

OFFICE STAFF HANDBOOK

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WELCOME AND INTRODUCTION

To Excelsior Transportation Employees:

Welcome to our work force. We trust that you will enjoy your association here and that we will be proud of you as a good employee.

Your supervisor will outline what your particular job is, the hours you are expected to work, and the policies and procedures of your department. He or she will answer your questions; so please do not hesitate to ask your supervisor to explain anything you do not understand.

We try to be careful to hire only those people we feel reasonably sure are qualified to do the work, and who will become a team player. If we have someone who will not or cannot do the work satisfactorily, it will be necessary to discharge the employee in order to keep Excelsior Transportation, Inc. functioning properly. The main function of Excelsior Transportation, Inc. is to provide our clients with excellent customer service, delivered in a safe, timely and efficient manner.

We hope that you will be happy in your job. May we both enjoy a profitable and pleasant relationship for many years to come.

Samer Nassar and Anis Girgis

COMPANY HISTORY

Excelsior Transportation, Inc. was founded in 1993. Through years of experience in the hospitality and corporate services we realized numerous ways in which things should be done more professionally and suitable to the corporate world. Therefore with lots of hard work and attention to details, Excelsior Transportation Inc., has developed into the largest and highest regarded transportation company in Houston as attested to by the corporate clients as well as the industry leaders. Although we are the largest transportation company in Houston, the satisfaction of our clients and employees remain to be our constant motivation. (www.excelsiorlimo.com)

Our Fleet Includes:

- _____ Deluxe Sedans
- _____ Deluxe 14 Passenger Vans
- _____ SUV's
- _____ Ultra Limousines – 10 Passenger Capacity

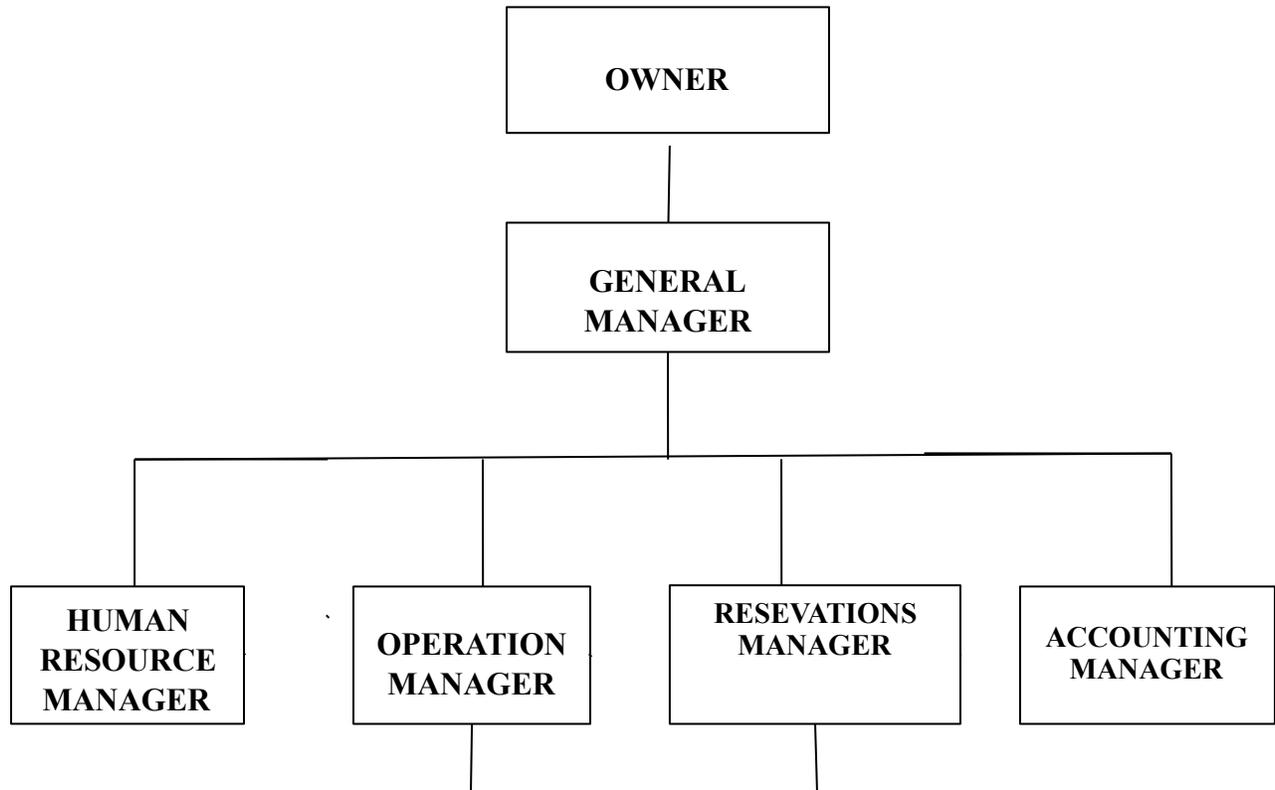
Excelsior Stage Coach Fleet Includes: (Our Sister Company)

