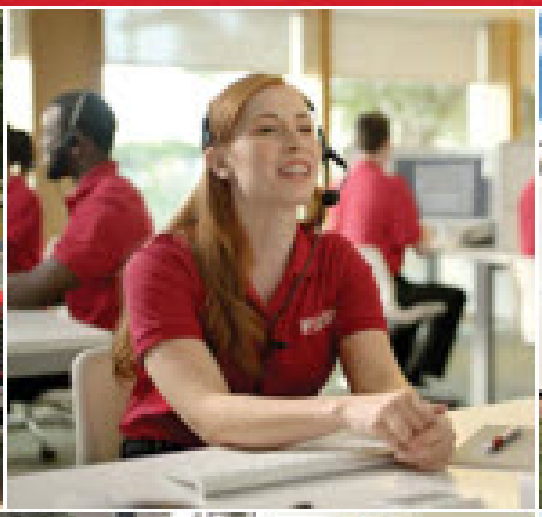
PODS

WELCOME TO THE TEAM!

2022 ASSOCIATE HANDBOOK





















Dear Fellow Associates:

PODS is a leader in the moving and storage industry providing both residential and commercial services in 46 U.S. states, Canada, Australia and the UK. Founded in 1998, PODS pioneered the portable moving and storage industry, now preferred by many customers' increasingly active and mobile lifestyles. To date, the PODS network has completed more than 1 million long-distance moves, exceeded 4 million deliveries and has more than 200,000 PODS containers in service. Our mission is to be the preferred choice for the moving and storage solutions we provide. Over the past two years, our organization has achieved impressive, double digit revenue growth. We have a strong set of values – most easily remembered by the acronym **I^2DE^2AS**, which stands for **Integrity, Innovation, Delight Customers, Engagement, Excellence, Accountability and Support** Through Teamwork.

As a new associate working at PODS, you play a very important role in the success of our overall organization. We have developed a new Onboarding Process that will enable you to access a lot of information through our online system to assist you in preparing for your first day at PODS. Additionally, you will have a multitude of resources to support you over your first year of employment to make your experience productive and enjoyable.

Welcome to the PODS family!

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About PODS

Established in 1998, PODS is making moving and storage more convenient and less stressful through its innovative solution of delivering a level container and providing the customer all the time they need to load and unload their container. Plus, we think our customers should be able to move or store their things without worrying about getting them back damaged. Whether they are moving or storing, personal belongings or business equipment, we offer the right solution for their needs.

Headquartered in Clearwater, Florida, PODS is a privately-owned corporation with storage facilities across the country and continues to expand into international markets.

PODS Mission:

To be the preferred choice for the moving and storage solutions we provide.

PODS Aspirations:

- Leading growth company
- Great place to work
- Industry-leading customer satisfaction
- Successful and respected franchiser
- Most respected and powerful brand in category

PODS Core Values:



Integrity

Do the right thing, even when no one is looking.

Honesty and adherence to ethical business practices. Has a value of always doing the right thing and asks questions when unsure.

Innovation

Accept the need for change.

Identify new ideas for processes or products that will lead to positive change. Participate in executing the change.

Delight Customers

WOW the customer at every opportunity.

Consistently delighting customers. Demonstrates a customer-focused attitude, whether serving our customers directly or indirectly.

Engagement

Proud to be part of the PODS family

Committed, loyal, enthusiastic about your work and what PODS stands for.

Excellence

Inner drive to go above and beyond; change agent

Possess a greater feeling of desire that goes far beyond the job and open to change that will enhance the overall success of PODS.

Accountability

Make it happen, no excuses—without compromising the other values.

Delivering and executing on commitments. The amount and quality of work that an employee produces. Is accountable.

Support Through Teamwork

Support one another and work together to achieve our goals.

Works with others to create the conditions for team effectiveness. Fosters collaboration, values diversity and is respectful toward others.

About this Handbook

This Associate Handbook has been developed to familiarize PODS' employees ("associates") with the work culture and various principles, policies and procedures that have been established and maintained at PODS Enterprises, LLC ("PODS"). We expect all associates to know and understand these policies. It is very important for you to read and understand the material in this handbook, as failure to comply with the enclosed may result in disciplinary action, up to and including termination. The associate handbook is made available to all associates through our online training portal, Cornerstone, and is also housed on our intranet site. New associates will be assigned a course that asks the associate to read and acknowledge the handbook. All associates are required to complete this course as part of associate's 90-day introductory period.

If you have any questions regarding the contents of this handbook, please contact the Human Resources Department.

This handbook should be used as an outline of the basic policies, practices, and procedures for our organization. You should use this handbook as a reference to understand company-specific programs and policies, although it does not include all of PODS' policies and practices or all of the fine details.

This handbook does not form an express or implied contract or promise that the topics

discussed in it will be applied in each situation. Accordingly, PODS retains the right to establish, change and abolish its policies, practices, rules and regulations as it sees fit. The application and interpretation of these and other PODS policies and practices rests with PODS.

This handbook applies to PODS, including all subsidiaries and operating units. Nothing in this handbook should be considered as altering the employment-at-will relationship or as creating an express or implied contract or promise concerning the policies or practices that PODS has implemented or will implement in the future.

Associate Relations Principles

PODS aims to provide each associate with fair and effective policies and asks each of you to strive to serve the company's best interests.

It is our intent to provide you with:

- Equal employment opportunities and treatment regardless of race, religion, color, sex, age, national origin, sexual orientation, disability or veteran status, and any other factors protected by local, state, or federal law;
- Adherence to Human Resources policies, including those relating to compensation, benefits, promotions, transfers, terminations, training, recruitment and self-development opportunities on a nondiscriminatory basis;
- A respectful work environment with teamwork and fair play, where you can strive to reach your full potential as an individual;
- Competitive compensation and benefits commensurate with the work performed; Established, reasonable hours of work based on the needs of PODS' customers;
- Compliance with applicable federal, state and local laws and regulations concerning our business and all of our associates;
- Appropriate training opportunities to perform the duties of your position;
- Receptivity to your constructive suggestions which relate to your position, working conditions or Human Resources practices; and
- Appropriate means for you to discuss matters of interest or concern with your managers.
- Compliance with applicable federal, state and local laws and regulations concerning our business and all of our associates;
- Appropriate training opportunities to perform the duties of your position; receptivity to your constructive suggestions which relate to your position, working conditions or Human Resources practices; and

PODS asks that you:

- Dress appropriately and maintain proper hygiene and grooming;
- Work with our customers, associates and vendors in a professional manner;
- Perform the duties of your position in an efficient manner, demonstrating high quality service;
- Work with your fellow associates as a fully contributing member of the team to reach team objectives; and
- Adhere to the policies, programs and practices adopted by PODS.

PODS retains the sole right to exercise all managerial functions:

Including, but not limited to, the right to…

- Dismiss, assign, supervise and discipline;
- Determine appropriate work times;
- Transfer associates within and among departments;
- Determine and change methods by which its operation are to be carried out;
- Assign duties to associates in accordance with PODS' needs and requirements; and
- Carry out all ordinary administrative and management functions **FEDERAL AND STATE EMPLOYMENT PRACTICES**
- It is the policy of PODS to fully comply with all federal and state regulations relating to employment discrimination including race, religion, color, gender, age, national origin, sexual orientation, disability, veteran status or other factors protected by law. These policies are described in detail in this section. If you feel you have been unfairly discriminated against, you should contact your manager or the Human Resources Department All inquiries and/or allegations will be fully investigated and treated with total confidentiality. Policies include, but are not limited to: Americans with Disabilities Act (ADA), Age Discrimination in Employment Act (ADEA), Health Insurance Portability and Accountability Act of 1996 (HIPAA), Employee Retirement Income Security Act (ERISA), Family Medical Leave Act (FMLA), Uniformed Services Employment and Re-Employment Rights Act (USERRA), and Occupational Safety and Health Act (OSHA).

Equal Employment Opportunity/Affirmative Action

- PODS provides equal employment opportunities to all associates and applicants for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, disability or status as a veteran in accordance with applicable federal laws. In addition, PODS complies with applicable state and local laws governing nondiscrimination in employment in every location in which PODS has facilities.
- The Equal Employment Opportunity/Affirmative Action statement applies to all terms, conditions, and privileges of employment, including but not limited to, recruitment, selection, hiring, training, placement, associate development, promotion, transfer, compensation, benefits, educational assistance, social and recreational programs, associate facilities, termination, retirement, and all other terms and conditions of employment.

Diversity in the Workplace

- Diversity is recognizing that there are many different individuals at work, each one with a unique set of characteristics, talents, gifts, skills, personality traits, physical abilities, background, appearances, thoughts, feelings, beliefs and viewpoints. It is the variety of those differences that make the healthy and successful workplace.
- PODS recognize that in today's global business environment, successful organizations and successful people within them are those able to recognize diversity. Each associate is unique and it is in the best interest of
- PODS to attract and retain people from all types of backgrounds. PODS promotes a workplace where diversity is not only accepted but expected.

Employment-at-Will

- This handbook neither implies nor establishes a contract between PODS and the associate.
- The contents of this handbook summarize current company policies and programs and are intended as guidelines only. PODS retains the right to change, modify, suspend, interpret or cancel, in whole or in part, any of the published or unpublished human resources policies or practices of the company, without advance notice and in its sole discretion, without having to give cause or justification to any associate. Recognition of these rights and prerogatives is a term and condition of employment and continued employment. As such, the contents of this handbook do not constitute the terms of an employment contract. Nothing contained in this handbook should be construed as a guarantee of continued employment. Unless you have an employment agreement providing otherwise, employment with PODS is on an at-will basis, meaning that the employment relationship may be terminated at any time by either the associate or the company for any reason not expressly prohibited by law. Any written or oral statement to the contrary by a supervisor, corporate officer or other agent of the company is invalid and should not be relied upon by any prospective or existing associate.

