working or while on Ryder premises except as described below. The use and possession of marijuana and marijuana products (including CBD products) while working, on-call, or on Ryder or work premises is always prohibited and is a violation of the drug and alcohol policy, even in jurisdictions that otherwise permit the use of marijuana and marijuana products for recreational or medical purposes.

USE / POSSESSION OF ILLEGAL DRUGS

The use, possession, manufacture, distribution, sale, attempted sale, or other involvement with illegal drugs by any Ryder employee is prohibited and may result in discipline, up to and including immediate termination from employment.

Ryder will not discriminate against individuals who use marijuana where it is affirmatively obligated to do so by law; however, no individual may use or possess marijuana or marijuana products (including CBD products) during work time (including meal or break periods) or while on Ryder premises (including client sites), and workers are prohibited from coming to work or working while impaired.

USE OF MEDICATION

Prohibited drugs may also include prescription medications under some circumstances. The use of any prescription medication that is illegal to use or possess in the United States or that is prescribed for another person is prohibited by Ryder policy.

The use of prescription medication is prohibited when the medication is not prescribed to the employee, or the employee exceeds the prescribed dosage. This is considered illegal drug use.

Employees must also advise the Company whenever the individual uses a medication that may pose a risk to the individuals' ability to perform assigned tasks safely. Employees are required to review dosing directions and consult with their health care provider to determine if the use of the medication may pose a safety concern with respect to the individuals job duties.

If there is a possibility that the use of the medication (or the underlying health condition) may pose a risk, the employee should notify his or her supervisor of any recommended work restrictions before resuming or continuing work. Ryder will use this information to determine whether the individual can work safely, with or without accommodations, where appropriate) while using the medication or otherwise treating the condition.

Manager must contact the Drug & Alcohol department for further guidance on the employee use of prescription medication when there is a safety concern.

USE / POSSESSION OF ALCOHOL

The use or possession of alcohol by any Ryder employee while on Ryder Company property or during work time is prohibited. This prohibition includes the use or possession of any beverage, medication, or product containing alcohol.

In addition, coming to work with alcohol in one's system is prohibited by this policy and will result in disciplinary action as described above. An alcohol test showing the tested individual had 0.02

percent or more alcohol in his or her system is considered proof of a violation of this policy.

Exception: On occasion, Ryder may approve the use of alcohol at a company-sponsored or approved event, with management approval given in advance. Employees of legal drinking age who choose to consume alcohol at such events are expected to always behave professionally, and to refrain from becoming intoxicated or impaired.

TESTING

Employees and applicants are subject to drug and/or alcohol testing as described below.

Ryder may test for some or all of the following substances, depending upon the occasion and type of test: amphetamines (including methamphetamine, MDMA (ecstasy), MDA), barbiturates (sleep aids, Nembutal), benzodiazepines (Xanax, Zoloft) cocaine (crack, blow), marijuana and marijuana products (hash, weed, cannabis, pot and synthetic marijuana, K2, spice, opiates and synthetic opiates (heroin, morphine, oxycodone, oxymorphone, hydrocodone,

hydromorphone, methadone), phencyclidine (PCP, angel dust), propoxyphene (Darvon), and/or alcohol. Other substances may be added to this list.

* Marijuana and marijuana products are only included for reasonable suspicion, post-accident testing and/or as required by customer contract. The marijuana and marijuana products exclusion from testing does not apply to DOT regulated employees.

TESTING PROCEDURES

All Ryder-utilized testing facilities, including collection sites and drug testing laboratories, are expected to comply with state law. To the extent applicable for the tested substance or sample and not inconsistent with state law, these testing services will also follow regulatory guidelines published by the U S. Department of Health and Human Services (DHHS) for federal workers.

Ryders testing practices will ensure:

- the privacy of tested individuals,
- nondiscriminatory testing methods, and
- integrity of specimens

At the collection site, employees will be asked to present an identification with a picture (e.g., Driver's license, passport, school ID, company badge), to establish their identity.

CONSENT

Ryder will not require any alcohol test to be administered, sample collected, or drug test conducted on a sample without the consent of the person being tested. A person's refusal to submit to a Ryder-mandated test will be considered a violation of this policy.

Attempts to tamper with, substitute, adulterate, dilute, evade or otherwise falsify a test sample; are considered refusals to submit to a test, as is a failure to appear at the testing location promptly.

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

COLLECTION & CHAIN OF CUSTODY

Persons being tested will be asked to provide a test sample by the collection site person.

Procedures for the collection of specimens will allow for reasonable privacy. Urine specimens will be tested for temperature and all test specimens are subject to verification tests to detect tampering. The collection site person and the person being tested must maintain chain-of-custody procedures for specimen collection, shipment, and storage.

Please advise your immediate supervisor and/or your collector as soon as possible if you are in need of an accommodation to participate in the testing process. If you qualify for an accommodation, the Substance Abuse Prevention and Control Department will coordinate with the collection site to implement the accommodation.

TESTING METHODS

All drug test samples will be tested using an initial screening process and all presumptive positive drug tests will be confirmed using gas chromatography/mass spectrometry (GC/MS). Drug test samples may include urine, hair, oral fluids, or blood, at Ryders discretion and as permitted by law. All drug tests will be conducted by a laboratory certified by the federal Substance Abuse and Mental Health Services Administration (SAMHSA) or applicable state agency to perform testing.

Alcohol tests ordinarily will be conducted using breath or saliva and conducted and confirmed immediately at the collection location. Urine or blood tests may be utilized when required by state law. Tests will seek only information about the presence of drugs and alcohol in an individual's body and will not test for any medical condition.

MEDICAL REVIEW OF TEST RESULTS

Any individual who tests positive for drugs will be contacted by a Medical Review Officer (MRO) and offered an opportunity to discuss a possible legitimate reason that would explain the positive drug test. If the individual provides the MRO with information showing that the positive drug test result was likely caused by factors other than the use of illegal drugs, the MRO will report the test as negative. Otherwise, the MRO will verify the test as positive. If the individual does not respond to the MRO's invitation to discuss the result promptly, the MRO may report the result as positive without speaking to the tested individual.

The MRO may also review test results that are apparently diluted, substituted, or adulterated, and verify those tests as well. A negative dilute urine test result will cause Ryder to ask the employee or applicant to submit to a second test collection immediately and without prior notice, and Ryder may decline to hire any individual who submits a second negative dilute test result in a single testing incident. Employees who submit negative dilute results will be required to submit a second specimen for testing without prior notice and may be asked to submit to hair and/or oral fluids tests in addition to, or instead of, a second urine sample.

NOTIFICATION

Individuals will be provided with a copy of the notice of their own positive test results upon written request to the Substance Abuse Prevention & Control Department, or as may be required by law.

RIGHT TO RE-TEST/RIGHT TO REBUT

An individual whose test is verified positive for the presence of illegal drugs may request that his or her remaining original test sample be sent to an independent certified laboratory for a second confirmatory test, at the individual's expense. Requests for re-tests must be made promptly, generally within seven days of being notified of the positive test result. Tests that fail to reconfirm will become the test result of record and the individual reimbursed for the cost of the test.

A request for re-test will not prevent Ryder from suspending, transferring, or taking other employment action pending the results of the re-test.

Individuals whose test results are reported to be out of compliance with this policy also may present to Ryders Substance Abuse Prevention and Control Department information they deem relevant to rebut or explain the test results (for example, medical information not shared with the MRO or evidence that the individual participates in a state-approved medical marijuana program).

Individuals who wish to present rebuttal information must do so within three business days of being advised of their test result.

TESTING CATEGORIES

The following testing categories are part of Ryders drug and alcohol testing program and apply to all workers except as noted in the section titled Who Is This For:

* Marijuana and marijuana products are only included for reasonable suspicion, post-accident testing and/or as required by customer contract. The marijuana and marijuana products exclusion from testing does not apply to DOT regulated employees.

PRE-EMPLOYMENT

All candidates for employment must successfully complete a pre-employment drug screening with a non-dilute verified negative or positive excused test result. Individuals who refuse the test or who receive unexcused positive test results will not be hired.

UNIVERSAL TESTING

Employees not subject to random testing under DOT regulations are subject to drug testing under Ryder's Universal Testing plan.

Important: Employees will not be tested for alcohol under this category.

Covered employees will be selected at random by a computer program and/or a third-party service using identification numbers (not names). All employees in the random testing pool have an equal chance of being selected for testing each time a selection is made. Tests will be conducted throughout the year and spread in such a manner as to make the test dates unpredictable. The location manager or designated location contact will receive a confidential list of employees selected for testing and will arrange to notify employees to report for testing during scheduled work time without advance notice. Selected employees must report to the collection site for testing as soon as possible on the day that they are notified.

Employees who refuse to submit to testing, including by failing to report promptly and directly to the collection site will be considered to have refused the test and terminated, unless Ryder believes the failure to report promptly was caused by circumstances beyond the employees' control. This will be determined by location management. Location management must contact Ryders Drug & Alcohol Department for guidance prior to employee termination.

Hourly employees will be compensated for all time devoted to the test including time travel to the collection site and back, waiting and specimen collection.

FULL-FACILITY TESTING

In some locations, all employees may be subject to unannounced suspicion less drug (not alcohol) tests. Full-facility testing is similar to Universal Testing except that all employees at the location will be tested the same day.

CUSTOMER REQUIRED TESTING

Employees reporting to work at a customer-controlled facility may be required to submit to testing required by the customer. (This provision is most common for workers at facilities that have oil and gas contracts.) Please contact your immediate supervisor for more information if you have questions about customer-required testing.