- _____ Mini Buses 28 – 38 Passenger Capacity
- _____ Limo Bus 20 Passenger Capacity
- _____ Coach Bus 50 Passenger Capacity

MISSION STATEMENT

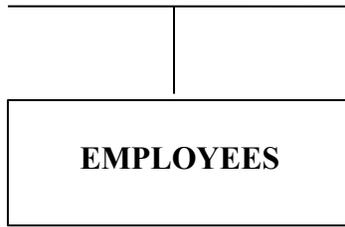
Our ultimate goal is to provide our clients with safe, reliable, professional service, and remarkable value. Through innovative methods we strive to constantly deliver superior service that will put us miles ahead of our competition. We are committed to hiring the safest in the business and creating a positive dynamic workplace and a promising future.

ORGANIZATIONAL CHART



**DISPATCH
SUPERVISOR**

**SALES
REPRESENTATIVE**



Owners: Samer Nassar and Anis Girgis
General Manager: Tim Salander
HR Manager: Lolita Rivers
Operation Managers: Chad Noerager and Tarek Nassar
Reservations Manger: Kimberly Lloyd
Accounting Manager:
Fleet Manager: Corwyn Benton

DISCLAIMER

These employment policies represent the personnel guidelines of Excelsior Transportation, Inc. We retain the absolute right at any time to change, amend, or cancel, any or all of the policies, provisions, or statements in this handbook and to vary from its policies in individual cases with our without prior notice based upon professional and business concerns we consider in the best interest of all involved, including management and employees. Therefore it is not the intent of Excelsior Transportation, Inc. to be bound to or be controlled by any terms or conditions discussed in the Handbook.

The contents of this handbook are presented as a matter of information only. They do not represent an employment contract and employees should not treat them as such. They are designed to enhance Excelsior Transportation, Inc. operations.

PURPOSE OF HANDBOOK

The main purpose of this handbook is to provide our employees with a handy reference guide or source information regarding Excelsior Transportation, Inc. policies. It provides you with a place to go to have some of your basic questions answered.

Through the use of this handbook we hope that you are better able to understand the aims and policies of Excelsior Transportation, Inc. We have tried to use simple and clear language in order to avoid misunderstandings. If any statement(s) in this Handbook are not completely clear to you, please do not hesitate to ask your supervisor to elaborate on matter.

No oral statements or representations can change the provision of this Employee Handbook.

ATTENDANCE POLICY

Excelsior Transportation, Inc. expects all employees to conduct themselves in a professional manner during their employment. This includes practicing good attendance habits. All employees should regard coming to work on time, working their shift as scheduled, and leaving at the scheduled time as essential functions of their jobs, i.e., good attendance habits form an integral part of every employee's job description.

Among other things, "good attendance habits" mean the following:

- appearing for work no sooner than 7 minutes prior to the start of the shift and no later than the start of the shift;
- being at your work station ready for work by the start of the shift;
- remaining at your work station unless the needs of the job require being elsewhere, except during authorized breaks (including restroom breaks);
- taking only the time normally allowed for breaks;
- remaining at work during your entire shift, unless excused by a supervisor;
- not leaving work until the scheduled end of your shift, unless excused by a supervisor;
- leaving promptly at the end of your shift, unless you have been given advance permission from your supervisor to work past that point; and
- calling in and personally notifying your supervisor or another member of management if you are going to be either absent or tardy, unless a verifiable emergency makes it impossible for you to do so (see "Notice of Absence or Tardiness" below for details).