Citizenship and Alien Status

- It is PODS' policy, as an equal opportunity employer, to employ persons legally entitled to work in the United States without regard to citizenship, ethnic background or national origin. Accordingly, applicants for employment are not asked questions about citizenship or resident status.
- In compliance with the Immigration Reform and Control Act, PODS must only employ those who are eligible to work in the United States. All associates, including new hires, are required to provide proof of eligibility to legally work in the United States. The Human Resources Department is responsible for maintaining completed I-9s and requesting supporting documentation at time of hire as well as re- verification of I-9s already completed.

Verification of Identity and Eligibility to Work/E-Verify

- PODS participates in the E-Verify Program to verify identity and eligibility to work in the United States. Please see the flyers below for additional information on the E-Verify program.

E-Verify Poster(s)



IF YOU HAVE THE RIGHT TO WORK

DON'T LET ANYONE TAKE IT AWAY

If you have the skills, experience, and legal right to work, your citizenship or immigration status shouldn't get in the way. Neither should the place you were born or another aspect of your national origin. A part of U.S. immigration laws protects legally-authorized workers from discrimination based on their citizenship status and national origin. You can read this law at 8 U.S.C. § 1324b.

The Immigrant and Employee Rights Section (IER) may be able to help if an employer treats you unfairly in violation of this law.

The law that IER enforces is 8 U.S.C. § 1324b. The regulations for this law are at 28 C.F.R. Part 44.

Call IER if an employer:

Does not hire you or fires you because of your national origin or citizenship status (this may violate a part of the law at 8 U.S.C. § 1324b(a)(1))

Treats you unfairly while checking your right to work in the U.S., including while completing the Form I-9 or using E-Verify (this may violate the law at 8 U.S.C. § 1324b(a)(1) or (a)(6))

Retaliates against you because you are speaking up for your right to work as protected by this law (the law prohibits retaliation at 8 U.S.C. § 1324b(a)(5))

The law can be complicated. Call IER to get more information on protections from discrimination based on citizenship status and national origin.

Immigrant and Employee Rights Section (IER)
1-800-255-7688 **TTY 1-800-237-2515**
www.justice.gov/ier
IER@usdoj.gov

U.S. Department of Justice, Civil Rights Division, Immigrant and Employee Rights Section, January 2019

This guidance document is not intended to be a final agency action, has no legally binding effect, and has no force or effect of law. The document may be rescinded or modified at the Department's discretion, in accordance with applicable laws. The Department's guidance documents, including this guidance, do not establish legally enforceable responsibilities beyond what is required by the terms of the applicable statutes, regulations, or binding judicial precedent. For more information, see "Memorandum for All Components: Prohibition of Improper Guidance Documents," from Attorney General Jefferson B. Sessions III, November 16, 2017.



SI USTED TIENE DERECHO A TRABAJAR

NO DEJE QUE NADIE SE LO QUITE

Si usted dispone de las capacidades, experiencia y derecho legal a trabajar, su estatus migratorio o de ciudadanía no debe representar un obstáculo, ni tampoco lo debe ser el lugar en que usted nació o ningún otro aspecto de su nacionalidad de origen. Existe una parte de las leyes migratorias de los EE. UU. que protegen a los trabajadores que cuentan con la debida autorización legal para trabajar de la discriminación por motivos de su estatus de ciudadanía o nacionalidad de origen. Puede consultar esta ley contenida en la Sección 1324b del Título 8 del Código de los EE. UU.

Es posible que la Sección de Derechos de Inmigrantes y Empleados (IER, por sus siglas en inglés) pueda ayudar si un empleador lo trata de una forma injusta, en contra de esta ley.

La ley que hace cumplir la IER es la Sección 1324b del Título 8 del Código de los EE. UU. Los reglamentos de dicha ley se encuentran en la Parte 44 del Título 28 del Código de Reglamentos Federales.

Llame a la IER si un empleador:

No lo contrata o lo despide a causa de su nacionalidad de origen o estatus de ciudadanía (esto podría representar una vulneración de parte de la ley contenida en la Sección 1324b(a)(1) del Título 8 del Código de los EE. UU.)

Lo trata de una manera injusta a la forma de comprobar su derecho a trabajar en los EE. UU., incluyendo al completar el Formulario I-9 o utilizar E-Verify (esto podría representar una vulneración de la ley contenida en la Sección 1324b(a)(1) o (a)(6) del Título 8 del Código de los EE. UU.)

Toma represalias en su contra por haber defendido su derecho a trabajar al amparo de esta ley (la ley prohíbe las represalias, según se indica en la Sección 1324b(a)(5) del Título 8 del Código de los EE. UU.)

Esta ley puede ser complicada. Llame a la IER para más información sobre las protecciones existentes contra la discriminación por motivos del estatus de ciudadanía o la nacionalidad de origen.

Sección de Derechos de Inmigrantes y Empleados (IER)
1-800-255-7688 **TTY 1-800-237-2515**
www.justice.gov/crt-espanol/ier
IER@usdoj.gov

Departamento de Justicia de los EE. UU., División de Derechos Civiles, Sección de Derechos de Inmigrantes y Empleados, enero del 2019

Este documento de orientación no tiene como propósito ser una decisión definitiva por parte de la agencia, no tiene ningún efecto jurídicamente vinculante y puede ser rescindido o modificado a la discreción del Departamento, conforme a las leyes aplicables. Los documentos de orientación del Departamento, entre ellos este documento de orientación, no establecen responsabilidades jurídicamente vinculantes más allá de lo que se requiere en los términos de las leyes aplicables, los reglamentos o los precedentes jurídicamente vinculantes. Para más información, véase «Memorándum para Todos Los Componentes: La Prohibición contra Documentos de Orientación Impropios», del Fiscal General Jefferson B. Sessions III, 16 de noviembre del 2017.

This Organization Participates in E-Verify

Esta Organización Participa en E-Verify



This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment.

Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.

Este empleador participa en E-Verify y proporcionará al gobierno federal la información de su Formulario I-9 para confirmar que usted está autorizado para trabajar en los EE.UU..

Si E-Verify no puede confirmar que usted está autorizado para trabajar, este empleador está requerido a darle instrucciones por escrito y una oportunidad de contactar al Departamento de Seguridad Nacional (DHS) o a la Administración del Seguro Social (SSA) para que pueda empezar a resolver el problema antes de que el empleador pueda tomar cualquier acción en su contra, incluyendo la terminación de su empleo.

Los empleadores sólo pueden utilizar E-Verify una vez que usted haya aceptado una oferta de trabajo y completado el Formulario I-9.

E-Verify Works for Everyone

For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.

E-Verify Funciona Para Todos

Para más información sobre E-Verify, o si usted cree que su empleador ha violado sus responsabilidades de E-Verify, por favor contacte a DHS.

888-897-7781

dhs.gov/e-verify

E-VERIFY IS A SERVICE OF DHS AND SSA

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English / Spanish Poster

PODS Culture

PODS is committed to treating its associates with respect and dignity and to providing them with excellent benefits, optimum working conditions and competitive wages. PODS understands that at times associates have concerns and suggestions for improvements. PODS encourages its associates to speak up and take advantage of the open-door policy its managers follow; and utilize our Whistleblower Hotline for situations that must be escalated. PODS listens to its associates and takes their comments seriously.
The direct personal relationship between PODS associates and their managers ensures the best environment for achievement of individual and company goals. PODS believes that a third-party influence would erode its well-established successful associate-manager relationship. A union would not benefit PODS associates, customers or the company.

Pre-employment Hiring Requirements

Employment with the company is conditional upon the applicant successfully passing a background investigation. Certain positions may require additional screenings, including but not limited to: pre-employment drug testing, credit check, motor vehicle records check, verification of education, and verification of previous employment. All information obtained is kept strictly confidential.

Many positions at PODS require associates to obtain and/or maintain a valid license to perform their job and/or conduct business. Licensing requirements vary from state to state. If you have any questions about the specific licensing requirements for your position, please speak with your manager.

Introductory Period

Your first 90 days of employment are considered to be an introductory period. During this time, you will become familiar with the basic requirements and expectations for your job. Your supervisor will assess your skills; determine if your job performance meets the expected standards, and whether employment should be continued. The introductory period is a time for open communication by both parties; however, either party is free to terminate the relationship at any time.

Successful completion of your 90-day introductory period in no way guarantees continued employment. The employment relationship can be terminated at any time by either you or the company for any reason not expressly prohibited by law regardless of the 90-day introductory period.=

Work Environment

PODS strives to promote a harmonious and engaging work environment for all associates, and believes that everyone should be able to enjoy a work environment free from all forms of harassment.

You can help to maintain a professional and efficient work environment by keeping your work area neat and orderly. The display of personal items should be kept to a minimum. Please organize your desktop and work surfaces at the end of each workday.

PODS will not tolerate verbal or physical conduct by any associate that harasses, disrupts or interferes with another's work performance or which creates an intimidating, offensive or hostile environment.