REASONABLE SUSPICION

All Ryder employees at all locations are subject to Reasonable Suspicion testing when it appears that the employee may be under the influence of drugs and/or alcohol; and/or is otherwise in violation of this policy. Only supervisors who have been trained to make reasonable suspicion

determinations (including how to recognize the signs of drug abuse or alcohol misuse, based on the physical appearance, body odors, performance or behavior) may determine when Reasonable Suspicion testing is warranted.

Approval from the employee's supervisor is required before an employee may be tested under the Reasonable Suspicion category.

POST-ACCIDENT

Employees whose acts, or failure to act, appear to have caused or contributed to a serious accident or incident may be asked to submit to post-accident testing.

RETURN-TO-WORK

Ryder requires a pre-employment drug test for non-DOT regulated employees who are returning from a leave of absence of 90 days or longer. Return to Work testing applies regardless of the type of leave taken, including military, medical, maternity, personal, etc.

UNANNOUNCED FOLLOW-UP TESTING

Ryders Drug and Alcohol Policy requires an employee who has returned to work after violating this policy and successfully completing a drug/alcohol rehabilitation program to be subject to unannounced drug and/or alcohol tests for two years following the completion of the program (up to five years for DOT-regulated employees, if prescribed by the employees Substance Abuse Professional). Follow-up testing may also be required for workers returning from voluntary treatment, depending upon their role and the recommendations of the Substance Abuse Counselor/Professional.

REFUSAL TO SUBMIT TO TESTING

An employee who refuses to submit to required drug and/or alcohol testing will be considered to have violated this policy.

- Attempts to substitute, dilute, adulterate, or otherwise tamper with any test sample are treated as a refusal to test
- Refusal to retest after having received a negative dilute test result;
- Refusal to show identification to establish the employee's identity required at the time of testing (e.g. driver's license, passport, school ID, company badge, etc.) is considered a refusal to test;
- Candidates and employees must remain at the testing site and complete the testing process once it has started. Instructions from the lab personnel must be strictly adhered to, providing there is no violation of the law. Leaving the premises (including stepping outside) of the collection site will result in a refusal to test and a violation of the drug and alcohol policy;
- Refusal to test will result in immediate termination of employment or the withdrawing of an offer of hire.

CONFIDENTIALITY

Test results will be shared within the Company and its agents only on a need-to-know basis and test results will not be released outside the Company except with the written consent of the individual, in connection with a legal or administrative action brought on the individual's behalf, or as otherwise may be required by law or legal process. Medical information generated through this policy will be kept in confidential medical files apart from personnel records.

DRUG-FREE WORKPLACE ACT COMPLIANCE

Ryder is subject to the requirements of the federal Drug-Free Workplace Act of 1988 by virtue of its contracts to provide services to the United States government. As part of its commitment to comply with that law, Ryder will provide education and training to employees and supervisors on the Drug & Alcohol policy requirements.

EDUCATION AND TRAINING

This policy and other Ryder policies are available to employees through the MyRyder employee portal at www.MyRyder.Ryder.com. Policies are maintained and updated electronically in the Ryder Policy application. Drug and alcohol program information may also be found in the MyRyder employee portal under the Human Resources section. Drug and alcohol education for Ryder employees and supervisors will cover these topics:

- Ryders drug and alcohol policy and the consequences for violating the policy;

- Dangers and consequences of prohibited drug use and alcohol abuse on personal health, safety, and the work environment;
- Signs and symptoms that may indicate prohibited drug use or alcohol misuse; and
- Referral, evaluation, and treatment resources available to employees.

EMPLOYEE ASSISTANCE PROGRAM

Ryder encourages employees to seek assistance with drug and/or alcohol concerns and can assist employees in locating services and rehabilitation programs that emphasize education, prevention, counseling, and treatment. Ryder offers its employees access to an Employee Assistance Program (EAP). The EAP can provide confidential assistance to employees with alcohol or drug concerns, including evaluations for substance abuse dependence and referral to education and/or rehabilitative services, when appropriate. Ryder will assist any individual who

voluntarily decides to seek treatment and/or rehabilitation and very strongly encourages employees with a drug and/or alcohol problem to request assistance before they violate this or another Ryder policy, resulting in disciplinary action. An individual's decision to seek assistance will be treated as confidential and the individual will not be penalized for seeking assistance, although the employee may be placed on leave or transferred to another position until he or she has completed at least the initial stages of a prescribed treatment program and can return to work free from the adverse effects of substance abuse.

Employees health insurance may cover the costs of treatment. In addition, employees may be eligible for an unpaid leave of absence to pursue treatment.

Who to Contact

For guidance on HR-related policy violations or complaints, employees may contact HR

Employee Services at 1-855-474-3571 or connect online MyRyder.ryder.com Drug and Alcohol Program resources are available in the MyRyder employee portal under the Human Resources section MyRyder.Ryder.com

Enforcement

Failure to follow this policy may result in disciplinary action, up to and including termination.

Except where prohibited by law, termination is the presumed consequence of violating this policy.

Definitions

Term	Definition
Alcohol	The intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, including methyl and isopropyl alcohol.
Company Property	All Company owned or leased property used by employees Company Property such as vehicles, lockers, desks, closets, parking lots, etc., as well as all customer worksites and delivery facilities.
Designated Employee Representative (DER)	Is an individual identified by the employer to receive communications and test results from service agents and who Designated Employee is authorized to take immediate actions to remove employees Representative (DER) from safety-sensitive duties and to make required decisions in the testing and evaluation processes.
Drugs/Controlled Substances	The term-controlled substances in this policy refers to any Drugs/Controlled Substances drug regulated under the federal Controlled Substances Act and includes all drugs available by prescription.
Medical Review Officer (MRO)	A licensed physician who is responsible for reviewing laboratory results generated by an employer drug testing Medical Review Officer (MRO) program and evaluating medical explanations for certain drug test results.
On-Duty and Duty	Includes all time performing or in readiness to

	perform any On-Duty and Duty work for Ryder
Regulated Employee	An employee who performs a safety-sensitive function Regulated Employee regulated by the FMCSA or the FTA and who is subject to regulations addressing the use of drugs and alcohol.
Substance Abuse Professional (SAP)	A licensed physician, licensed or certified psychologist, social worker, employee assistance professional, state-licensed or Substance Abuse Professional certified family therapist, or certified addiction counselor (SAP) (NAADAC, IRCC, NBCC) who also has knowledge of and clinical experience in the diagnosis and treatment of controlled substance-related disorders.
Serious Accident	Any work-related accident or incident, which requires any person to receive medical care or treatment from a trained Serious Accident health professional, or any work-related accident or incident, which involves damaging customers or employers' property

TEAM MEMBERS WHO FAIL A RANDOM WILL BE REQUIRED TO SUCCESSFULLY COMPLETE AN APPROVED REHABILITATION PROGRAM. THIS SHALL SUPERSEDE ANY CONTRADICTORY LANGUAGE IN THE ABOVE POLICIES OR ANY FUTURE CHANGES.

MANAGEMENT WILL MEET AND DISCUSS WITH THE UNION ANY NEW CHANGES TO THE DRUG & ALCOHOL POLICY IF AND WHEN THEY OCCUR.

**ARTICLE 21
VACATIONS**

Section 1. Vacation Eligibility

Based upon continuous service with the Company, the Company will award vacation at the beginning of each calendar year to all eligible regular full-time seniority Team Members covered by this Agreement. New hires and recalled Team Members will receive a prorated number of vacation hours in their first year of hire or recall based on the schedule outlined in section 2 (c).

Section 2. Vacation Schedule

(a) Earned Vacation

Team Members earn vacation on a pro-rated basis throughout the calendar year in accordance with the chart below:

Eligible Employee Vacation Schedule Hours Earned by Month Based on Calendar Years of Service				
Month	Calendar Years 1 to 4 1/12 of 80 Hours	Calendar Years 5 to 14 1/12 of 120 Hours	Calendar Years 15 to 24 1/12 to 160 Hours	Calendar Years 25 and Beyond 1/12 of 200 Hours
January	6.67 hours	10.00 hours	13.33 hours	16.67 hours
February	13.33 hours	20.00 hours	26.67 hours	33.33 hours
March	20.00 hours	30.00 hours	40.00 hours	50.00 hours
April	26.67 hours	40.00 hours	53.33 hours	66.67 hours
May	33.33 hours	50.00 hours	66.67 hours	83.33 hours
June	40.00 hours	60.00 hours	80.00 hours	100.00 hours
July	46.67 hours	70.00 hours	93.33 hours	116.67 hours
August	53.33 hours	80.00 hours	106.67 hours	133.33 hours
September	60.00 hours	90.00 hours	120.00 hours	150.00 hours
October	66.67 hours	100.00 hours	133.33 hours	166.67 hours
November	73.33 hours	110.00 hours	146.67 hours	183.33 hours
December	80.00 hours	120.00 hours	160.00 hours	200.00 hours

(b) Vacation Allocation

A Team Members eligibility is based on their service with the Company. It changes as of the beginning of the calendar year in which the Team Member reaches their fifth and fifteenth years of service anniversaries with the Company.