Notice of Absence or Tardiness

Under some circumstances, absence or tardiness on your part may be excused, but only if you give proper notice of such a problem before the start of your shift. Excelsior Transportation, Inc. needs advance notice of attendance problems so that other arrangements can be made to cover your absence, if necessary. "Proper notice" means that you personally notify your supervisor or another member of management about the problem, unless a verifiable emergency makes it impossible for you to do so. It is not sufficient to call in and leave a message with a coworker or someone else who is not in a supervisory position. . All supervisors and managers have been advised to make themselves available to take calls such as these, so there should be no reason to worry that you will not be able to reach an appropriate person to advise of your attendance problem. If you fail to give proper notice of attendance problems in advance as explained in this policy, you may be subject to disciplinary action, up to and possibly including discharge.

If you are absent without notice for two days in a row, you will be considered as having abandoned your job, and the Company will process your work separation as a voluntary resignation on your part.

BEHAVIOR AT WORK POLICY

We take the view that courtesy begins at work. If employees, supervisors and managers treat each other with respect and consideration, they will treat those outside the organization in a proper manner.

- Employees must conduct themselves so that the safety of both themselves and their fellow workers is preserved.
- Personal problems between employees are not to be pursued at work.
- Employees should let their immediate supervisor know where they will be at all times. Employees who work in an office area should also tell the receptionist where they are going and when they expect to return. Returning employees should check in with the receptionist and/or their supervisor.
- Any employee who changes his/her address or family status should report it in writing to the Personnel department.
- Any employee found to be altering or falsifying another employee's time card or allowing someone else to punch his/her time card without proper authorization will be subject to disciplinary action or possible termination.

CONFIDENTIAL INFORMATION POLICY

In the course of performing their duties, employees may have access to or gain knowledge of confidential information concerning Excelsior Transportation, Inc., its customers/clients, and other employees. "Confidential information" is defined as information to which the public does not have general access. This policy governs the use or further disclosure of such information.

With respect to confidential information concerning Excelsior Transportation, Inc., other employees, the Excelsior's vendors and contractual partners, and/or its customers/clients, such information should be safeguarded. An appropriate manager will grant the necessary access if an employee needs such information to perform his or her duties. No other access is permitted. Any release, duplication, distribution, transmittal, disclosure, or discussion ("release") of such information that is not required by law or by the duties of the employees involved is strictly prohibited.

Unauthorized access to, and unauthorized release of, confidential information will violate this policy and may result in appropriate disciplinary action against the employee(s) involved, up to and potentially including termination of employment, depending upon the severity and/or repeat nature of the offense.

MEDICAL INFORMATION

The Company strives to protect the privacy of its employees' medical information to the greatest possible extent. To that end, we provide the following guidelines regarding the confidentiality of medical information:

1. Any medical information concerning employees will be maintained in separate, confidential medical files apart from regular personnel records. Only authorized employees may ever have access to such files.
2. Employees are hereby notified that medical information concerning employees is absolutely confidential under state and federal laws and may not be discussed at any time with any person under any circumstances, unless an employee needs to do so in order to carry out his or her job duties, or unless the person discussing the information is talking with the subject of the information at that person's invitation. If an employee is concerned about a possible medical condition on the part of a coworker, the employee must not discuss such concern with anyone other than supervisor or Human Resource Manager.

3. Any employee who is found to have discussed medical information about another employee with anyone else in violation of this policy, or who is found to have released such information without authorization, will be subject to severe disciplinary action, up to and possibly including immediate termination from employment. In addition, state and federal laws may subject such an employee to both civil and criminal action in a court of law.

REFERENCES

Human Resources will only release dates of employment and title of position held by an employee or former employee in response to inquiries for reference checks. The only time additional information is given is when an employee or former employee signs a release, and a copy of that release is provided to us along with the request for information.

DISCIPLINE POLICY

Rules and regulations are the backbone of Excelsior Transportation, Inc. successful operations. Supervisors and managers are responsible for implementing these rules and regulations. It is the duty of each employee to follow published rules and the directives of his/her immediate supervisor.

All employees are expected to behave in an orderly, courteous manner and to fulfill the obligation set out in their job descriptions. If employees knowingly and willingly violate Excelsior Transportation, Inc. rules of conduct, their immediate supervisor will discipline the employees in accordance with these general guidelines.

Minor violations will be considered as employee actions which impair production or momentarily disrupt smooth operations. These violations include, but are not limited to, loafing, leaving the work station without letting your supervisor and receptionist know where you are going, and stopping work before the end of the day. The supervisor will deliver a verbal reprimand for such minor violations, unless an employee repeatedly violates the same rule or regulation.