PODS strives to create and maintain an organizational culture that is tolerant and respectful of all individuals. The company promotes fairness and equality for all associates through various programs and training opportunities, without regard to race, religion, color, national origin, age, sex, marital status, sexual orientation, disability or veteran status.

Hours of Operation

Operating hours are seasonal and differ among our various offices, departments, factories and storage centers according to local customs and customer servicing needs. For example, drivers may be asked to work longer hours and weekends during the busy season to accommodate business needs. Please speak with your manager as each department's hours are dictated by the business and customer needs which determine hours of operation throughout the year.

Tobacco and Vape Free Policy

PODS is committed to providing a safe and healthy work environment for all associates and has established a tobacco-free environment. Smoking is not permitted at any time inside of any PODS company vehicle, facility, including private offices or at any company-sponsored off-site meetings or events. The Tobacco Free policy applies to all PODS associates as well as customers, vendors and other guests of PODS while they are on company property. Outdoor smoking areas are designated at each facility. Please note: tobacco use applies to all types of tobacco products and include cigarettes, cigars, pipes, snuff, chew, vaping, and "E- Cigarettes".

Dress Code Policy

PODS believes that the success of our business is determined in part by establishing and maintaining a proper business atmosphere, which includes the image you project as well as your business conduct. PODS follows a Smart Casual Dress Code to create a successful business atmosphere. All PODS associates are expected to report to work clean, well groomed, and use their best judgment in dressing appropriately.

Office Associates: Smart Casual attire is required for associates working in office environments. Smart Casual wear encompasses many looks but is considered clothing that allows you to be comfortable at work yet always look neat and professional. We ask that you consider each day's activities when determining what to wear (i.e., will you be meeting with a client in our office or at their office site; will you be attending a business luncheon, etc.). Clothing should be neat, clean, pressed and professional in style.

Drivers and Manufacturing Associates: Associates performing significant physical labor as a normal part of their job will be allowed to dress in a manner deemed appropriate by their supervisor, considering the nature of the position. Uniforms displaying the PODS logo are provided by the Company to drivers and factory associates and should always be worn during the work shift. For positions where wearing a uniform is not feasible, associates should dress appropriately for the work assigned.

Seasonal and/or inclement weather in different parts of the country may require associates to dress accordingly, but always maintaining the professional appearance expected by our customers. The PODS logo on uniforms and/or outer jackets should always be visible. Maintaining well-kept hair, good personal hygiene, and general neat grooming is expected, both on Company premises and while representing the Company elsewhere. Cologne and perfume should not be used in excess.

For complete details on our dress code policy please use the link: Dress Code Policy

For Drivers and Manufacturing Associates, please refer to the Corporate Operations Appendix for further dress code details.

Code of Conduct

- PODS' commitment to the highest ethical standards is a valuable asset that should be preserved and protected by all associates. You are expected to observe the highest standard of business and personal ethics while performing your duties for the Company. Some policies in this handbook may not be required by any specific law or ethical principle but have been adopted because they are sound business practices.
- Although it is not possible to list every type of ethical conduct for you to follow or behavior to avoid, you must use your best judgment to decide whether your actions might violate the Company's ethical standards. To follow some of the basic principles you should:
- Practice honesty and integrity in all dealings with other Company associates, the public, the business community, customers, suppliers, and governmental regulatory authorities.
- Avoid conduct that may affect the Company's business operations -- even if the conduct does not involve your job duties – in a situation where the credibility, effectiveness, reputation, or overall integrity of you or the Company may be damaged or called into question.
- Avoid any activity that would involve the Company in a practice that is not in compliance with the Code of Conduct or appears to be improper.
- Treat all company associates, customers, the public, the business community, suppliers and governmental and regulatory authorities in a respectful manner.
- Always provide the highest quality of service.
- Respond to inquiries and requests promptly and accurately.
- Always maintain professional business relationships.
- For details on the Code of Conduct policy and to review the policy in its entirety, please use the following link: Code of Conduct

Anti-Bribery and Corruption Policy

PODS' Anti-Bribery and Corruption Policy ("ABC Policy") is designed to promote compliance with all applicable anti-bribery laws, including but not limited to the Corruption of Foreign Public Officials Act ("CFPOA") (which applies to interactions with foreign government officials), U.S. Foreign Corrupt Practices Act ("FCPA") (which applies to interactions with foreign (non-U.S.) government officials), and the U.K. Bribery Act (the "Bribery Act") (which prohibits corrupt conduct with respect to both the public and private sectors). Please refer to the Anti Bribery and Corruption Policy for complete details of this policy. The ABC Policy applies to officers, Director level and above associates, Territory Managers, Commercial Sales Force associates and other

designated individuals including independent contractors, as determined from time to time by the PODS Risk Management Committee. This Policy supersedes any other PODS' policies (including any amendments to existing policies or addition of new policies) to the extent those other policies are inconsistent with or otherwise conflict with the ABC policy.

Open-Door Policy

If you have any concerns or work-related problems, our open-door policy allows you to address issues in confidence without fear of reprisal, retaliation or discrimination.

Questions or concerns should first be discussed with your immediate supervisor. If you have concerns after talking with your immediate supervisor or if you feel uncomfortable going directly to your supervisor, you may wish to discuss your concerns with your Human Resources Business Partner (HRBP) or the Vice President Human Resources Operations.

PODS maintains an open-door policy and strives for open and honest communication between associates, supervisors and throughout the company. **Visitors in the Workplace**

PODS believes in an environment that is conducive to work; therefore, only associates of PODS, during their regularly scheduled shift, will be allowed in the workplace. Family and friends of associates are not permitted to visit the workplace without prior authorization from management. In cases of an emergency, associates will be called and asked to meet visitors outside of their work area. All authorized visitors are required to enter PODS through the main entrance. Please refer to the Visitors in the Workplace Policy and Procedure for complete details on this policy.

Pets in the Workplace

PODS understands the need for associates with disabilities to bring their service animal into the workplace. Proper documentation is required to verify service animals. Except for service dogs or other animals used to guide or assist persons with disabilities, no pets or animals are allowed in the workplace. Please refer to the Pets in the Workplace Policy for complete details on this policy.

Personal Phone Calls

Personal phone calls during working hours distract associates from their job responsibilities and may be disruptive to coworkers. Associates should therefore limit the placing or receiving of personal calls during working hours to those required only in emergency situations.

Associates contacted by creditors or collection agencies should immediately inform the caller of this policy and end the call. They should then follow up with the agency in writing advising them not to call them at work please refer to the Personal Phone Calls Policy for complete details on this policy.

Personal Property

When you bring personal items of value to work, you should exercise reasonable care to safeguard them. These items should never be left unattended or in plain view. PODS does not

assume responsibility for the loss or theft of personal belongings or equipment, or damage to the same, and you are advised not to bring unnecessary amounts of cash or other valuables into the office.

Weapons Are Prohibited at the Workplace

PODS is committed to providing a safe work environment. Consistent with this commitment, PODS prohibits all associates from possessing weapons of any kind at the workplace. For purposes of this policy, the

workplace is defined to include PODS' buildings, outdoor areas, storage centers, call centers and parking lots. Weapons include guns, knives, explosives and any item with the potential to inflict harm that has no common purpose. This list is illustrative only, and not exhaustive.

Commitment to a Drug and Alcohol-Free Workplace

PODS is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, this policy establishes PODS's intent to maintain a drug and alcohol-free workplace. Being under the influence of alcohol or illegal drugs (as classified under federal, state, or local laws), while on the job poses serious health and safety risks to employees and others, which is not tolerated.

PODS expressly prohibits the following activities at any time that employees are either (1) on duty or conducting PODS' business, or (2) on PODS' premises (whether or not the employee is working):

- The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances.
- The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, or drug related paraphernalia, including prescription medication that is not prescribed to the employee.
- The illegal use or abuse of prescription drugs.

The legal use of prescribed drugs is permitted on the job only if it does not impair an associate's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Associates violating this policy will be subject to disciplinary action including termination, even for a first **offense.***

Certain positions require candidates to complete a pre-employment drug and/or alcohol screen. In these circumstances, employment is conditional on the successful passing the drug screen with a negative result. Please refer to the Drug-Free/Alcohol-Free Workplace Policy for complete details on this policy.

***SOME STATE LAWS MAY DIFFER**

Solicitation Policy

To protect associates from annoyance, harassment, and interference with their work, and to protect their rights under the law, the following rules apply concerning personal solicitation and distribution of literature.

PODS' policy restricts the solicitation and distribution of literature. This policy applies to associates of PODS as well as to individuals or groups not associated with the company.

- The following restrictions apply at all times:
- No associate may distribute literature or other materials during working time, in working areas or on PODS systems.
- Information that is not directly related to the conducting of PODS business cannot be distributed on PODS stationery.
- No associate may solicit for any charitable or community fund without authorization from management.

Individuals who are not associates of PODS may not solicit or distribute literature on company premises or property for any reason at any time. Associates are expected to advise individuals of this policy if unauthorized solicitation and/or distribution is observed. Associates who violate any of these rules will be subject to disciplinary action up to and including termination.