Vacation hours are allocated in accordance with the following schedule:

Years of Service Reached in the Calendar Year	Annual Hours of Vacation
1	80 hours prorated
2 through 4	80 hours
5 through 14	120 hours
15 through 24	160 hours
25 and beyond	200 hours

(c) New Hire/Recalled Team Members Prorated Vacation Amounts

The amount of vacation hours for new hires or recalled Team Members is prorated based on the Team Member's seniority date in accordance with the following schedule:

Prorates Employee Vacation Schedule Hours Earned by Month Based on Calendar Years of Service				
Month of Hire or Recall	Calendar years 1 to 4	Calendar years 5 to 14	Calendar years 15 to 24	Calendar years 25 and beyond
January	80	120	160	200
February	73.33	110	146.67	183.33
March	66.67	100	133.33	166.67
April	60	90	120	150
May	53.33	80	106.67	133.33
June	46.67	70	93.33	116.67
July	40	60	80	100
August	33.33	50	66.67	83.33
September	26.67	40	53.33	66.67
October	20	30	40	50
November	13.33	20	26.67	33.33
December	6.67	10	13.33	16.67

Section 3. Vacation Requests

Daily vacation shall be taken in either eight (8) or ten (10) hour increments to match the Team Member's normal shift hours; or in either four (4) or five (5) hour increments for half day vacations. In cases of half day vacation applications, the Team Member must designate either the first or last half of the day for vacation approval. In the event that the Team Member's remaining balance of earned vacation hours is less than half of their normal shift hours, then the Team Member will be allowed to take the half day off, however will only be paid the number of remaining earned vacation hours.

Team Members that have a 40-hour vacation week scheduled and their work schedule changes from an eight (8) hour schedule to a ten (10) hour schedule or vice versa the Team Members scheduled vacation shall remain intact.

A week of vacation begins on Monday and ends on the following Sunday. If a Team Member has scheduled and received approval for a vacation day on a Friday prior to a Saturday being scheduled, they are not required to report to work on the Saturday or Sunday ending the week the Friday vacation day has been scheduled. However, if a Team Member has scheduled and received approval for a vacation day on a Friday after a Saturday being scheduled, they are required to report to work on the Saturday or Sunday ending the week the Friday vacation day has been scheduled.

Vacation time can be requested in the following manner:

a) Vacations Awarded on Seniority Basis

Vacation time can be requested in advance for the following calendar year. These requests must be submitted from November 1 through November 15 of the current calendar year and will be awarded based on seniority. These requests **MUST** be submitted for a period of no less than five (5) consecutively scheduled working days if working a 5 day regularly scheduled shift, or four (4) consecutively scheduled working days if working a 4 day regularly scheduled shift. Such vacation requests shall be approved on a seniority basis. The company will notify Team Members in writing of their approved or denied vacation schedules for the following calendar year by November 30 of the current year.

b) Vacations Awarded by First Come First Served Basis:

First come first served vacation requests can only be submitted after December 1 for the following calendar year, and require a notice of one (1) day prior to the day requested off. In an unforeseen circumstance, vacation request may be granted on a case by case basis in accordance to vacation availability with a minimum notice of sixteen (16) hours when a Team Member is requesting the following day off.

The minimum percentage of Team Members allowed to take vacations on a shift, per day will be five percent (5%), rounding .51% up and .50% down for each team. A team will be defined as Team Members working under one supervisor, for the purposes of this Article only. Team Members on a temporary layoff may take available vacation leave and such leave shall not be counted towards the maximum percentage of vacation leave allowed per day.

Cancellation of approved vacation schedules will be by mutual agreement between the Team Member and the Company.

Section 4. Vacation Pay

Seniority Team Members will be paid vacation pay at their straight time regular hourly rate, including shift premium but excluding overtime premium, for eight (8) or ten (10) hours per day based on shift hours provided they meet the eligibility requirements set forth in section 1.

If the Team Member is hired after October 31 in any given year, upon completion of their sixty (60) day probationary period they will be paid out any earned vacation as of December 31 of that given year in their subsequent pay period.

Example: Team Member hired on November 15, probationary period would end on January 14, at that time the Team Member will be paid out sixteen (16) vacation hours per the chart listed in Section 2c on their following pay check.

Any Team Member that quits or is terminated or placed on indefinite layoff, dies or retires, will receive any earned-unused vacation pay on a pro-rated basis consistent with the chart listed in Section 2c.

Seniority Team Members will be eligible for payout of all unused vacation hours. The Company will pay seniority Team Members for their unused vacation by the last pay-period before the December/January shutdown. Team Members will not be able to carry over, to the next year, any unused vacation hours.

Section 5 Vacations During Shutdown

In the event of reduced requirements anticipated by the customer (i.e. GM Summer Shutdown), the Company will communicate the projected shutdown dates to the workforce prior to February 21. Team Members hired prior to January 1 of each calendar year will be offered to use 40 vacation hours during this shutdown week.

Section 6: Vacation Calendar

(a) Warehouse

A monthly calendar will be posted in the team center/area, as vacation is approved the calendar will be updated. Any cancellations will be reflected on the calendar within 24 hours. This calendar will be posted on the first day of every month.

(b) Shuttle Drivers

A Monthly calendar will be posted in the team center/area, as vacation is approved, the calendar will be updated. Any cancellations will be reflected on the calendar within 24 hours. This Calendar will be posted on the first day of every month

**ARTICLE 22
HOLIDAYS**

Section 1. Holidays

All eligible regular full-time seniority Team Members covered by this Agreement shall receive the below contractually paid holidays, provided they meet all the eligibility requirements set forth in section 2.

Contractual paid holidays in 2025 are:

1. January 1, 2025 New Year's Day
2. January 20, 2025 Martin Luther King Jr. Day
3. April 18, 2025 Good Friday
4. April 21, 2025 Day After Easter
5. May 26, 2025 Memorial Day
6. June 19, 2025 Juneteenth
7. July 4, 2025 Independence Day
8. September 1, 2025 Labor Day
9. November 11, 2025 Veterans' Day
10. November 27, 2025 Thanksgiving Day
11. November 28, 2025 Day After Thanksgiving
12. December 24, 2025, Christmas Eve
13. December 25, 2025 Christmas Day

Contractual paid holidays in 2026 are:

1. January 1, 2026 New Year's Day
2. January 19, 2026 Martin Luther King Jr. Day
3. April 3, 2026 Good Friday
4. April 6, 2026 Day After Easter
5. May 25, 2026 Memorial Day
6. June 19, 2026 Juneteenth
7. July 3, 2026 Independence Day (Observed)
8. September 7, 2026 Labor Day
9. November 3, 2026 Federal Election Day
10. November 11, 2026 Veterans' Day
11. November 26, 2026 Thanksgiving Day
12. November 27, 2026 Day After Thanksgiving
13. December 24, 2026 Christmas Eve
14. December 25, 2026 Christmas Day

Contractual paid holidays in 2027 are:

1. January 1, 2027 New Year's Day
2. January 18, 2027 Martin Luther King Jr. Day
3. March 26, 2027 Good Friday
4. March 29, 2027 Monday After Easter
5. May 31, 2027 Memorial Day
6. June 18, 2027 Juneteenth (Observed)
7. July 5, 2027 Independence Day (Observed)
8. September 6, 2027 Labor Day
9. November 11, 2027 Veterans' Day
10. November 25, 2027 Thanksgiving Day
11. November 26, 2027 Day After Thanksgiving
12. December 24, 2027 Christmas Eve

Contractual paid holidays in 2028 are:

1. January 1, 2028 New Year's Day
2. January 17, 2028 Martin Luther King Jr. Day
3. April 14, 2028 Good Friday
4. April 17, 2028 Day After Easter
5. May 29, 2028 Memorial Day
6. June 19, 2028 Juneteenth
7. July 4, 2028 Independence Day
8. September 4, 2028 Labor Day
9. November 7, 2028 Federal Election Day
10. November 10, 2028 Veteran's Day (Observed)
11. November 23, 2028 Thanksgiving Day
12. November 24, 2028 Day After Thanksgiving
13. December 25, 2028 Christmas Day

These contractual holidays shall be observed and scheduled in the same manner as General Motors observes and schedules these holidays.

Section 2. Eligibility

The following are the eligibility requirements for receiving holiday pay:

- (a) The Team Member is on active status;
- (b) The Team Member must have worked at least half of the last regularly scheduled working day before the holiday and at least half of the next regularly scheduled working day after the holiday, unless the Team Member is allowed time off which has been approved by the Company; and
- (c) The Team Member must have worked at least half of the last regularly scheduled working day before and at least half of the next regularly scheduled day after a two-day holiday such as Thanksgiving or Christmas, unless the Team Member is allowed time off which has been approved by the Company.

Section 3. Holiday Pay

Seniority Team Members will be paid holiday pay at their straight time regular hourly rate, including shift premium but excluding overtime premium, in accordance with the customer's schedule provided they meet the eligibility requirements set forth in section 2.

Eligible Team Members will be paid for each contractually scheduled holiday that is observed during a Team Member's vacation period.

**ARTICLE 23
LEAVES OF ABSENCE**

Section 1. Bereavement Leave

- (a) In the event of the death of a Team Member's immediate family member a Team Member will receive three (3) or five (5) consecutive scheduled working days leave, with pay, for the purpose of attending the funeral or memorial service and for attending to the personal matters associated with the bereavement. If a Team Member is on vacation during the time of death of any of the family members listed below, the vacation pay will be substituted with bereavement pay and the vacation time will be credited back to the Team Member.
- (b) Immediate family members include:
- (1) Current spouse/current domestic partner (5 days)
 - (2) Children (including step-children) (5 Days)
 - (3) Parents (including step-parents) (5 Days)
 - (4) Current parents-in-law (3 Days)
 - (5) Sisters (including step-sisters) (3 Days)
 - (6) Brothers (including step-brothers) (3 Days)
 - (7) Grandparents (including step-grandparents) (3 Days)
 - (8) Grandchildren (including step-grandchildren) (3 Days)
 - (9) Sisters and brothers-in-law (3 Days)
 - (10) Relative residing at your home at the time of death (3 Days)
- (c) Pay for bereavement leave shall be for consecutive scheduled working days lost during the regular workweek. The Company has the right to verify the funeral or memorial service before making payment. Circumstances, which prevent a Team Member from attending the funeral or memorial service, will not disqualify the Team Member from receiving bereavement leave pay. Paid bereavement leave must be supported by proper documentation of legal or biological relationship to deceased immediate family member, including, but not limited to, obituary showing name of the Team Member and relationship to decedent.
- (d) The three (3) or five (5) working days provided for above may be days other than those immediately following the date of death if unusual circumstances exist. Team Members excused from work under this provision shall receive the amount of wages they would have earned by working straight time hours on such days of work for which they are excused. If the memorial service or funeral is on an unscheduled working day, then the amount of days allowed is reduced by one
- (e) If a Team Member needs additional time off (up to 2 more days) to deal with family matters the Company will work with the Team Member to provide additional time off on a case by case basis. The additional time off would be without pay unless the Team Member applies for and is granted vacation or PTO time through the Human Resource Department for the additional time off.