Moderate violations are considered to be those employee actions which impair or disrupt the orderly performance of work by the individual or a group of employees. These violations include, but are not limited to, abusive (profanity) language, leaving the premises without permission during working hours, and repeated occurrences of minor violations. "Repeated" is defined as more than two minor violations per month. In such case, the employee's supervisor will issue a written reprimand.

Major violations are considered to be employee actions which directly endanger the health and safety of any employee or significantly disrupt the orderly performance of work. They include, but are not limited to, insubordination, falsification of employee or Excelsior Transportation, Inc. records, theft of employee or Excelsior Transportation, Inc. property, violation of safety rules, and the use of alcohol or illegal drugs on Excelsior Transportation, Inc. premises at any time. They may include the issuance of two written reprimands within one month.

First Occurrence	-	Non-disciplinary conference
Second Occurrence	-	Written notice
Third Occurrence	-	Final notice/Suspension
Fourth Occurrence	-	Termination

The object of disciplinary action is to correct problem situations and mistakes, and to minimize employee's loss of dignity and self-esteem. Disciplinary action is not punitive in nature and should not be undertaken with the intent to punish.

Disciplinary actions will be handled on a fair and equitable basis. They will be nondiscriminatory in their application and be reasonable in their appropriateness to the problem situation. Discharge will be used only as a final measure when reasonable remedial efforts have failed except in those situations that justify immediate termination.

Excelsior Transportation, Inc. reserves the right to bypass the disciplinary steps and base its disciplinary action on the severity, frequency, or combination of infractions when circumstances warrant immediate action.

We expect employees to perform their assigned job duties at or above satisfactory levels; to render prompt, courteous, and efficient service; to conduct themselves in accordance with established policies and procedures; to follow generally accepted standards of business behavior; and to comply strictly with all laws, rules and regulations applicable to their activities.

The use of profane or abusive language, fighting, deliberately causing injury to another, and other forms of disorderly conduct or malicious disturbance, including the intimidation of others, is not acceptable.

DRESS CODE

A neat professional appearance is a requirement of Excelsior Transportation Inc. The following information is intended to serve as a guide to help define appropriate casual business wear for all employees.

Excelsior Transportation Inc. primary objective is to have employees project a professional image while taking advantage of more casual and relaxed clothing. Casual dress offers an alternative to the business attire of dresses, suits, ties, and dress shoes.

On the other hand, not all casual clothing is appropriate for the office. Items that may be perfect for working in the yard, going on a picnic or playing sports aren't appropriate for the office, nor is clothing that is too revealing. Regardless of the item, it is essential to avoid wearing anything to the office that is excessively worn, frayed or wrinkled.

Listed below is a general overview of acceptable business casual wear as well as a listing of some of the more common items that are not appropriate for the office. Neither group is intended to be all-inclusive. Rather, these items should help set the general parameters for proper casual business wear and allow you to make intelligent judgments about items that are not specifically addressed. A good rule of thumb is that if you are not sure if something is acceptable, choose something else or inquire first.

GROOMING AND ATTIRE

Proper grooming and attire have a positive impact on Excelsior Transportation, Inc. image.

1. Male employees are required to wear casual business attire that are clean and wrinkle-free. Shirts must be buttoned up.
2. Female employees are required to wear casual business attire that are clean and wrinkle-free. Dress and skirt length should be no shorter than four inches above the knee.

Appropriate casual business attire

Polo shirts, T-shirts, Cardigan, Sweaters, Athletic Wear, Sleeveless blouses, shirts and dresses. Jeans may be worn on Friday, Saturday and Sunday.

Inappropriate casual attire

Is defined, but not limited to: thongs, halter tops, shorts, midriff tops, T-shirts with offensive slogans or images, beach costumes, see-through or mesh clothing, and ragged, torn or dirty clothing.

Plunging Necklines

Fashion trends occasionally arrive in which low-cut tops are considered fashionable. If you would like to wear a blouse that follows the current fashion trend, wear it as part of a layered combination at the office. For example, wear a camisole to conceal visible cleavage.