Non-Disclosure

During your employment with PODS, associates:

- May be exposed to certain trade secrets of PODS; said trade secrets consisting but not necessarily limited to:
- Technical information: Methods, processes, formulae, compositions, systems, techniques, inventions, machines, computer programs and research projects.
- Business information: Customer lists, pricing data, sources of supply, financial data and marketing, production, or merchandising systems or plans.
- Shall not during, or at any time after the termination of my employment with PODS, use for themselves or others, or disclose or divulge to others including future employees, any trade secrets, confidential information, or any other proprietary data of PODS in violation of this agreement.
- Upon the termination of employment from PODS, shall return to PODS all documents and property of PODS, including but not necessarily limited to: company issued equipment, drawings, blueprints, reports, manuals, correspondence, customer lists, computer programs, and all other materials and all copies thereof relating in any way to the PODS' business, or in any way obtained by me during the course of employment.
- Shall not retain copies, notes or abstracts of the foregoing upon separation from PODS.

PODS may notify any future or prospective employer or third party of the existence of this agreement and shall be entitled to full injunctive relief for any breach.

Associate Information Changes

PODS empowers our associates to have the ability to update and manage their personal information profile. As part of that empowerment, we rely on our associates to update changes to the following items promptly should they occur.

- Name, address and telephone number;
- Marital status and dependent information;
- Person(s) to notify in the event of an emergency;

Employment References/Verifications

It is PODS' policy to verify, upon request, employment references to other potential employers on former PODS associates. The information verified will only include dates of employment, and associate's job title while employed. Other information will be divulged only as required by law or as recommended by the company's advisors. Verification of employment or income is administered by **TheWorkNumber.** Instruct the verifier to visit www.theworknumber.com or call 800-367- 5690.

PODS employer code is 25630. The verifier must provide your social security number to **TheWorkNumber** to complete the verification.

WE ARE PODS Intranet

PODS offers associates access to real-time updates, resources and stories to ensure they have the information they need about the company. The **We Are PODS Intranet** houses a wide-range of information from policies, procedures, Associate handbook, company performance updates, staff news and other detail on what is happening at PODS. Furthermore, access to all our systems and resources is available from this homepage, such as ADP (Payroll), Cornerstone (PODS University), Benefits Resources and more.

PODS University

PODS believes that learning and development are paramount when it comes to being our best. As such, PODS offers over 900 online e-learning classes, videos, how-to guides and more to ensure there is something for everyone depending on where they are in their personal and professional development. In addition, PODS partners with Franklin Covey for our people leaders offering in-classroom training and online learning through our online resource.

Pay Information

Pay Procedures

You will be paid by check or direct deposit on a bi-weekly basis so that the amount, method and timing comply with all applicable laws and regulations. You will normally be paid every other Wednesday.

If the regular pay day occurs on a banking holiday, you will be paid on the last working day prior to the regular pay day.

As part of your paycheck or direct deposit advice, you will receive a statement showing your gross pay, federal, state and local tax withholding, Social Security taxes, benefits deductions and net pay. These amounts will be shown for the current pay period as well as for year-to-date. As PODS strives to "Go Green", pay statements are electronic. To view pay statements, associates are directed to login to their ADP account.

Establishing direct deposits to your bank or other financial institution will normally take one full pay period after the request is received by Payroll. This applies to new associates requesting direct deposit and to current associates changing financial institutions for direct deposit. During this time, you may receive regular, negotiable checks. To avoid receiving a paper check when adding or changing account information, please provide documentation of your account provided by your financial institution to podspayroll@pods.com. Additional to direct deposit pay, PODS offers a voluntary option to elect for a pay card. Associates should contact podspayroll@pods.com to initiate and authorize set up.

If your paycheck is lost or stolen, you should notify Payroll immediately by emailing podspayroll@pods.com. The Payroll team will attempt to stop payment on the check and reissue a new check. It can take up to 5 business days to do a stop payment and reissue a new check. You may be responsible for any bank fees associated with a stop payment or direct deposit reversal. Fees associated with a stop payment check are subject to financial institution costs and will be communicated at the time of a stop payment request.

PODS operates on a direct pay system. This means that paychecks **cannot** be cashed prior to the date of the check. This includes checks that may be distributed prior to the normal paycheck distribution schedule due to an associate's time off period. To avoid costs charged back to PODS, we ask all associates that receive paper paychecks to not deposit the check until the day listed on the payroll check.

Payroll Deductions

Payroll deductions are either mandatory or voluntary. Mandatory deductions are required by law, court order, or some other legal authority. Voluntary deductions such as insurance premiums, credit union or savings accounts are activated only after the Payroll department receives your written request.

Incentives/Gift Cards

Gift cards purchased with Company funds and awarded to associates are considered taxable income per IRS tax rules and subject to withholdings. IRS regulations stipulate that the value of a gift card must be included in the recipient's gross income regardless of the amount. The value of gift cards given to associates are required to be reported to the Payroll office and reported as taxable wages.

Please refer to the policy for further detail. Incentive and Gift Card Policy

Time Keeping for Payroll

PODS Associates record hours worked by completing a timecard in ADP and are responsible for the accuracy of the time reported. Associates are to report to their assigned workstation no

more than 5 minutes before the scheduled start time. Arriving more than 5 minutes after start of shift will be considered late. Associates are responsible for recording their own time and must not record time for another associate. Failure to abide by this procedure may result in counseling action or immediate termination of employment. If there is an error in the time record, associates must report it to their supervisors before corrective action can take place. Associates must complete the PODS Missed Punch Form for any and all missed time punches.

Biometric Information Privacy Act

Subject to the respective PODS Associate's written consent, PODS collects biometric data (e.g., fingerprints) of certain employees working at certain locations to be used to help identify those individuals and for recording time entries using biometric timeclocks. Please refer to **PODS Biometric Policy** for details as to the guidelines that PODS follows in its use and collection of biometric data collected of its employees.

Breaks and Meal Periods for Hourly Associates

Two (2) fifteen-minute breaks per eight-hour shift* may be granted by PODS' management. The breaks are to be used in the first half and then second half of the work shift. When business demands require, breaks may be rescheduled or forfeited at the supervisor's discretion. Breaks may not be used in lieu of late arrival or early departure, nor may they be used to extend meal periods. Associates may not leave the surrounding premises during break times. Breaks must be taken in a designated break area on company property.

Hourly associates are entitled to a 30-minute unpaid meal period per **eight-hour shift*,** which will be scheduled by a supervisor based on business necessity.

Associates must clock in and out at the start and end of their shift and must clock out during their assigned meal period and clock in upon their return. Associates must be completely relieved of their duties during their scheduled meal period.

Associates who choose to leave the company premises during their scheduled meal periods, or for personal reasons pre-approved by their supervisor, must clock out.

Meal periods may not be used in lieu of late arrival or early departure.

*** SOME STATE LAWS MAY DIFFER**

Overtime Policy

PODS attempts to provide effectively managed workflow through adequate staffing levels to avoid situations where overtime becomes necessary. However, there are times when associates may need to work more than their standard scheduled hours per week in order to provide quality service to customers, meet deadlines or complete special projects.

PODS complies with all provisions and record keeping requirements of the Fair Labor Standards Act (FLSA). If you have questions regarding your status under the FLSA, contact your HRBP. You should also check each time you are promoted or transferred to a different position.

PODS complies with all state and local wage and hour overtime variations required by law. The following time is considered eligible overtime for non-exempt (hourly) associates:

- Any hours worked that are over 40 within the designated pay **week *.** Overtime hours should be scheduled and approved by your manager. PODS will follow all Department of Labor and Wage laws as laid out for employers and overtime. PODS reserves the right to counsel, coach, and/or issue disciplinary action to associates who work unauthorized overtime.
- Emergency requests from your manager to extend working time

*** SOME STATE LAWS MAY DIFFER**

Overtime rules for non-exempt associates include:

- You must not work more than your scheduled hours unless you have been specifically requested to do so and/or have received prior authorization from your manager.
- All time worked up to 40 hours will be compensated at the regular rate of pay regardless of the day **worked.*** If you are required to work overtime, you will be compensated at an hourly rate of one and one half times your regular rate of pay
- PODS' work week is defined as Thursday through Wednesday.
- Hours worked means time spent on the job. It does not include non-worked hours away from work due to PTO or holidays even when those days are compensated.

Non-worked hours include: Paid time off, jury duty, bereavement, unworked paid, paid sick leave, and holidays.

- Any hours worked on company holidays in addition to your regular hours for the week and up to 40 hours will be calculated at your normal rate of pay. No state law requires that non worked time be paid any other rate than the regular rate of pay.

The following time is not considered eligible:

- Training sessions or lectures voluntarily attended
- Meal or break periods
- Waiting time before start of work
- Overnight travel away from your home city

***SOME STATE LAWS MAY DIFFER**

Social Security

The provisions of Federal Insurance Contribution Act (FICA) and Medicare (MEDI) cover you while employed. FICA and Medicare benefits are often a significant consideration for you and your family in retirement planning. Your FICA and MEDI payroll deductions are matched (up to standard limits) by PODS and credited to your federal Social Security account.

Paid Time Off (PTO)

PODS believes that associates need time away from work each year for rest and relaxation, sickness and for personal business. This PTO Policy reflects the PODS Corporate philosophy that time off is important to each associate's personal and professional life. The comprehensive policy encompasses vacation, sick and personal time. PTO will coincide with the calendar and will run from January 1 through December 31.

Full-time regular associates working a fixed schedule of 30 or more hours per week are eligible to begin taking accrued PTO after they have completed their **initial training period** of employment within their department. Associates are encouraged to speak with their management team on any time off requests and eligibility.

Unless otherwise specified by applicable law (including states with paid sick leave laws), associates may carry up to 40 hours of accrued and unused PTO time into the next calendar year. The carryover hours must be utilized within the first quarter of the new year and is not eligible to be paid out upon departure from the company.