Section 2. Jury Duty Leave

Unless prohibited by law, Team Members on jury duty are expected to report to work any day they are excused from jury duty. The Company shall allow time off for the period of necessary jury service. The Company will pay the Team Member the difference between the amount received for each day's service and the amount such Team Member would have been paid for each day of the Team Member's regularly scheduled shift of the Team Member's regular straight-time rate of pay, subject to the following: In no event shall total pay exceed eight (8) hours of pay in one day for an eight (8) hour work schedule or exceed ten (10) hours of pay in one day for a ten (10) hour work schedule. If a Team Member reports and serves for one (1) full day of jury duty The Team Member will not be required to report for work that day. If a Team Member reports and serves for half the scheduled hours or any portion thereof on jury duty, The Team Member will be required to work no more than half the scheduled hours of the shift, (this will apply to any Team Member who reports or serves on jury duty regardless of shift). Jury duty is time served with travel time included. The Team Member will not be entitled to receive such pay unless the Team Member has notified their direct supervisor of their requirement for service and the conclusion of such service and present to the Team Member's supervisor a signed statement from the jury clerk showing the days for which the Team Member received jury pay and the total amount received prior to any deductions by the jury clerk.

Section 3. Military Leave

Team Members serving in military reserve units, or National Guard units must request the leave at least two (2) weeks prior to the start of the training period. Military orders for Reserve duty or National Guard duty must be provided to the Human Resources Department prior to the commencement of such leave. A Team Member of the Company who are

drafted or enlists in the face of being drafted under the present Selective Service Act and are hereby caused to leave their employment shall be granted a leave of absence for the period of such military service and shall continue to accrue seniority during this period. When a Team Member applies for reinstatement and are then found to have become incapacitated to such a degree that they are physically incapable of resuming their former place in the facilities, but not totally disabled, every attempt will be made to provide a position in the plant suitable to their impaired capacity.

Team Members who go on short term military duty will receive the difference between their military pay and their average straight time earnings based on Company policy but no less than what is required by law.

Section 4. Personal Leave

Personal leaves of absence may be granted under the following conditions:

A personal leave of absence of not less than one (1) week and not to exceed ninety (90) calendar days may be granted, without pay and benefits, and without loss of seniority standing, when a Team Member has a compelling need and the Team Members absence can be accommodated, upon a one (1) week notice of written request or less in emergency by the Team Member, but such Team Member must first obtain written approval of the Company, and witnessed by the signature of the Bargaining Committee Representative, with copies supplied to the Team Member and Union. The Union shall be advised promptly of the Company's intent to deny any such request, at a meeting between the Company and the Union, and the Union shall have the opportunity to present further facts, which may have bearing on the case.

Any extension of a leave of absence beyond ninety (90) calendar days shall be by mutual agreement between the Company and the Union only. Personal Leaves of Absence will not be granted for a Team Member to seek other employment.

All personal leaves of absence shall be without pay and benefits, and upon the Team Member's return, the Team Member shall receive the rate of pay applicable to the Team Member's job classification.

Section 5. Family Medical Leave Act

- (a) A Team Member who has been employed by the Company for twelve (12) continuous months and who has worked at least 1250 hours of work during the twelve-month period immediately preceding the commencement of the leave, shall be entitled to leave under the Family Medical Leave Act of 1993 ("FMLA"), assuming all other provisions and requirements of FMLA are met.
- (b) Any term or condition regarding the Family Medical Leave Act not covered by this section of the Agreement shall be governed by the actual terms of the Family Medical Leave Act as listed in the Company's policy.
- (c) According to the terms and conditions of the Family Medical Leave Act the Company is required to provide the Team Member with continuation of their benefits. However, if a Team Member elected to have the Company provide them with a continuation of benefits, The Team Member is responsible for their portion of the benefit costs, if any.
- (d) Team Members taking FMLA for newborn care, adoption, and foster placement leave shall be permitted to take leave on a weekly basis as pursuant to the FMLA.
- (e) The Company will not force anyone to use vacation time in place of FMLA requested time off.

Section 6. Short-Term Disability (STD)

Subject to the terms of the plan, Ryder provides Team Members with short-term disability (STD) benefits for approved non-occupational illnesses or injuries. You may be eligible to purchase additional coverage. Refer to your enrollment package for additional options. STD plans contain pre-existing condition exclusion.

Your employment with Ryder will be administratively terminated upon the expiration of your short-term disability leave or FMLA leave, whichever is greater, if you cannot return to work at that time and perform the essential functions of your job with or without reasonable accommodation. This policy does not apply where prohibited by applicable state law.

A disability due to pregnancy and childbirth will be treated the same as any other short-term disability.

Section 7. Workers' Compensation

If you are unable to return to work and perform the essential functions of your job with or without reasonable accommodation after fifty-two (52) consecutive weeks because of an injury covered by workers' compensation, you will be administratively terminated. If your workers' compensation claim has been denied but is subsequently appealed, the fifty-two (52) week rule will continue to apply. This time period does not apply where prohibited by state law.

You may be administratively terminated earlier than the fifty-two (52) weeks if you are deemed permanently and totally disabled (PTD) as your state workers' compensation law defines PTD.

Team Members who have been administratively terminated will maintain their seniority for thirty months or the length of the Team Members seniority (or whichever is greater) following the administrative termination date.

Note: The Americans with Disabilities Act as Amended (ADAAA) may require an accommodation in the same or different position if you have certain physical or mental health conditions. Consult the Company's Americans with Disabilities Act as Amended Policy for more information.

Section 8. Union Leave

The Company will grant a written leave of absence, without pay, to conduct local union business away from the Company, upon written request from the Bargaining Committee Chairperson to the Human Resources Manager at least seven (7) calendar days in advance of the commencement of the requested leave. Earned time off shall accumulate during such leave. The Company shall pay for all health and dental benefits during this leave of absence.

The Company will grant a written leave of absence, without pay, for a Team Member elected to a full-time local union position, upon written request from the Bargaining Committee Chairperson to the Human Resources Manager at least seven (7) calendar days in advance of the commencement of the requested leave. Earned time off shall accumulate during such leave. The Company shall pay for all health and dental benefits during this leave of absence.

A Team Member appointed to an International Union position, upon written request from the Bargaining Committee Chairperson to the Human Resources Manager at least fifteen (15) calendar days in advance of the commencement of the requested leave, will be granted an unpaid leave of absence for that period of time of service with the Union. Earned time off shall accumulate during such leave. The Company shall not pay for all health and dental benefits during this leave of absence. Upon the Team Member's return to work, they will be returned to their regular standing on the seniority list and returned to their previous classification. Seniority shall accumulate on such leaves and be utilized in vacation and holiday calculations.

ARTICLE 24 ATTENDANCE

The Company expects Team Members to be reliable and punctual in reporting for work. The Company and the Union request that Team Members report their absence and/or tardy in a timely manner for production planning purposes. Absenteeism and tardiness not only place a burden on other Team Members, but also affects the Company's ability to meet customer requirements. Therefore, it is important that all Team Members are present at work and on time on a regular basis.

Section 1. Definition of Terms

A) One-Whole (1) Point

- a. A Team Member who is absent for one (1) working day (more than half of the scheduled work shift) will be charged one (1) point.
- b. A Team Member who is tardy and leaves early on the same day will be charged one (1) point.
- c. A Team Member who punches in, does not work, then punches out, will be charged one (1) point.
- d. A Team Member who is tardy or leaves early and does not work at least half of their scheduled work shift will be charged one (1) point.

B) One-Half (1/2) Point

- a. A Team Member who is tardy and does work more than half of their scheduled work shift will be charged one-half (1/2) point.
- b. A Team Member who leaves early and does work more than half of their scheduled work shift will be charged one-half (1/2) point.

C) Grace Period

- a. A Team Member will not be charged for a tardy one-half (1/2) point if they are less than five (5) minutes late for work.

D) Driver Notification of Absence or Tardiness

- a. You or your designee must notify management through the designated Driver call or text in-line for each day of your absence or tardiness from work.
 - i. Call In Line: Provided by Management
- b. Tardiness:
 - i. If drivers are going to be late by fifteen (15) minutes or more to their scheduled start time, they must call or text before the start of the shift to notify management.
- c. Call offs:
 - i. Drivers must call in or text at least, thirty (30) minutes in advance of the start of their scheduled shift.

Section 2. Exceptions to the Attendance Policy

Absences, tardiness or leaving early for the following reasons will not be considered an occurrence:

- a) Contractual Holidays as defined in Article 22
- b) Vacation
- c) Bereavement Leave
- d) Jury Duty Leave
- e) Military Leave
- f) Personal Leave of Absence
- g) Workers' Compensation Leave
- h) Family Medical Leave Act
- i) Medical Leave of Absence
- j) Short Term Disability
- k) Union Leave including work or training classes
- l) Long Term Disability
- m) Court Subpoena including Orders to Appear

Section 6. Paid Time Off (PTO)

Paid time off (PTO) will count towards overtime for the week. At the beginning of each calendar year, Team Members will be given PTO days as outlined below.