Revealing Clothing

Revealing clothing (especially exposed underwear!), very tight clothing (remember a short, tight skirt or shorts will ride up by 2-3cms when you sit down). Sundresses, halter tops, tops with bare shoulders, tank tops and shoestring tops should only be worn with a jacket, provided the jacket is not taken off. Moral of the story – Wearing revealing clothing like this can get you a reputation among coworkers that can lower their professional opinion of you and the work you produce.

Controversial Slogans

Clothing that has controversial slogans or suggestive phrases or images on it are not appropriate for work and business. Even if you think your coworkers have a good sense of humor, and might find what you are wearing entertaining, it could be offensive to some in the office. Even on casual days in the office, your selection for T-shirts should not display revealing images and offensive language.

All employees shall maintain grooming and attire standards, which bear a reasonable relationship to their work.

When an employee is found to be outside acceptable grooming and attire standards by the employee's supervisor and the Manager of Human Resources, the employee will be sent home to change clothes and will be given a verbal warning for the first offense, and progressive disciplinary action will be taken for further dress code violations.

Any questions regarding the Attire policy should be directed to the employee's supervisor or the Manager of Human Resources.

DRUG AND ALCOHOL ABUSE POLICY

Drug and/or alcohol abuse is a serious threat to both Excelsior Transportation Inc. and its employees. To ensure a safe and healthy working environment, Excelsior Transportation Inc. has adopted the following drug testing policies.

Possession, consumption, or sale of intoxicating alcohol or drugs on Excelsior Transportation Inc. property or reporting for work under the influence of alcohol is forbidden. Violators are subject to disciplinary action, up to and including termination.

Excelsior Transportation Inc reserves the right to also conduct random drug testing. If an employee has a confirmed positive drug and/or alcohol test (over the count of .0 - .1) he/she will be terminated immediately and he/she will not be eligible for rehire. Excelsior Transportation Inc., has a zero tolerance for drug use.

Definitions:

- | | |
|-----------------|---|
| Alcohol Abuse | As used in this Policy, alcohol abuse is a condition describing an employee who's drinking interferes with job performance, attendance, conduct, safety or the work efficiency, work performance or safety of others. |
| Drug Abuse | As used in this Policy, drug abuse is a condition describing an employee whose use of drugs interferes with job performance, attendance, conduct, safety of the work efficiency. |
| Illegal Drugs | Any drug (a) which is not legally obtainable, (b) which may be legally obtainable but has not been legally obtained; or (c) which is being used in a manner of for a purpose other than as prescribed. Controlled Substances includes, but is not limited to marijuana, cocaine (including "crack" and other cocaine derivatives), morphine, heroin, amphetamines and barbiturates. The definition does not include controlled substances use pursuant to and in accordance with, a valid prescription. |
| Post - Accident | If an employee has caused, contributed to, or been involved in an accident while at work, which results in the injured party receiving medical attention other than first-aid, he/she will be required to submit to a Post-Accident drug and/ or alcohol test. |

Pre-Hire As used in this Policy, as a job applicant before a conditional offer of employment has been made.

Random Drug testing conducted on a random basis. Excelsior Transportation Inc, will generate a random list of employees who will be required to submit to a random drug test.

Reasonable Suspicion

Occurrences that may be indicators of substance abuse and are considered grounds for reasonable suspicion are:

- a. Observable phenomena while at work, such as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug.
- b. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
- c. A report of drug use, provided by a reliable and credible source.
- d. Evidence that an individual has tampered with a drug test during his/hers employment with the current employer.
- e. Information that an employee has caused, contributed to, or been involved in an accident while at work.
- f. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working, or while on the employer's premises or while operating the employer's vehicle, machinery or equipment.

Excelsior Transportation Inc. may test for all of the drugs listed below:

Alcohol, Amphetamines, Cannabinoids, Cocaine, Phencyclidine, Methaqualone, Opiates, Barbiturates, Benzo-diazepines, Methadone, and Propoxyphene. All reasonable suspicion drug or alcohol tests must be conducted pursuant to the process established by Excelsior Transportation Inc. If you have any questions about this process, contact Human Resource Manager your Drug and Alcohol representative.

The name and location of the laboratory which will analyze the employee's test sample is listed below:

NOVA HEALTH CARE CENTERS
FOR THE PERFORMANCE OF LIFE
6630 Roxburgh, Ste 171
Houston, TX 77041
281-890-0001

Excelsior Transportation Inc. will pay the cost for Post – Accident, Random, and Reasonable Suspicion. Excelsior Transportation Inc. will not pay the cost for Pre-Hire or any additional test that the employee request or will be paid by the employee.

