



EMPLOYEE HANDBOOK

Hunter Express US Inc.
USDOT #2318362 | MC #791454
FMCSA-DOT & OSHA Compliant – United States

6580 Inkster Rd Romulus, MI 48174, USA

Safety and Compliance Department

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This Document is a set of procedures and guidelines to follow in order to prevent accidents due to distraction. At Hunter Express US Inc., we are committed to safeguarding human life, customer load and company fleet equipment. We are committed to safeguarding the public on the roads by preventing accidents. This helps to bring excellence in service to our customers.

Distribution

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WELCOME

Welcome to Hunter Express US Inc. We are pleased to have you join our organization. This Employee Handbook explains our personnel policies, workplace expectations, benefits, and safety requirements.

Compliance with this Handbook is a **condition of employment**. This Handbook:

- Supersedes all prior versions
- Is **not an employment contract**
- Does **not alter at-will employment**

Hunter Express US Inc. reserves the right to modify policies at its discretion in accordance with applicable U.S. law.

EMPLOYMENT AT-WILL (U.S. COMPLIANT)

Employment with Hunter Express US Inc. is **at-will**, meaning:

- Either the employee or the Company may terminate employment at any time
- With or without notice
- With or without cause

Nothing in this Handbook creates an express or implied employment contract.

This policy does **not interfere with employee rights** under **Section 7 of the National Labor Relations Act (NLRA)** to engage in protected concerted activity.

EQUAL EMPLOYMENT OPPORTUNITY & ANTI-HARASSMENT

Hunter Express US Inc. is an **Equal Opportunity Employer** and complies with:

- **Title VII of the Civil Rights Act**
- **ADA**
- **ADEA**
- **GINA**
- **USERRA**
- Applicable state and local laws

Discrimination or harassment based on any protected characteristic is strictly prohibited.

Harassment & Complaint Procedure

- Employees may report concerns to any supervisor or manager
- Complaints are investigated **promptly and confidentially**
- **No retaliation** is permitted

Corrective action may include discipline up to and including termination.

CONFIDENTIALITY & NLRA SAFE-HARBOR

Confidential business information must not be disclosed.

This policy **does not prohibit** employees from discussing:

- Wages
- Hours
- Working conditions

As protected by the **NLRA**.

EMPLOYMENT CLASSIFICATIONS

Hunter Express US Inc. classifies employees in accordance with the **Fair Labor Standards Act (FLSA)**:

- Exempt
- Non-Exempt
- Full-Time
- Part-Time
- Temporary

Classifications may be adjusted as business needs require.

WORK HOURS, TIMEKEEPING & PAY (FLSA-COMPLIANT)

- Standard workweek: **Saturday 12:00 a.m. – Friday 11:59 p.m.**
- Accurate timekeeping is required
- Falsification of time records results in discipline (up to termination)
- **Overtime**
- Paid at **1.5× regular rate** for hours over 40/week (non-exempt)
- Must be pre-approved

Safe Harbor (Exempt Employees)

Hunter Express US Inc. complies with the **FLSA Salary Basis Test** and investigates improper deductions without retaliation.

WORKPLACE SAFETY (OSHA & FMCSA COMPLIANT)

Hunter Express US Inc. is committed to workplace safety under:

- **OSHA General Duty Clause (29 USC §654)**
- **FMCSA safety requirements**
- **Drug-Free & Alcohol-Free Workplace**
- Complies with **49 CFR Parts 40 & 382**
- DOT drug & alcohol testing applies to safety-sensitive positions
- Refusal or positive test may result in removal from duty and termination

Smoke-Free Workplace

Smoking, vaping, and tobacco use are prohibited inside facilities and vehicles.

Workplace Violence Prevention

Threats, intimidation, or violence are prohibited.

- Report immediately
- No retaliation for good-faith reporting

EMERGENCY RESPONSE

In emergencies:

- Call **911**
- Follow posted evacuation and response procedures
- Know locations of exits, alarms, and first-aid kits

ATTENDANCE & JOB PERFORMANCE

Regular attendance and job performance are essential.

- Three consecutive no-call/no-show days = voluntary job abandonment
- Progressive discipline may apply

SOCIAL MEDIA POLICY (NLRA-COMPLIANT)

Employees:

- May engage in social media on personal time
- Must not disclose confidential information
- Must not harass, threaten, or defame others

Nothing in this policy restricts **protected concerted activity** under the NLRA.

USE OF COMPANY SYSTEMS

Company systems are for business use.

- No expectation of privacy
- Monitoring permitted
- Misuse may result in discipline or termination

DISCIPLINE PROCEDURE

Hunter Express US Inc. generally applies **progressive discipline**, but reserves the right to:

- Skip steps
- Terminate immediately for serious misconduct
- Address violations of FMCSA, OSHA, or company safety rules

TIME OFF & LEAVES (U.S. COMPLIANT)

Includes:

- Holidays
- Vacation
- Sick Leave
- Military Leave (USERRA-compliant)
- Jury Duty
- Bereavement Leave
- Religious accommodation

Accruals and eligibility are administered in compliance with U.S. law.

WORKERS' COMPENSATION (U.S.)

Workers' compensation is provided pursuant to **state workers' compensation law**.

- Report injuries immediately
- No retaliation for filing claims