	2025	2026	2027	2028
PTO Days	4.00	4.00	4.00	5.00

PTO cannot be used on Sunday. PTO days should be scheduled like vacation, or at least eight (8) hours in advance, and can only be used in whole day increments like vacation. If a Team Member elects to use PTO due to illness or an emergency situation then proper documentation must be submitted to Human Resources with the completed PTO request form within 48 hours of returning to work, otherwise attendance points will be assessed.

Team Members hired after January 1st, 2025 for their first year of employment are not eligible to use PTO days. Following their 1st year of employment these Team Members will use the proration schedule outlined below.

Failure to follow the notification of absence and tardiness as outlines in section 1D may result in discipline.

Remaining PTO will not be paid out upon termination/resignation. At the end of the year, unused PTO will only be paid out to full time, active Team Members at the same time as vacation.

Team Members will be eligible to use PTO days upon successful completion of their probationary period based on the prorated schedule below.

PTO Proration for New Hires on or after January 1, 2025				
Month of Probationary Completion	PTO 2025	PTO 2026	PTO 2027	PTO 2028
January	4	4	4	5
February	4	4	4	5
March	3	3	3	4
April	3	3	3	4
May	3	3	3	3
June	2	2	2	3
July	2	2	2	2
August	2	2	2	2
September	1	1	1	1
October	1	1	1	1
November	0	0	0	0
December	0	0	0	0

ARTICLE 25
Corrective Discipline and Discharge

Section 1. Corrective Discipline and Discharge

Progressive and corrective disciplinary action for shop rules, and discharge for offenses listed in section 2 of this article will conform to the following requirements:

- (a) The Company shall not discipline or discharge any Team Member without just cause;
- (b) The Company will be specific in identifying the alleged violation which will include all documentation available at the time of discipline. The Company and the Union agree that when a Team Member is subject to discipline or discharge it shall be confidential and shall only be discussed among the Bargaining Committee, Alternates, or Union Representative, and management.
- (c) Whenever a matter of written discipline is being discussed with a Team Member, a Bargaining Committee Representative, or Alternates, will represent the Team Member in connection with the discussion, unless the Team Member notifies management that the Team Member wishes to decline union representation; and
- (d) Any discipline or discharge imposed under this article is subject to the grievance procedure.

Section 2. Dischargeable Offenses

Offenses listed in this section are not subject to the progressive disciplinary procedure discussed in section 3. A Team Member who commits an offense listed in section 2(a) shall be immediately discharged, and a Team Member who commits an offense listed in section 2(b) shall be subject to disciplinary action up to and including discharge.

(a) Immediately Dischargeable Offenses

Team Members shall be immediately discharged for the following types of offenses:

- (1) Possession of weapons on Company property;
- (2) Fighting on Company (or customer) property, on or off duty; and
- (3) Smoking in the LP fuel areas, or while changing tanks.
- (4) Theft of Company property, or the property of another Team Member, or anyone having business with the Company;
- (5) Absent for four (4) consecutive workdays without notifying the Company;

(b) Offenses that are Subject to Discharge

Team Members shall be subject to disciplinary action up to and including discharge for the following types of offenses:

- (1) Engaging in flagrant unsafe conduct which directly or indirectly causes physical harm or injury to another Team Member or anyone having business with the Company;
- (2) Willful destruction of the Company's (or customer's) property, public property, or the property of other Team Members;
- (3) Gross insubordination;
- (4) Possession, storage, use, distribution, being under the influence of intoxicating beverages, narcotics, or controlled substances while on duty or on Company property;
- (5) Failure to report any workplace accident or injury, as soon as possible;
- (6) Falsification of employment applications or other employee records;
- (7) Refusal to submit to a workplace search;
- (8) Unauthorized use of Company equipment;
- (9) Violation of Company workplace violence policy;
- (10) Violation of Company harassment policy;
- (11) Issuing verbal threats of violence to another Team Member, or anyone having business with the Company;
- (12) Leaving Company property during assigned working hours without notifying supervisor;
- (13) The making or publishing of false, vicious or malicious statements concerning any Team Member, supervisor, the Company or its products;
- (14) Sleeping while on duty;
- (15) Failure to report defective, inoperable, poorly functioning, or otherwise unsafe equipment, tools or machinery, if such items cause a workplace injury;
- (16) Engaging in negligent conduct while operating Powered Industrial Equipment that results in any injury, or death;
- (17) Operating on a revoked Powered Industrial Equipment Permit or operating on a suspended or revoked driver's license for Drivers and Hot Parts Drivers; and
- (18) Tampering with safety-related equipment or devices.
- (19) A preventable accident establishes driver recklessness or negligence causes the death of a person and/or has total damages aggregating more than \$20,000 is deemed a major preventable accident.
- (20) Intentional delaying of load or equipment causing a plant shutdown.

- (21) Drivers banned from customer location.
- (22) Falsification of Company records or reports, including payroll records, or falsifying another Team Member's payroll record.

In determining what disciplinary action is appropriate for section 2(b) offenses listed above, the Company shall take into account all relevant information, including the nature and severity of the violation, whether the violation was a single occurrence or repeated occurrences, whether the violation appears to have been intentional or inadvertent, whether the individual in question had been advised prior to the violation as to the proper course of action and whether or not the individual in question had committed other violations in the past.

(c) Offenses that are Subject to Progressive Discipline for Driver & Hot Parts Classifications

- (1) A preventable accident establishes driver recklessness or negligence and has total damages aggregating \$20,000 or less is deemed a minor charge, such accidents are subject to the following:
 - (a) First Offense: Written Warning
 - (b) Second Offense: Suspension Without Pay, Balance Plus Five (5) Days
 - (c) Third Offense: Subject to discharge
- (2) Where a Team Member does not receive any disciplinary action under this Section 2(c) during a one-year period from the date of the last violation, the Company will not give any consideration to those infractions given prior to the one-year anniversary date in issuing new disciplinary action for violations against the Team Member.

Section 3. Progressive Discipline for Shop Rules

- (a) The Company will administer all disciplines for shop rule violations uniformly, and in a progressive and corrective manner. The progressive disciplinary procedure listed below is to be used solely for shop rule violations.
 - (1) First Offense – Verbal Counseling
 - (2) Second Offense – Written Warning
 - (3) Third Offense – Second Written Warning
 - (4) Fourth Offense – Suspension Without Pay, Balance Plus One (1) Day
 - (5) Fifth Offense – Suspension Without Pay, Balance Plus Five (5) Days
 - (6) Sixth Offense – Discharge
- (b) For purposes of this section, suspension refers to scheduled working days.
- (c) Where a Team Member does not receive any disciplinary action for shop rule violations during a one-year period from the date of the last violation, the Company will not give any consideration to those infractions given prior to the one-year anniversary date in issuing new disciplinary action for shop rule violations against the Team Member.
- (d) Every Team Member will receive a copy of their disciplinary action notice for steps 1-6.
- (e) Shop rules will be posted in various locations in each building, and will be distributed to each Team Member during new Team Member orientation.

Section 4. Progressive Discipline for PIE Infractions

Operating Powered Industrial Equipment ("PIE") in manner where the following occurs:

- (a) Preventable accident that results in damage to Company property including but not limited to the PIE, customer parts, or warehouse infrastructure; or preventable accident that results in a spill of customer parts regardless of whether, the parts are damaged; or preventable accident that causes injury to another person where treatment of the injury does not exceed regular first aid. After completion of a MARS (management's active response to safety) review a determination will be made regarding where the incident will be deemed a Minor or Major.

Three consecutive minor PIE incidents/spills will equal one Major PIE incident/spill. And after three, any subsequent incidents/spills will automatically equal a Major incident. Three Major's will result in remove from the fork lift for one year.

Section 5. Acknowledgement of Disciplinary Notices

The Team Member will be requested to sign all written disciplinary notices, to acknowledge receipt, with a Union Representative present. If the Team Member refuses to sign, the Union Representative may sign to acknowledge receipt.

Section 6. Notice to Union

The Union will be given a copy of any notice of discipline or discharge issued to any Team Member.

Section 7. Timely Discipline

Disciplinary action will be taken not later than seven (7) working days from the date that the Company became aware of the occurrence leading to the discipline. However, if a Team Member who is the subject of a discipline is unavailable for any reason, thereby, making the issuance of the discipline or discharge difficult, then the seven (7) working day time limit is extended until the Team Member is available and the disciplinary process can be completed. This additional time will not extend beyond the 2nd working day in which the Team Member became available.

Section 8. Timeline Extensions

A discipline must be written within seven (7) working days of its occurrence. In the event circumstances of a case make it impossible for the Company to know they had grounds for such discipline prior to that date, the Company shall have seven (7) working days from the date they became aware of the occurrence or incident leading to the discipline. For the purpose of the disciplinary procedure, all instances of the term “working days” are interpreted as Monday through Friday for 5-day 8-hour work shifts and Monday through Thursday for 4-day 10-hour work shifts. Working days are all days except for contractual holidays, and Saturdays or Sundays.

**ARTICLE 26
Wages**

Section 1. Wages

The wage rates contained in this article will be used for all hours worked, including overtime.