PODS PTO Schedule Chart detailing biweekly accrual formulas

Length of service	Hourly	Salaried	Director	Vice President
< 1 year	3.08 hours	4.62 hours	5.54 hours	6.16 hours
After 1 year	4.00 hours	4.62 hours	5.54 hours	6.16 hours
After 2 years	4.62 hours	5.54 hours	5.54 hours	6.16 hours
After 5 years	6.16 hours	7.08 hours	7.08 hours	7.68 hours
After 10 years	7.68 hours	8.62 hours	8.62 hours	8.62 hours

PODS PTO Schedule Chart detailing annual accrual sums

Length of service	Hourly	Salaried	Director	Vice President
< 1 year	10 days	15 days	18 days	20 days
After 1 year	13 days	15 days	18 days	20 days
After 2 years	15 days	18 days	18 days	20 days
After 5 years	20 days	23 days	23 days	25 days
After 10 years	25 days	28 days	28 days	28 days

Associates should make every effort to schedule their PTO with a reasonable amount of advance notice before taking the time off. If PTO is being used for illness, associates are expected to follow the call out procedure outlined in the Time and Attendance Policy. All PTO requests must be submitted and approved prior to taking the time off.

- Non-exempt Associates -PTO can be taken in any increment.
- Exempt Associates – PTO can be taken in 4, or 8-hour increments.
- PTO will be tracked through and reported to Payroll. PTO will be deducted for any absences other than prior approval for time off during slow business periods or with management approval.

Associate may utilize their Annual PTO Allotment at any time during the current calendar year. PTO requested prior to accrual must be approved by the Associate's Manager and should not exceed the total accrual allowed for the current year.

***Some state laws may differ**

Paid Holidays

Full-time regular associates working a fixed scheduled of 30 or more hours per week will be granted paid time off on the holidays listed below. Certain departments may be operational on a recognized company holiday. We encourage you to speak to your manager to determine if any recognized holiday is an operational day within your department. If eligible non-exempt associates work on a recognized company holiday, they will receive eight hours holiday pay plus wages at their straight-time rate for the hours worked on the holiday. If eligible non-exempt associates do not work on a recognized company holiday, they will receive eight hours holiday pay and cannot submit a PTO request for the same day/times.

Hourly associates are required to work the last scheduled full shift immediately preceding and the first scheduled full shift immediately following the holiday to be eligible for holiday pay. Paid time off for holidays will not be calculated as hours worked for the purpose of determining overtime.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday for areas of the business normally closed on Saturday. In areas of the business with operational hours on Saturday, the holiday will be observed that day. A recognized holiday that falls on a Sunday will be observed on the following Monday. If a recognized holiday falls during an eligible associate's paid absence (e.g., PTO), the associate will be eligible for holiday pay. Associates on any Leave of Absence are not eligible for Holiday Pay.

List of Company Paid Holidays:

- New Year’s Day (January 1)
- Dr. Martin Luther King Jr. **Day***
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas (December 25)

Holiday note: * Dr. Martin Luther King Jr. Day - SSC Associates add this to “alternate holidays”; Corporate Operations Associates who work this holiday will receive 8 hours of straight time holiday pay in addition to payment for hours worked on the holiday

Bereavement

Full-time associates may be granted ***up to*** three (3) days of paid leave to attend a funeral or deal with matters related to the death of an immediate family member. Unless otherwise specified by applicable law, immediate family is defined as spouse, parent/legal guardian, children/legal dependents, spouse's parents, grandchildren, siblings, step-relations and grandparents.

Full-time associates may be granted **one (1)** day of paid leave to attend a funeral for an extended family member. Extended Family Member is defined as aunts, uncles, nieces, nephews, cousins and great- grandparents. This benefit is not subject to any waiting or eligibility period. The Human Resources Department reserves the right to request proof of familial relationship and proof of death upon associate's return to work. Bereavement leave is separate from and will not affect an associate's PTO use.

In the case of the death of someone an associate is close to, but is not considered an immediate family member as defined above, the associate may be granted time off by their management team and may apply any PTO to these approved days away from work.

Jury Duty

If you are called for jury duty, you will be required to provide the jury summons notice as proof to your management team and the human resources department. Regular pay and benefits continue during jury duty, up to three days per calendar year. Upon your return to work, you must present documentation to the Human Resources Department from the court reflecting the actual number of days you served as a juror or served as a juror waiting to be called. This document is automatically generated at the end of your serving period by the court's secretary. Do not leave the courthouse without this document, or you will not be paid for that time.

Jury Duty Procedures and Guidelines:

- Associates are required to notify the courts on their summons that they will be paid by PODS up to 3 days of service.
- Payment by the court for parking and mileage to an associate called for jury service shall not be considered part of jury duty pay.
- The associate shall provide proof of the number of days of service and the compensation received for such service.
- The associate must notify his/her supervisor prior to the beginning of such a leave of absence. Proper notification must include a letter from the court stating that appearance for jury duty is required or a court issued subpoena.
- The associate must provide the Human Resources Department with documentation provided by the court verifying Jury Duty immediately following services.

Military Service

Some associates have military obligations that must be fulfilled. These obligations may include, but are not limited to, training in the reserves, temporary call-ups to the National Guard in response to emergency conditions and/or natural disasters, and temporary conversion from reserve to active duty status in the case of national emergencies (wartime conditions). Affected

associates are required to provide the Human Resources Department with copies of military orders in a timely manner. Associates on Military Leave may use their accrued PTO time not yet used prior to or while on leave. Any PTO time not yet accrued at the time of Military leave cannot be used or applied, but will be guaranteed re-employment upon discharge as directed by USERRA Regulations. PODS is committed to fully complying with USERRA and protecting the job rights and benefits of its associates.

Benefits Information

PODS Full Time regular and seasonal associates (regularly scheduled for 30 or more hours per week) have many benefit options available. Benefits are not available to contractors, temporary, or part time associates working for PODS.
A comprehensive benefits package will be initiated to you by the Human Resources Department prior to your benefits eligibility date and should be reviewed carefully. PODS will provide a monthly company contribution towards your health insurance cost based on your participation in the current Wellness Program initiative and whether or not you use tobacco products.
Enrollment in our benefit plans is completed online at www.pods.com/benefits. Initial enrollment must be completed within the first 50 days of your employment in order to be eligible for benefits during the current plan year.
All benefits go into effect on the first day of the month following 60 days of continuous, full-time employment for all associates. (This benefit is subject to change at the discretion of the company). Benefit deductions will start on pay date for which the effective date is within the pay period. For additional information on our benefits plan options, please refer to the Benefits Overview Guide.

Current Benefit Options

Voluntary Benefits

- Medical Insurance- Aetna
  - TelaDoc
  - Aetna Concierge
- Dental Insurance - Aetna
- Vision Insurance - Aetna
- Voluntary Life Insurance for Employee, Spouse & Child(ren) - Unum
- Voluntary AD&D Insurance for Employee, Spouse & Child(ren) - Unum
- Health Savings Account - WEX
- Flexible Spending Account - WEX
- Commuter (Transit & Vanpooling) - WEX
- Dependent Care Flexible Spending Account- WEX
- Long-term Disability Insurance- Unum

- Employee Assistance Program (EAP)- Unum
- Non-Union 401(k) Retirement Savings Plan- Fidelity
- Additional Voluntary Benefits
    - Accident Plan & Critical Illness- Aetna
    - Hospital Indemnity- Aetna
    - Legal Plans Program- Metlaw Hyatt
    - Identity Theft Program- ID Watchdog
    - Pet Insurance - Nationwide

EMPLOYER PAID BENEFITS

- Basic Life Insurance-Unum
- Short-term Disability Insurance- Unum
- For clarification of the benefits please refer to the appropriate Summary Plan Description (SPD). If you have questions regarding the details of your benefits plans, contact Aetna's Concierge Services or Benefits@pods.com.

Cafeteria Plans

The Section 125 Cafeteria Plan allows you to contribute "before-tax" dollars to pay for your coverage under a portion of the Company's Benefit Plans (e.g., medical, dental and vision coverage). By paying your premiums with "before- tax" dollars, you may reduce the amount of income and social security taxes that you otherwise would be required to pay. The elections you make during the Cafeteria Plan enrollment period are effective for the entire 12-month Plan Year. You cannot change your elections during the year unless you experience a qualified life event. Remove change in status (qualified event) and refer to the qualified life event section of this guide.

If you have experienced a qualified life event, you must submit the request within 30 days of the event date. If you have questions, contact benefits@pods.com.

Qualifying Life Events/Changes to Enrollment

Annual Open Enrollment is the only time during the year that you and/or your eligible dependents may join, or exit, any of the health insurance plans or the Flexible Spending Account (FSA) without experiencing a Qualifying Life Event. Benefits with before-tax deductions are governed by the IRS. The government does not allow you to change your benefit selections during the year unless you have a Qualifying Life Event change. A Qualifying Life Event is defined as: change in marital status (marriage, death or spouse, divorce, or legal separation), change in number of dependents (including birth, adoption, and placement for adoption or death), change in your spouse's employment resulting in loss or gain of coverage, or qualified medical support order issued by a government entity. Associates must notify a Benefits Representative in Human Resources of status changes within 30 calendar days of the

Qualifying Event Date. Qualified life events must be completed at www.pods.com/benefits. Documentation will always be required. If you do not submit the request within 30 days of the qualified event, you will have to wait until the next annual enrollment to make changes.