1/1/2025	Starting Wage	1 year of service	2 year of service	3 years or more of service
Material Handler	\$ 18.00	\$ 18.69	\$ 19.01	\$ 19.58
Forklift Operator	\$ 18.41	\$ 19.12	\$ 19.43	\$ 20.01
ARO	\$ 19.71	\$ 20.04	\$ 20.37	\$ 20.84
Team Lead	\$ 20.13	\$ 20.47	\$ 20.81	\$ 21.28
Rack Repair	\$ 19.30	\$ 19.62	\$ 19.95	\$ 20.41
Maint Tech	\$ 29.19	\$ 29.68	\$ 30.18	\$ 30.78
Quality Tech	\$ 21.45	\$ 21.82	\$ 22.17	\$ 22.68
Driver A	\$ 28.38			
Driver B	\$ 22.71			
1/1/2026	Starting Wage	1 year of service	2 year of service	3 years or more of service
Material Handler	\$ 18.72	\$ 19.44	\$ 19.77	\$ 20.36
Forklift Operator	\$ 19.15	\$ 19.88	\$ 20.21	\$ 20.81
ARO	\$ 20.50	\$ 20.85	\$ 21.18	\$ 21.68
Team Lead	\$ 20.94	\$ 21.28	\$ 21.64	\$ 22.13
Rack Repair	\$ 20.07	\$ 20.41	\$ 20.75	\$ 21.23
Maint Tech	\$ 30.36	\$ 30.87	\$ 31.38	\$ 32.01
Quality Tech	\$ 22.31	\$ 22.69	\$ 23.06	\$ 23.59
Driver A	\$ 29.51			
Driver B	\$ 23.61			

1/1/2027	Starting Wage	1 year of service	2 year of service	3 years or more of service
Material Handler	\$ 19.66	\$ 20.41	\$ 20.76	\$ 21.38
Forklift Operator	\$ 20.10	\$ 20.87	\$ 21.22	\$ 21.85
ARO	\$ 21.52	\$ 21.89	\$ 22.24	\$ 22.76
Team Lead	\$ 21.98	\$ 22.35	\$ 22.73	\$ 23.23
Rack Repair	\$ 21.08	\$ 21.43	\$ 21.78	\$ 22.29
Maint Tech	\$ 31.88	\$ 32.41	\$ 32.95	\$ 33.61
Quality Tech	\$ 23.42	\$ 23.82	\$ 24.21	\$ 24.77
Driver A	\$ 30.69			
Driver B	\$ 24.56			

1/1/2028	Starting Wage	1 year of service	2 year of service	3 years or more of service
Material Handler	\$ 20.64	\$ 21.44	\$ 21.79	\$ 22.45
Forklift Operator	\$ 21.11	\$ 21.92	\$ 22.28	\$ 23.00
ARO	\$ 22.60	\$ 22.98	\$ 23.35	\$ 23.90
Team Lead	\$ 23.08	\$ 23.47	\$ 23.86	\$ 24.40
Rack Repair	\$ 22.13	\$ 22.50	\$ 22.87	\$ 23.40
Maint Tech	\$ 33.47	\$ 34.03	\$ 34.60	\$ 35.29
Quality Tech	\$ 24.59	\$ 25.01	\$ 25.42	\$ 26.00
Driver A	\$ 32.07			
Driver B	\$ 25.66			

Section 4. Shift Premium and Training Premium(s)

Shift premiums will be paid as follows: \$1.00 for second shift and third shift per hour.

First shift Team Members shall receive the appropriate shift premium when working hours that are designated as second or third shift hours as a result of starting work early or working past their normal designated shift.

In order to be eligible for shift premium, you must work at least one hour beyond your scheduled shift. This time must be approved in advance. The Team Member is responsible for completing a working out of classification form and turning into management at the end of their shift.

In the event of shift cancellation and a continuation (overtime) is planned. Team Members will continue to be paid at the rate of the normal shift.

LGR is excluded from the premium rate as this plant operates on one shift. In the event of added shifts the rules for shift premium being applied to LDT will be applicable for LGR Team Members.

Training premiums of \$1.00 per hour will be paid to all warehouse "training captains" and certified driver trainers (CDT) for drivers. Warehouse will have ten (10) training captains per shift and there will be 5 (1st shift), 3 (2nd shift) and 3 (3rd shift) CDT's. The company has the ability to reduce or increase these numbers based upon headcount. Trainers will be selected based upon department, volunteer, certification and seniority criteria.

Section 5. Payroll Error

In the case of a payroll error, if eight (8) hours or greater, the Company will process a "Comp Check" request and the check should arrive at the location within two (2) business days. If the error is less than eight (8) hours, the error will be corrected on the next scheduled payroll.

Section 6. Ratification Bonus

All active and full-time Team Members that have successfully completed their probationary period at time of ratification, will be paid a one-time ratification bonus of \$2,500, on the second payroll run following the successful ratification vote. This bonus is subject to all applicable taxes and deductions. The bonus check shall be processed on a separate check.

Section 7. ARO Pay, Team Lead and Rack Repair Pay

Any Material Handler's or Forklift Operators who works out of their classification or team will be compensated ARO pay for the hours the Team Member performed ARO work or teamlead pay for teamlead work. Example: L dock Forklift Operator works on K Dock as a Forklift Operator is out of their team and will receive ARO pay for hours worked on K Dock. If an ARO performs T.L work then they will receive T.L Pay

Rack Repair Maintenance Pay

The Company agrees to compensate rack repair personnel at the Maintenance Technician pay scale in increments of 0:30 minutes for: Performing fabrication and welding tasks on items other than racks or significant welding (more than spot welds)

Section 8. Driver Phones

It is expected that all employed drivers will keep an active cell phone number on record with the Ryder management team. These will be used for contact during shifts, as well as for necessary contact outside of the workplace.

To qualify for the monthly \$30.00 payback incentive, a driver must meet the following criteria:

- Work/be on the clock for a minimum of 80 hours within the month.
- Be employed at the time of payout processing.
- Have a validated phone number on record with Ryder management.

Failure to meet the listed requirements will result in ineligibility for payback during that calendar month. Any exceptions to these points will be reviewed per Ryder management discretion. Payment is scheduled to be made to the drivers within the first two full pay periods of the following month.

**ARTICLE 27
BENEFIT PLANS**

Section 1. Benefit Plan

All full-time Team Members will be covered for benefits on the first day of the month following thirty (30) days of continuous full-time active employment.

The following table defines when a Team Member is eligible for each of the Company's benefit programs:

<u>Benefits</u>	<u>Immediately</u>	<u>1st Day of the Month after 30 days</u>	<u>1 Year</u>
Medical	-	X	-
Prescription	-	X	-
Eye Wear Discounts	-	X	-
Dental Coverage	-	X	-
Short-Term Disability	-	X	-
Long-Term Disability	-	X	-
Basic-Life Insurance	-	X	-
Optional Life Insurance	-	X	-
Accidental Death & Dismemberment	-	X	-
Business Travel Accident	X	-	-
Flexible Spending Account	-	X	-
401(k) Plan Employees contributions	X	-	-
401(k) Plan Company contributions	-	-	X*
Pre-paid Legal Plan	-	X	-
Long-Term Care Insurance	X	-	-
Employee Assistance Program	-	-	X*
Employee Stock Purchase Plan	-	X**	-
Payroll Direct Deposit	X	-	-
Power Financial Credit Union	X	-	-
Adoption Assistance	-	X	-
Service Recognition Awards	-	-	X
Motorcycle Helmet Benefit	X	-	-
Seat Belt/Safety Net Benefit	X	-	-

*For Team Members hired before 1/1/16, EEs hired after 1/1/2016 who make deferrals to the 401k plan are also eligible for company match)

**First quarter after 90 days of employment

Team Members will participate subject to pre-tax or non-pre-tax monthly contributions deducted from pay on a weekly basis.

Team Members who do not desire to participate have the option of affirmatively selecting no coverage.

A Team Member is responsible for completing the annual enrollment process, which is the benefit selections process during the open enrollment period (October/November) and such selections will be effective January 1 of the following year.

Section 2. Effective Date of Coverage

Beginning August 1, 2021 coverage for all regular FT new hire/rehire benefits effective date will be their date of hire +30 days.

Additional information will be sent to a Team Member's home shortly after The Team Member becomes eligible for benefits and Team Members are encouraged to enroll online as soon as administratively possible to avoid delays in getting their benefits established.

Section 3. Benefit Enrollment

Unless noted otherwise, benefit enrollments are made through the Ryder Benefits Now Center. Benefit Plan options, costs and enrollment instructions are mailed to Team Members' homes as soon as administratively feasible after their date of hire and/or the date they become benefit-eligible. Each year, the Company conducts an annual enrollment during which changes to Benefit Plan options are communicated to Team Members.

Section 4. Changes to Benefit Elections

Qualified life-changing events are the only circumstances under which Internal Revenue Service rules allow for changes to medical, dental, dependent coverage and reimbursement account contribution elections during the plan year. Examples of qualified life-changing events include, but are not limited to, marriage, divorce, legal separation, birth or adoption of a baby, or a significant change in a spouse's employment/benefit coverage.

If Team Members experience a qualified life-changing event, they must contact the Ryder Benefits Now Center at (800) 280-2999 within thirty (30) calendar days of the event to change their benefit elections.

If a Team Member does not contact the Ryder Benefits Now Center within thirty (30) calendars days, The Team Member will not be able to make changes until the next annual enrollment period.

A Team Member may elect to drop or decrease coverage anytime during the year for the following benefits:

- (a) Short-term and Long-term Disability
- (b) Additional and Dependent Life Insurance, and
- (c) Additional and Dependent Accidental Death and Dismemberment.

Important: A Team Member may only add or increase benefit coverage to the above benefits during the annual enrollment period.

**ARTICLE 28
MEDICAL BENEFITS**

Section 1. Health Care Benefits

The medical and prescription plans, and the Team Member contributions for these plans, will be as follows and will be effective January 1st, 2022.