Non-Union 401(k) Retirement Savings Plan

PODS Non-Union 401(k) Retirement Savings Plan provides an excellent way for associates to work toward their future financial security. The Plan offers an employer discretionary matching contribution, a wide array of investment choices, control over your account and investments, and account access to manage your plan. Please refer to the Benefits Overview Guide located on We Are PODS Intranet for plan details, provider information and eligibility requirements.

Personal Leave of Absence

The Personal Leave of Absence is designed to allow for extended time away from work for extenuating circumstances separate from taking vacation time (PTO), an absence because of an occupational/Workers' Compensation injury (unless not eligible for FMLA protection), absences covered by FMLA, working for another company (including self-employment), or for educational purposes.

All full-time, regular associates may be eligible for a personal leave of absence. The approval of the personal leave will be determined by the needs of the business at the time the leave is requested. Please refer to the Personal Leave of Absence Policy for complete details on this policy.

Family Medical Leave Act (FMLA)

In compliance with the Family and Medical Leave Act of 1993 (FMLA), PODS associates may be eligible for up to twelve weeks of unpaid leave in a rolling twelve-month period. Associates must have worked for the company for at least twelve months and have worked at least 1,250 hours in the previous twelve months.

Please note that federal FMLA law does not supersede state or local laws that may be more favorable to the associate. Leave may be taken for the following reasons:

- Your own serious health condition that prevents you from being able to perform your job, including on-the-job injuries or illnesses.
- Your spouse, child or parent's serious health condition preventing you from being able to perform your job.
- The birth or adoption of your child.
- Care of a spouse, child, parent or next of kin with a serious injury or illness incurred or exacerbated within 5 years of active duty in the Armed Forces.
- Qualifying exigency need arising out of the fact that a spouse, child or parent is a covered military member on "covered active duty.

The above is a brief summary of FMLA. If you have questions or are interested in taking this leave, contact PODS' FMLA service provider, UNUM, or PODS' Benefits Representative in Human Resources. PODS' Benefits Representative may provide you with a copy of the complete and detailed policy for FMLA. Under federal and state regulations, PODS cannot

interfere with, restrain or deny you the opportunity to exercise your right to take FMLA leave. You cannot be discharged or discriminated against for inquiring about or requesting FMLA leave.

Maternity Leave Benefits

PODS strongly believes and emphasizes providing world class benefits, not only to our associates, but to their families as well. We are here to support and promote associates of PODS that become new mothers to take the time needed to recover and rest after childbirth. PODS is pleased to offer 6 or 8 weeks of paid maternity leave for childbirth that covers 100% of 0 the new mother's pay at the time the leave starts. Eligibility of 6 or 8 paid weeks is contingent on the type of birth mothers give to their newborn.

To review eligibility and full policy details, including pay schedule, maternity recovery leave request forms, please review the Maternity Leave Benefits policy.

Benefits While on Leave of Absence

Where applicable, PTO will be applied to cover state mandated wait time between last day worked and approved leave benefit start date.

While on any leave, associates do not accrue PTO. Also, during any leave of absence, it is the associate's responsibility to continue to pay his or her share of benefit contributions. Failure of the associate to pay his or her share of the premium for 45 days, may result in a loss of coverage under our group plan and trigger a COBRA event for loss of coverage.

Note: The FMLA does not supersede any state and/or local laws providing greater family or medical rights than those provided by FMLA. If your leave qualifies for FMLA leave and leave under state law, the leave used counts against your entitlement under both laws.

***Some state laws may differ**

Injuries at Work

PODS provides comprehensive worker's compensation insurance. The program covers any injury or illness sustained while at work in the course of employment that requires medical treatment. If you are injured while you are at work or while performing work-related duties, you **must** notify your manager and obtain help immediately. Contact your supervisor to complete an "Injured Workers Report of Accident" form and obtain an "Authorization to Treat Injured Worker" form if you need to seek medical treatment. Drug testing may be required as part of the post-accident process. Failure to report an injury within 24 hours of the injury may result in denial or reduction of benefits in many states.

Educational Assistance Reimbursement Program

PODS recognizes that the development of its associate's potential and the expansion of their formal education and learning experience contributes significantly to the growth and development of the company. For this reason, PODS sponsors the Educational Assistance

Reimbursement Program. The program is designed to encourage and aid associates in taking job-related and other approved courses.

All full-time, regular associates who have completed a minimum of one year of employment with PODS are eligible to receive up to $5,250 per year for educational assistance as long as: 1) the criteria for reimbursement has been satisfied, (2) administrative procedures have been followed, and (3) approval is granted. Upon course completion, associates will be reimbursed as follows:

- 100% with a grade of “A” or “B”,
- 75% with a minimum grade of “C.”

For additional information or to get an application, please refer to the link below:

Educational Assistance Reimbursement Program Requirements and Application

Internal Job Openings, Transfers, Promotions, And Referrals

Internal Job Postings

Open positions are posted internally in PODS Associate Development Center. Internal job postings are restricted to associates who have been in their current position for a minimum of six (6) months, have a satisfactory work record with the company, which includes good attendance, have no counseling write-ups within the last six (6) months of posting for a position and meet the minimum requirements of the position.

Interested internal candidates should apply through the online posting system. All discussions regarding an associate’s interest in a posted position must originate with the associate’s immediate supervisor or manager. For additional information regarding a posted position, the associate should contact a Recruiter in Human Resources, not the manager of the department posting the position.

Promotions and Transfers

PODS will attempt to promote qualified associates when feasible. In making selections for job promotions, management will give consideration to various factors including, but not limited to, job knowledge, experience, ability, initiative, quality of work, attendance, punctuality, cooperation, dependability, and seniority.

Transfers between jobs, departments or locations will be considered based on the facts and circumstances of the situation.

Associate Referral Program

Please refer to the Associate Referral Program Policy and Procedures for information on our current associate referral program

Policies and Procedures

Expense Reimbursement/Purchasing Policy

The purpose of this policy is to establish guidelines and expectations for completing expense reimbursement reports. While the purpose of this policy is to provide guidance to associates, it is required that any deviations from this policy must be approved by the Controller or CFO **prior** to the expense being incurred. This policy applies to all PODS associates. For full policy details, please review the Expense Reimbursement Policy.

PODS has set procedures and guidelines around Purchasing and the approvals needed for certain thresholds. The Board of Directors is responsible for establishing the purchasing limits for PODS. Operating within the Board determined guidelines, PODS Executive and Senior Leadership have designated associates within their respective departments as approved purchasers and have allocated purchasing limits that operate within the guidance communicated by the Board. For full policy and procedure review, please review the Purchasing Policy.

Discrimination and Harassment

PODS is committed to providing a workplace free of sexual harassment, as well as harassment based on such factors as race, religion, color, sexual orientation, national origin, age, sex (including pregnancy), marital status, disability, veteran status, or any other category protected by applicable federal, state or local law. PODS has a zero-tolerance stance on harassment of its associates by managers, supervisors, co-workers or business associates. PODS has the authority to determine, at its sole discretion, whether actions by its associates are discrimination or harassment. Although you may not intend for your behavior to be offensive, some social exchanges may be perceived as offensive and could be used as a basis for a harassment claim. Even if this behavior may not necessarily violate the law or this policy, you should be aware that certain behavior might not be interpreted the way you intended it and should be avoided.

An associate being discriminated against or harassed by another associate, customer, vendor, supervisor or other third party should promptly notify their immediate supervisor or Human Resources and the matter will be discreetly and thoroughly investigated.

PODS will then take immediate steps to cease any behavior that violates this policy. Disciplinary action, up to and including termination, will be taken, when appropriate against the offender(s).

Please refer to the Discrimination and Harassment Policy for complete details on this policy.

Workplace Violence

PODS has a strong commitment to its associates to provide a safe, healthy, secure and respectful work environment and opposes any form of violence in the workplace, to include, but not limited to, the threat of physical violence, verbally abusive behavior, possession of any weapons while on company property or company sponsored events, fighting, destruction of property and/or vandalism. Any associate engaging in any act of violence will be in violation of company policy and is subject to disciplinary action up to and including termination.

Associates are expected to report all violent threats and any other behavior which might indicate a tendency toward violence to a member of management immediately. All threats and unusual behavior will be taken very seriously and will be investigated by Human Resources. Please refer to the Violence in the Workplace Policy for complete details on this policy.

Time and Attendance Policy

It is essential to the success of our business that associates arrive at work on time, at their station ready to begin work, for their scheduled shifts. While we understand that circumstances arise in our lives that may, on occasion, make this difficult, it is imperative that we each make the effort to ensure that these are isolated situations.
This Policy applies to 'unscheduled time away' which is any time away from your scheduled shift due to absences, late arrivals or early departures that are not pre-planned or not excused. This Time and Attendance Policy also focuses on the associate managing his/her own attendance in the following key areas: regular attendance and proper call-in procedures when unable to come to work.

General Guidelines:

If you are going to be absent or late, the procedure is to personally notify your supervisor, and/or the designated call-in line, for each day missed, with as much advance notice as possible, but a minimum of one hour prior to every scheduled shift.

- Email/Text is not considered proper notification and will be considered a No Call/No Show
- If you are out of work for less than 3 days, each day will be counted individually.
- You must provide a return-to-work notice in order to return to work after 2 days of being ill.