Benefit Type	Provider	Plan Design
Medical with Prescription (Rx)	Blue Care	BCN5
Medical with Prescription (Rx)	Blue Care	BCN10

Effective January 1st 2025 the monthly medical and prescription plan charges to the Team Members will be 18% of the total premium charged to the Company. The premium charges will be posted in the facility for all members to see and the Team Member rates will be posted as well.

The Company shall provide to the Union the monthly medical and prescription plan charges scheduled for each year in the 4th quarter of the prior year.

Section 2. Dental Benefits

The Team Members will be responsible for 100% of the premium charges for Dental Benefits available within this agreement and increases will be passed on to the Team Member as they occur.

Section 3. Vision Benefits

The Team Members will be responsible for 100% of the premium charges for Vision Benefits available within this agreement and increases will be passed on to the Team Member as they occur.

Section 4. Benefit and/or Insurance Providers

If the Company or a third-party benefit and/or insurance provider referenced in this article cancel's, discontinues or substantially increases the cost of participation in the benefit or insurance programs, the Company and the Union agree to meet and discuss possible alternative plan options and employee contribution increases. Any agreement will be negotiated and agreed upon by both the Union and the Company. These negotiations must be completed no later than the end of the 2nd Quarter of the preceding calendar year.

**ARTICLE 29
TEAM MEMBER SAVINGS PLAN**

Incumbents hired before January 1, 2016

Team Members covered by this Agreement will participate in the Plan under the same terms and conditions as other Ryder field employees. Uniform changes in the Plan will apply to the Team Members covered by this Agreement without further negotiation.

Current Formula:

Step 1. Upon eligibility Ryder will make a Company Contribution in the amount of \$400 to be paid annually as of the last day of the Plan Year (to those actively employed on December 31) regardless of whether or not the Team Member contributes anything.

If a Team Member chooses to contribute from their paycheck there are two match components:

Step 2: Ryder will match \$1 for each \$1 of the Team Member's contribution up to a total of \$300 per year.

Step 3: Ryder will match \$.50 for each additional \$1 of Team Member's contribution up to the next \$800 (Team Member has now contributed a total of \$1,100).

Here is how the formula works:

	Team Member Contribution	Company Contribution	Total in Account at This Point
Step 1	\$ 0	\$ 400	\$ 400
Step 2	\$ 300	\$ 300	\$1,000
Step 3	\$ 800*	\$ 400	\$2,200
	\$ 1,100	\$ 1,100	

Team Members can contribute a maximum of fifty-percent (50%) of their income each year. The Company will contribute \$400 and will match the first \$700 of Team Member contributions for a maximum company funding of \$1,100 per year.

New hires and rehires from and after January 1, 2016

Team Members covered by this Agreement will participate in the Plan under the same terms and conditions as other Ryder field employees. Uniform changes in the Plan will apply to the Team Members covered by this Agreement without further negotiation.

Current formula:

If a Team Member chooses to contribute from their paycheck, and upon meeting eligibility requirements, Ryder will match 50% up to 6% of the eligible pay. All Company funding to the Plan will be in the form of Matching Contributions. Funding of Matching Contributions will be done on the pay-period frequency, or as soon as administratively practicable after each pay period.

Eligibility Waiting Period: Team Members are eligible for company funding in the 401k plan as of the first of the month following the attainment of seniority. age 21 and 12 months of service in which at least 1000 hours have been worked.

ARTICLE 30
TEAM MEMBER STOCK PURCHASE PLAN

The Team Members covered by this Agreement are eligible to participate in the Ryder Employee stock purchase plan under the same uniform terms and conditions applicable to all Ryder employees.

ARTICLE 31
TEAM MEMBER ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) provided by the Company makes professional counseling available for Team Members and their family on a voluntary basis. The EAP has two components: The Counseling and Referral Program, and the Substance Abuse Rehabilitation Program.

Contact information will be posted on an annual basis or if provider changes.

**ARTICLE 32
GENERAL PROVISIONS**

Section 1. Agreements

Upon ratification of this Agreement, copies of the Agreement will be printed by a Union print shop and distributed to all Team Members. The Company will be responsible for printing and distribution of the Agreement to all Team Members and will bear printing and distribution costs.

Section 2. Smoking

Smoking is strictly prohibited inside of the facilities covered by this Agreement. However, smoking will be allowed in outside designated areas covered by this Agreement.

Section 3. Cell Phones and Bluetooth Devices

Personal cell phones and/or Bluetooth devices may only be used during lunch or break periods in designated lunch and break areas, and outside of the facilities.

Section 4. Good Housekeeping

Team Members shall take care of their trash in meal and break areas, and work together to maintain a clean and sanitary facility.

Section 5. Expectation of Privacy

Team Members shall have no expectation of privacy in their lockers, lunch boxes, their pockets, or other personal items, thus the Company has the right to search Team Members and these items at its discretion. The Company will not have personal physical contact with a Team Member while conducting a search. The Bargaining Committee Chairperson or their designee will be present during all searches described in this section.

Section 6. Address and Phone Number Changes

It is the responsibility of each Team Member to keep the Company and the Union advised of their correct address and phone number. The Company and Union shall be entitled to rely on the address and phone numbers shown in the Company's records.

Section 7. Beverages in Work Areas

Non-alcoholic beverages with lids are permitted in work areas.

Section 8. Leaving During Lunch

Team Members are allowed to leave Company property for unpaid lunch.

Section 9. Lunch Deliveries

Outside food deliveries are allowed at lunchtime.

Section 10. Elimination of Discipline

Upon ratification of this Agreement, all Team Members will have shop rule disciplines removed from their record.

Section 11. Lockers

The Company will provide lockers to all Team Members covered by this Agreement.

Section 12. Refrigerator and Microwaves

Refrigerators and microwaves will be furnished by the Company in each lunch and break area. The Union and the Company will determine the amount of such equipment jointly.

Section 13. Basic Tools

The Company will provide all Team Members the basic tools necessary to perform their jobs.

ARTICLE 33
V-CAP CHECKOFF

During the life of this Agreement, the Company agrees to deduct from the pay of each Team Member voluntary contributions to UAW V-CAP, provided that each Team Member executes or has executed the following "Authorization for Assignment and Check-off of Contributions to UAW V-CAP" form; provided further, however, that the Company will continue to deduct the voluntary contributions to UAW V-CAP from the pay of each Team Member for whom it has on file an unrevoked "Authorization for Assignment and Check-off of Contributions to UAW V-CAP" form.

Deductions shall be made only in accordance with the provisions of and in the amounts designated in said "Authorization for Assignment and Check-off of Contributions to UAW V-CAP" form, together with the provisions of this article of the Agreement.

A properly executed copy of the "Authorization for Assignment and Check-off of Contributions to UAW V-CAP" form for each Team Member for whom voluntary contributions to UAW V-CAP are to be deducted hereunder, shall be delivered to the Company before any such deductions are made, except as to Team Members whose authorizations have heretofore been delivered. Deductions shall be made thereafter, only under the applicable "Authorization for Assignment and Check-off of Contributions to UAW V-CAP" forms, which have been properly executed and are in effect.

Deductions shall be made, pursuant to the forms received by the Company, from the Team Member's first union dues period in the first month following receipt of the check-off authorization card and shall continue until the check-off authorization is revoked in writing. The Company agrees to remit said deductions promptly to UAW V-CAP, care of the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW). The Company further agrees to furnish UAW V-CAP with the name, address, social security number, and date of last Authorization of those Team Members for whom deductions have been made. The Company further agrees to furnish UAW V-CAP with a monthly and year-to-date report of each such Team Member's deductions. This information shall be furnished along with each remittance on a floppy disk or magnetic tape, in ACSII or some other common format conveniently available to the Company's Accounting Systems. The funds may now be sent by EFT and the member deduction information may also be emailed.

Any questions concerning magnetic media, EFT or electronic fund transfer may be directed to:

UAW Region 1-D
1940 West Atherton Road
Flint, MI 48507

All checks should be made out to *UAW V-CAP* and forwarded to:

JP Morgan Chase
Dept. 78232
Article 23 Voluntary Exchange
PO Box 78000
Detroit, MI 48278-0232

**ARTICLE 34
SEVERABILITY**

If any article of this Agreement should be held invalid by operation of law or a court of competent jurisdiction, the remainder of this Agreement shall continue in full force and effect.

ARTICLE 35
COMPLETE AGREEMENT

This Agreement shall constitute the only agreement between the parties and shall not be modified, except in writing and with mutual agreement between all parties. As unexpected issues arise during the life of this Agreement, Company and Union representatives will meet, discuss and come to a satisfactory resolution to the concern to which both parties can abide. The Company handbook and all other practices, agreements or policies, whether oral or written, that have occurred before January 1st 2025 but which are not included directly in this Agreement are hereby cancelled, except where otherwise modified during these current negotiations.

**ARTICLE 36
DURATION OF AGREEMENT**

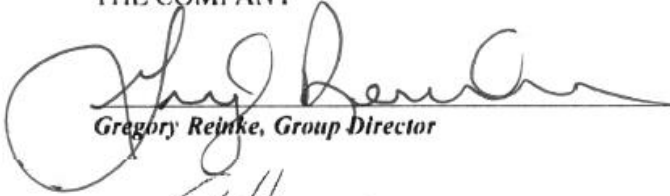
This Agreement shall become effective on January 1, 2025 and shall remain in force until midnight (12:00 a.m.), December 31, 2028, and from year to year thereafter until sixty (60) days after either party has served written notice on the other party of a desire to terminate, modify, alter, renegotiate, change or amend this Agreement. Such written notice given sixty (60) days or more before December 31, 2028 shall become effective on January 1, 2025. A notice of desire to modify, alter, amend, renegotiate, or change, or any combination thereof, shall have the effect of terminating the entire Agreement December 31, 2028, in the same manner as a notice of desire to terminate unless before that date, all subjects of amendment proposed by either party have been disposed of by agreement or by withdrawal by the party proposing amendment.