If a return-to-work notice is provided for the days missed it will be recorded as 1 unexcused absence for up to 3 consecutive days missed. Return to work notices will not be accepted for anything less than 2 days missed and should be turned in to your direct supervisor. Doctor's notices/bill will not be accepted.

- PTO will be automatically applied for unplanned time missed, if available.
- You should never:
- Punch in or out for another associate,
- Work unauthorized hours or overtime,
- Work off the clock, or
- Falsely record your time
- Inappropriate recording of time will be addressed as a serious violation of PODS policy and will result in corrective action up to and including termination.
- If you are absent from work without notifying your supervisor or the designated call-in line for three consecutively scheduled days, you are considered to have abandoned your job.
- Drivers who fail to complete their routes without prior approval could be considered to have abandoned their shift and will be subject to corrective action up to and including termination.

Chart of 6-Month Infraction Situation and Points

Rolling 6-month time period	
Situation	**Infraction**
Excused absence: pre-approved time off and manager discretion	0 points
Unexcused absence: missing scheduled work time of more than ½ of your scheduled shift or overtime (voluntary or mandatory)	2 points
Late arrivals: unexcused late arrivals of less than ½ of your scheduled shift	1 point
Early departures: unexcused early departures which result in missing less than ½ of your scheduled shift	1 point
Failure to call in or notify: late arrivals or early departures	1 point
No call or No show: failure to call in and show up for your shift	4 points
Inappropriate time recording activities	Managed by code of conduct policy

- PODS reserves the right to take disciplinary action, including termination, at any time it believes an associate is abusing the attendance policy or otherwise has shown a pattern of behavior such as tardiness and/or absenteeism.
- Absences related to approved FMLA, bereavement leaves, jury duty or military leaves, and any other leaves protected by law are excluded from this policy.
- This policy does not apply to the first day of emergency situations (life threatening events to you or your "immediate family," defined as having co-dependency from an economic or blood relationship). Manager discretion may apply.
- Sales and Service Associates should reference the SSC Appendix for review and policy of separate attendance policy that is enforced within your respective department.
- If your behavior does not meet the needs of the business, the unacceptable behavior will be addressed by your Supervisor. In most instances, Time and Attendance related behavior which falls outside of PODS' expectations will be addressed with the following corrective action (CA) step schedule:

Chart of 6-Month Infraction Points and Corrective Actions

Rolling 6-month time period	
Point accrual	**Corrective action steps**
Minimum of **6 points**	Documented Verbal Warning
Minimum of **8 points**	Written Warning
Minimum of **10 points**	Final Warning
Minimum of **12 points**	Subject to Termination

***SOME STATE LAWS MAY DIFFER**

Environmental, Health & Safety, and Accident Prevention

PODS is committed to the protection of the environment and to the health and safety of its associates, customers, local communities, and others who may be affected by its operations. To be effective, all associates must know about Environments, Health & Safety and about the Accident Prevention Plan, where to find it and how to use it. To the fullest extent possible, PODS will: Conduct operations in a manner that protects the health and safety of its associates and the public, avoid adverse impact on the environment, and mitigate unavoidable impact of its operations on the environment.

- Train and advise associates of environmental, health and safety requirements and hold them accountable for compliance with this policy.
- Comply with all applicable environmental, health and safety laws and regulations.
- Provide technical and legal support to associates responsible for compliance with this policy.
- Encourage timely communication between you and your supervisors regarding environmental, health and safety issues.
- Encourage you to communicate your concerns to management about any unresolved environmental, health or safety issues you might identify in the company's operations.
- Conduct safety and environmental reviews of company operations to evaluate compliance with this policy

Safety is a vital concern of PODS. The ultimate responsibility for safety lies with you. We need your help in promoting safety and prevention of accidents by observing the following:

- Learn your job and how to be safe and work safe in the workplace.
- Learn the location of the fire alarm boxes, extinguishers, and your duties in the event of a fire or other emergency.
- Promptly report all unsafe or potentially hazardous conditions to your supervisor.
- Do not operate electrical equipment with wet hands.
- Immediately report all incidents and accidents to your supervisor, no exceptions.
- Immediately report all near misses to your supervisor, no exceptions.
- Use proper lifting procedures and get help when needed.
- Wear safety glasses and protective clothing when needed. Handle hazardous chemicals with care.
- Read over our Environmental Health Safety and Accident Procedure for more details.
- Do not use any chemical without first reading the Safety Data Sheets (MSDS) located on the Intranet https://podsnet.pods.com/CorpOps/Pages/Safety/MSDS/
- Familiarize yourself with PODS Written Hazard Communication program located in the intranet https://podsnet.pods.com/CorpOps/Pages/Safety.aspx

Chemical Safety and Personal Protective Equipment (PPE)

You are required to work safely with hazardous chemicals by following all precautionary instructions, by storing chemicals safely, by using only labeled containers and by complying with this policy. There are hazardous chemicals used within PODS and it is your "Right to Know."

Safety Data Sheets (SDS) for all chemicals are available online on PODS Intranet. When using any chemical, and for emergency situations, the SDS manual should be consulted before action

is taken. If you would like a copy of any SDS sheets, access is located on PODS Intranet site at https://podsnet.pods.com/CorpOps/Pages/Safety/MSDS/

Personal protective equipment, commonly referred to as "PPE", is equipment worn to minimize exposure to serious workplace injuries and illnesses. These injuries and illnesses may result from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards. Personal protective equipment may include items such as gloves, safety glasses and shoes. According to OHSA, Section 28 (1), associates must use or wear the protective equipment, protective devices and clothing specified by PODS' management. Please refer to the Chemical Safety and Personal Protective Equipment Policy for more details including the Guidelines for PPE.

Associate Health and Safety Orientation

Each department must ensure that all new PODS' associates, including those that are part-time, temporary or contracted associates, undergo a health and safety orientation.

The health and safety orientation must cover the following topics:

- Information on how to utilize the Accident Prevention Plan and any supplemental department- specific health and safety policies
- Building evacuation procedures during an emergency
- Location of fire alarms and fire extinguishers
- Location of the First-Aid Kits
- Procedure for claim reporting for all incidents and accidents to their immediate supervisor, benefits and completing an Incident report in RBMS, if warranted
- Procedures for reporting unsafe conditions or acts to a supervisor and when possible, take action to address the unsafe condition
- Information about chemical or hazardous material used in an employee's work environment, including how to identify them and where to locate the Safety Data Sheets (SDS) on the intranet for hazard information
- Identification and explanation of any warning signs and labels used in their work area
- Use and care of any required personal protective equipment (PPE)
- Introduction to Cornerstone to complete any work-related safety training course(s) the associate is required to complete

Reporting Accidents, Incidents, Injuries and Concerns

All injuries and illnesses occurring in the workplace must be reported to the associate's immediate supervisor and to the Risk team as soon as possible. Associates are also encouraged to report near misses and unsafe conditions. Near misses are valuable opportunities to correct any hazards or unsafe situations which could result in serious injury.

Safety Issues: Reporting and Resolving

Associates are encouraged to report safety concerns and hazards to their supervisors. If an associate does not feel comfortable communicating a concern or hazard to their immediate supervisor or an associate has expressed a concern that was not adequately resolved, the

associate has the option to discuss with directly with their HR Business Partner or a member from Risk Management.

Recognized Safety Hazards

Measures to prevent injury from a recognized set of potential occupational hazards affecting PODS' associates and other personnel or individuals at company premises are addressed below:

Departments with workplace hazards that extend beyond those covered in this document are required to maintain separate or supplemental documentation that addresses how employees are protected from those hazards. This documentation can be maintained separately from the Accident Prevention Plan or added as an addendum.

Slips, Trips and Falls

On-the-job slips, trips and falls occur frequently and can be avoided by applying these simple safety measures:

- Remove clutter, electrical cords or anything else that might cause someone to trip
- Arrange or remove furniture so walkways are not blocked or obstructed
- Wipe up spills immediately
- Use handrails when walking on stairs
- Do not carry items on stairs that can impair visibility or handrail use
- Wear shoes that are appropriate for the work environment and weather conditions
- Avoid using mobile devices while walking

All associates should report a slip or trip hazard to their immediate supervisor or to Risk Management.

Employment of Spouses, Relatives, and Significant Others

Spouses, relatives and significant others of a currently employed worker generally are considered for employment on the basis of their qualifications. However, where the hiring or employment of an associate's spouse, relative or significant other would result in the types of prohibited employment relationships identified below, PODS will not consider or accept such applications for employment. Please refer to the Employment of Spouses, Relatives and Significant Others Policy for complete details on this policy.

- A supervisor/subordinate relationship between a spouse, relative or significant other and an associate. If a direct supervisory or managerial relationship would be established, spouses, relatives or significant others of a currently employed worker cannot be considered as applicants for an open position.
- An actual conflict of interest or the appearance of a conflict of interest: Generally, a conflict or appearance of a conflict prohibits the hiring or employment of an associate's spouse, relative or significant other in any position that has an auditing or control relationship to the associate's job

Conflict of Interest

PODS associates should always act in the best interest of PODS and shall refrain from all Conflicts of Interest. If an associate becomes aware of, or involved in, a Conflict of Interest (or anything that could be perceived as such), they have a duty and must immediately disclose the details to their department supervisor/manager. Whether or not an associate feels as though they will be influenced by the Conflict of Interest does not relieve the associate from the obligation of having to disclose it. If an associate can influence a transaction, such as a purchase, contract or lease, it is imperative that the associate disclose the conflict to their supervisor/manager as soon as possible so that safeguards can be established to protect all parties involved. Please refer to the Conflict of Interest Policy for complete details on this policy.