For:
Ryder Integrated Logistics, Inc.

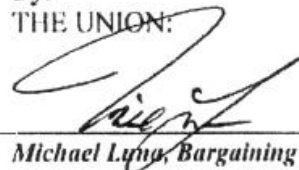
For:
United Automotive Aerospace and Agricultural
Implement Workers of America

By:
THE COMPANY

By:
THE UNION:



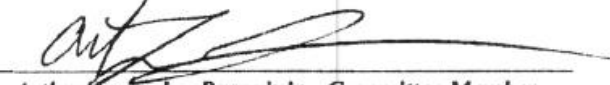
Gregory Reinke, Group Director



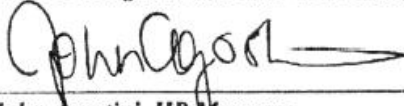
Michael Luna, Bargaining Committee Chairperson



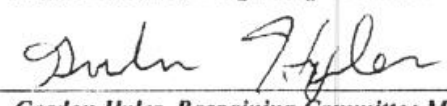
Charles Hengesbach, Senior HR Manager



Arthur Luna Jr., Bargaining Committee Member



John Agostini, HR Manager



Gordon Hyler, Bargaining Committee Member



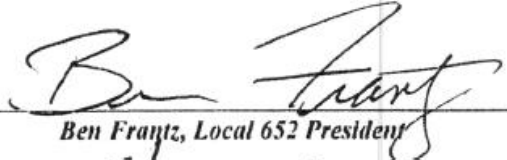
Alan Blake-Nelson, Operations Director



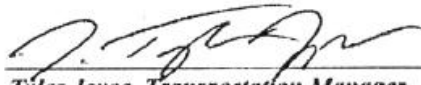
Blake Costello, Bargaining Committee Member



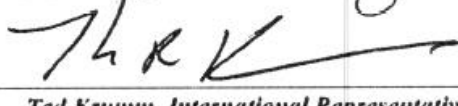
Kerry Sanford, Transportation Group Manager



Ben Frantz, Local 652 President



Tyler Joyce, Transportation Manager



Ted Krumm, International Representative



Steven Dawes, Region 1D Director

Appendix A Job Descriptions

These descriptions can be amended by the Company after a meeting occurs with the Union to discuss the Union's input before any changes are implemented.

1. **Classification:** Fork Lift

- Responsibilities:** Support warehouse operations as required by standardized work. Operate powered industrial equipment within safety guidelines.
- Duties:**
 - Load/Unload trailers
 - Pick material for outbound shipments
 - Replenish work cells
 - Put away from inbound docks
 - Fulfill work activities as outlined in standardized work.
 - Perform other duties as assigned by Supervisor.
 - Assists with on-the-job training.

2. **Classification:** Material Handler

- Responsibilities:** Support warehouse operations as required by standardized work. Operate powered industrial equipment within safety guidelines.
- Duties:**
 - Picking sequence parts
 - Checking inbound/outbound loads
 - CMC load build/PRC strip
 - Potential for Tugger operation
 - Racks boulevard
 - Fulfill work activities as outlined in standardized work.
 - Perform other duties as assigned by the Supervisor.
 - Tugger certification (as required)
 - Assists with on-the-job training.

3. **Classification:** Rack Repair person

- Responsibilities:** Wash, inspect, document and repair all types of racking, including but not limited to PRCs, Sequence Racks & LOC Dollies.
- Duties:**
 - Completes cleaning and maintenance of static and roller racking per procedure and maintains records.
 - Performs repair and assembly of static and roller racking.
 - Maintains records for, completes cleaning, repair and maintenance of PRCs, sequence racks & dollies.
 - Uses a computer to document and schedule work.
 - Operates mechanical equipment such as fork trucks, tuggers and scissor lift.
 - Works in adverse conditions such as inclement and wet environments.
 - Perform other duties as assigned by your supervisor.
 - Fulfill work activities as outlined in standardized work.

4. **Classification:** Team Lead

- Responsibilities:** Support warehouse operations as required by standardized work. Operate powered industrial equipment within safety guidelines. Work under the guidelines of the Team's Supervisor.
- Duties:**
 - Fulfill work activities as alternate relief.
 - Work in different open positions as requested.
 - Perform other duties as assigned by your supervisor.
 - Assists with on-the-job training.
 - Fulfill work activities as outlined in standardized work.

5. **Classification:** ARO

- Responsibilities:** Support warehouse operations as required. Work under the guidelines of the Team's Supervisor.
- Duties:**
 - Fulfill work activities as alternate relief.
 - Work in different open positions as requested.
 - Perform duties as required of a warehouseman including material handling.
 - Perform other duties as assigned by your supervisor.
 - Assists with on-the-job training.

6. **Classification:** Maintenance Technician

- Responsibilities:** Performs routine and extensive preventative maintenance and repair procedures on LOC campus buildings, mechanical equipment and utility systems.
- Duties:**
 - Performs PM, repair and computer-based record keeping on building and equipment on the Lansing LOC campus.
 - Repairs and PM's on automated conveyor systems.
 - Works on pneumatic systems, i.e. automated lift assists.
 - Works on electrical systems,
 - Fabricate and or repair welded assemblies as required.
 - Repair dock locks and dock equipment
 - Responds to emergency maintenance requests as required.
 - Operate motorized equipment such as fork trucks and scissor lifts.
 - May be called upon to show up after hours due to unforeseen circumstances.
 - Assists with on-the-job training.
 - Other duties as assigned.

7. **Classification:** Quality Technician

- Responsibilities:** **Support warehouse operations by working with suppliers and disposition material.**
- Duties:**
 - Ability to understand Standardized Work Sheets
 - Utilize a computer (MS Excel, MS Word, MS PowerPoint and LCM database)
 - Take pictures of product and email to suppliers
 - Conduct Torque Audits and Tooling Verification
 - Repack material as needed
 - Perform other duties as assigned by the Supervision
 - Assists with on-the-job training.

8. **Classification:** Hot Parts Driver

- Responsibilities:** **Primarily responsible for safely transporting material to and from Ryder, customer and suppliers' facilities in a commercial vehicle and comply with Ryder, customer and supplier safety and DOT policies and regulations.**
- Duties:**
 - Loading/unloading freight or assisting in the loading/unloading of freight.
 - Strapping, bracing, blocking freight/carts as required.
 - Maintain on time pick and delivery schedule
 - Assist and train other drivers as required
 - Immediate notification to dispatcher of any delay

9. **Classification:** Driver

- Responsibilities:** **Primarily responsible for safely transporting material to and from Ryder, customer and suppliers' facilities in a commercial vehicle and comply with Ryder, customer and supplier safety and DOT policies and regulations.**
- Duties:**
 - Loading/unloading freight or assisting in the loading/unloading of freight.

- Strapping, bracing, blocking freight/carts as required.
- Maintain on time pick and delivery schedule
- Assist and train other drivers as required
- Immediate notification to dispatcher of any delay

Appendix B
Rack Repair Training

These individuals will be sponsored by the Company to participate in the Lansing Community College (LCC) "Industrial Maintenance Technician" curriculum.

Rack Repair will continue to perform Rack Repair and Cleaning duties.

The Rack Repair Training Program will function under the following parameters:

- Rack Repair positions will be filled by the most senior Team Members who successfully achieve a passing score on an examination covering Reading, Writing and Math administered by a "Sylvan Learning Center." Candidates must also apply for and meet the enrollment requirements of LCC.
- Maintenance Technician positions that become vacant will be filled through a competitive process. Team Members who successfully complete the Maintenance Technician Training program will be considered to fill such open positions, but are not guaranteed to be awarded the position.
- The trainees that are enrolled in the program will work 2nd or 3rd shift, according to their seniority, to allow them to participate in the required course schedule.
- Once enrolled at LCC, the trainee(s) must provide documentation each semester that they remain enrolled and are maintaining an overall Grade Point Average (GPA) of 2.0.
- Each trainee must successfully complete the entire curriculum, including prerequisite classes, within 36 months.
- Trainees will not be compensated for attending classes or study time.

2026 Calendar

<p style="text-align: center;">January</p> <p>Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>	<p style="text-align: center;">February</p> <p>Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28</p>	<p style="text-align: center;">March</p> <p>Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>	<p style="text-align: center;">April</p> <p>Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30</p>
<p style="text-align: center;">May</p> <p>Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>	<p style="text-align: center;">June</p> <p>Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30</p>	<p style="text-align: center;">July</p> <p>Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>	<p style="text-align: center;">August</p> <p>Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>
<p style="text-align: center;">September</p> <p>Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30</p>	<p style="text-align: center;">October</p> <p>Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>	<p style="text-align: center;">November</p> <p>Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30</p>	<p style="text-align: center;">December</p> <p>Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>

2027 Calendar

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2028 Calendar

<p style="text-align: center;">January</p> <p>Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>							<p style="text-align: center;">February</p> <p>Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29</p>							<p style="text-align: center;">March</p> <p>Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>							<p style="text-align: center;">April</p> <p>Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30</p>						
<p style="text-align: center;">May</p> <p>Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>							<p style="text-align: center;">June</p> <p>Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30</p>							<p style="text-align: center;">July</p> <p>Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>							<p style="text-align: center;">August</p> <p>Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>						
<p style="text-align: center;">September</p> <p>Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30</p>							<p style="text-align: center;">October</p> <p>Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>							<p style="text-align: center;">November</p> <p>Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30</p>							<p style="text-align: center;">December</p> <p>Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>						