Reporting Instances of All Fraud-Related Issues

- Building upon PODS' open-door policy, management encourages all associates to report any concerns, suspected or known instances of fraud. For this policy, the terms defalcation, misappropriation of assets and financial irregularities are centered on the core focus of attempting to deceive or misrepresent so that an individual or individuals could result in some unauthorized benefit. An explanation of each fraud type is as follows:
- Fraudulent Financial Reporting: This represents any intentional misstatement or omission of information and disclosures in the financial statements. Examples include manipulation of recorded transactions such as reporting fictitious sales, contributions or related accounts receivables, deferring amounts that should be expensed, or omitting certain required expense accruals.
- Misappropriation of Assets (Embezzlement): This involves the theft of an organization's assets that causes the financial statements to conflict with generally accepted accounting principles. Examples include embezzling receipts, stealing assets or making payment for goods not received or services not rendered.

Please refer to the Fraud Policy for complete details on this policy.

If you witness questionable activity involving fraud, we encourage that all instances be reported to your direct supervisor, Human Resources, or to our toll-free **Whistleblower Hotline at 888-495- 4193**. Our Hotline has been established so that you can report fraud-related incidents 24 hours a day, 7 days a week. All calls placed to the Hotline are totally anonymous and reported instances of fraud will receive prompt attention.

Alternatively, you can contact our Internal Audit department using one of the following methods:

1. Phone: 1-888-776-PODS and ask to be transferred to the Internal Audit Department (ext. 6360)
2. Internal Audit Department Direct Line – (727) 538-6360
3. Standard U.S mail to:

Attention: Internal Audit PODS Enterprises, LLC
13535 Feather Sound Drive
Clearwater, FL 3376

PODS assures all associates that when a report of fraud is communicated using either method, they can be assured that:

- A report will be opened, and this will be followed up with the appropriate management personnel. This will include management representatives from the Executive Group, Senior Management, Corporate Legal, Internal Audit and Human Resources;
- The report will be handled with complete discretion. All discussions concerning the issue will be considered completely confidential to the extent appropriate or permitted by law;
- Information about how the issue was addressed can be obtained at any time upon request;
- It is PODS' policy that no retaliation shall occur when a fraud instance is reported. Appropriate disciplinary action will be taken against those that retaliate against those that report such a violation.

Please refer to the Whistleblower Policy and Poster for additional details on this policy.

Information Technology (IT) Policies and Procedures

Associates are expected to exercise care in the use of PODS' property and to use such property only for authorized purposes. Negligence in the care and use of PODS' property or unauthorized removal of company property from the premises or its conversion to personal use may be considered cause for disciplinary action up to and including termination. You are not permitted to keep any backup copies of work done for PODS when you leave the company. Under no circumstances are you allowed to keep copies of proprietary information, data or programs. All company property issued to you, including equipment, software, clothing, manuals, headsets, security access and photo identification as well as information proprietary to PODS, must be returned promptly at the request of management and/or on your last day of work.
Use of company property for personal business is prohibited.

Acceptable Use of IT Equipment

PODS is committed to protecting PODS' associates, partners and the company from illegal or damaging actions by individuals, either knowingly or unknowingly. Internet/Intranet-related systems, including but not limited to computer equipment, cell phones, software, operating systems, storage media, network accounts providing electronic mail, and WWW browsing are the property of PODS. These systems are to be used for business purposes in serving the interests of the company, and of our clients and customers during normal operations. Please refer to the Acceptable Use of IT Equipment Policy for complete details on this policy.

PODS Cell Phones

During your time of hire and/or during periods of review, associates may be eligible to receive a corporate issued cell phone. Associates using corporate issued cell phones must read, sign and follow the proper use policy listed in Corporate Issued Cell Phone Policy.

Access Control Policy

In any organization, the need to control access to network resources is paramount to protect the information being stored. Controls and standards are required to maintain the complex rules and access control lists that secure this data. All Information Assets shall be “owned” by a named individual within PODS. In the case of a departmental asset, a departmental folder for example, the top-ranking associate (Director, Vice President, etc.) of that department will be the designated information owner.

Users are granted access to information assets only on the basis that they have a specific “need to know”, or to “have-access-to”, those information assets. Access privileges shall be allocated to associate based on the minimum privileges required to fulfill their job function. Access privileges shall be authorized by the appropriate Department Manager or Information Owner. Please refer to the Access Control Policy for complete details on this policy.

Electronic Communication Use

When email, telephone voicemail, or Fax communication goes out from PODS, the public will tend to view that message as an official statement from PODS. The PODS email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Associates who receive any emails with this content from any PODS associate should report the matter to their supervisor immediately.

Personal Communication Devices (PCDs) will be issued only to PODS personnel with duties that require them to be in immediate and frequent contact when they are away from their normal work locations.

For the purpose of this policy, PCDs are defined to include handheld wireless devices, cellular telephones, laptop wireless cards and pagers.

IT Software and Equipment

All requests for computer hardware and software purchases or installations must be submitted to the IT Help Desk for pre-approval. Upon approval from IT, the request will be forwarded to Purchasing. The IT Help Desk will keep a record of all purchased software licenses, where the licenses are installed, and all purchased computer hardware. At no time is any associate allowed to purchase their own computer hardware and/or software and submit an expense report for reimbursement. It is also against policy to download any "free" or "complimentary" software from the internet without first submitting a request to the IT Help Desk for approval and assistance. Periodic monitoring will be performed to verify that all software is installed in compliance with required software agreements.

Any software installed on PODS computer equipment without a required software license is strictly prohibited. Please refer to the IT Software and Equipment Policy for complete details on this policy.

Passwords

Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in the compromise of PODS' entire corporate network. As such, all PODS associates are responsible for taking the appropriate steps, to select and secure their passwords. Please refer to the Password Policy complete details on this policy.

E-mail, Voicemail, and the Internet

PODS maintains a data systems network with individual accounts and Internet access, and a voice systems network comprised of telephone systems and voice mail. These systems are company property, maintained by the company for business purposes. All messages composed, sent, or received via said systems are and remain the property of PODS. They are not the private property of any associate. Systems or access may not be used to solicit for commercial ventures, religious or political causes, outside organizations or other non-job-related solicitations. These systems and any associated accounts are not to be used for offensive or disruptive purposes or to create offensive or disruptive messages. Among those which are considered offensive or disruptive are those messages or web sites that contain violence, sexual implications, racial slurs, gender-specific comments or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability. Libelous or defamatory material may not be created, displayed or distributed at work or through the use of company systems.

Security Devices and Monitoring: PODS reserves the right to install and review security access and/or monitoring devices at all or select locations.

Progressive Disciplinary Process & Leaving the Company

Corrective Actions

While it is PODS' hope that a positive and productive relationship between you and PODS will be in place for the duration of your employment with the company, it is important that you understand the policies and procedures that apply in circumstances requiring corrective action.

- Where PODS believes that an infraction of written or unwritten policies or procedures, including failure to maintain high standards of performance, has occurred, PODS may take any of the following actions, at any time, in any order: Documented Verbal Warning, which will become part of your personnel file;
- Written Warning, which will become part of your personnel file;
- Final Warning, which will become part of your personnel file;
- Documented Suspension with or without pay; and/or
- Immediate termination of your employment

PODS reserves the right to counsel or terminate an associate, without warning, for any reason, including any action by the associate, even if the action constitutes a first offense. PODS also reserves the right to terminate an associate due to business conditions or requirements.

Leaving the Company

PODS hopes that your time with us is long and productive for both you and the company. In the event you leave the employment of PODS, either on your own or at the company's initiative, the Human Resources Department may conduct an informal exit interview. If you choose to resign from your position, you should provide your manager with two weeks' notice so that appropriate arrangements may be made for a replacement. Please submit a Resignation Letter to Human Resources and/or your immediate supervisor. To be considered for rehire, a 2-week notice is required.

- Associates must return all PODS property immediately upon request or upon termination of employment. Where permitted by applicable laws, PODS may withhold from the associate's final paycheck the cost of any items not returned.

Accrued, unused PTO hours will be paid out upon termination, less any hours taken and any time paid in advance if applicable.* Your termination date will reflect the last day physically worked with the exception of associates on an approved leave of absence or where separation is determined at a date later than the last day worked. Associates are not eligible to take unused PTO once their resignation has been submitted and received by Human Resources, including PTO that was approved prior to date of resignation. Unused PTO will be paid out at termination.

If you are enrolled in Benefits coverage, you may be eligible to continue your coverage through COBRA. WEX, our COBRA Administrator will send you a package of information to outlines the cost and how to enroll. Contact Benefits@pods.com if you have any questions.

***Some state laws may differ**

Privacy Policy Notice for California Residents Required by the California Consumer Privacy Act

PODS may collect and share information that personally identifies, relates to, describes or is capable of being associated with your and other individuals as your dependents. Associates, who are residents of the State of California, should visit PODS' privacy policy located at www.pods.com/privacy-policy to learn more about how PODS governs the collection, use and disclosure of your personal information.

Re-employment and Breaks in Service

PODS may consider rehiring qualified former associates who left the company in good standing provided they have submitted a written resignation with a two-week notice.

- If the break in service is more than 90 calendar days the associate will have to successfully complete a new background investigation, and other screenings as required by position, prior to being rehired.
- If the break in service is less than one (1) calendar month, the associate is reinstated with his/her original hire date.