ELECTRONIC COMMUNICATIONS

All electronic and telephonic communication systems and all communication and information transmitted by, received from, or stored in Excelsior Transportation Inc. systems are the property of Excelsior Transportation Inc., and as such are to be used solely for job-related purposes.

Use of Excelsior Transportation, Inc. computers, networks, and Internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate Company purposes;
- Engaging in private or personal business activities, including excessive use of instant messaging and chat rooms (see below);
- Misrepresenting oneself or Excelsior Transportation, Inc.;
- Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way;
- Engaging in unlawful or malicious activities;
- Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either Excelsior's networks or systems or those of any other individual or entity;
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
- Sending, receiving, or accessing pornographic materials;
- Becoming involved in partisan politics;
- Causing congestion, disruption, disablement, alteration, or impairment of Excelsior's networks or systems;
- Maintaining, organizing, or participating in non-work-related Web logs ("blogs"), Web journals, "chat rooms", or private/personal/instant messaging;
- Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended;
- Defeating or attempting to defeat security restrictions on Excelsior's systems and applications.

The use of any software and business equipment (including but not limited to facsimiles, computers and copy machines) for private purposes is strictly forbidden during working hours, unless expressly permitted by a designated manager, to include no personal downloads or personal program installation on Excelsior Transportation, Inc. computers.

Employees are not permitted to use a pass code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from a supervisor. No employee may use a pass code that has not been issued to that employee or that is unknown to management. Assigned personal passwords should not be given out to anyone. Employees who violate this policy are subject to disciplinary action, up to and including termination.

Sensitive information is not to be sent via electronic e-mail. For example, performance reviews should not be sent through e-mail. If employees have access to electronic mail through a modem, they are not permitted to send a message to their supervisors that they are going to be late or absent.

Foul, inappropriate, offensive message, or explicit material such as racial, sexual, or religious slurs are prohibited in e-mail. Defamatory remarks about clients are also forbidden. Violation of this policy will lead to disciplinary actions which may include termination.

EMPLOYEMENT RELATIONSHIP

EMPLOYMENT AT WILL

Your employment by Excelsior Transportation Inc. is an at-will employment, which means that you or Excelsior Transportation Inc. may terminate your employment for any reason, with or without cause at any time. Nothing in this Employee Handbook or in any oral or written statement shall limit the right to terminate employment at will. No Supervisor or Employee of Excelsior Transportation Inc. shall have any authority to enter into an employment agreement—express or implied—with any employee providing for employment other than at-will.

With the exception of employment at will, terms and conditions of employment with Excelsior Transportation Inc. may be modified at the sole discretion of Excelsior Transportation Inc. with or without cause or notice at any time. No implied contract concerning any employment-related decision or term or condition of employment can be established by any other statement, conduct, policy, or practice.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER (EEO)

It is the policy of Excelsior Transportation Inc. that an individual's race, color, religion, sex, disability, age, or national origin are not and will not be considered in any personnel or management decisions. We affirm our commitment to these fundamental policies.

All hiring and promoting for all job classifications will be done without regard to race, color, religion, sex, disability, age, or national origin. All decisions on employment are made to abide by the principle of equal employment.

All other personnel actions such as compensation, layoffs, and return from layoff, will be administered without regard to race, color, religion, sex, disability, age, or national origin, except when there is a bona fide occupational qualification.

Excelsior Transportation Inc. also prohibits any harassment based on race, color, religion, sex, disability, age, or national origin. Harassment is verbal or physical conduct that shows hostility toward and individual because of these protected characteristics, and that has the purpose of effect of creating an intimidating , hostile, or offensive working environment as defined by law; has the purpose of effect of unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities.

Any employees of Excelsior Transportation Inc., whether supervisory or non-supervisory, who practices discrimination or harassment will be subject to disciplinary action. If employees believe that an incident has occurred that is offensive or objectionable, that causes discomfort or humiliation, that creates a hostile environment, or that interferes with job performance or advancement opportunities, they are urged to bring the matter promptly to the attention of any supervisor or manager, or the Personnel department. No employee will be subjected to any form of discipline or retaliation for reporting incidents of unlawful discrimination or harassment.

COMPLAINT RESOLUTION

Excelsior Transportation, Inc. makes every effort to make sure your job and work environment are as pleasant as possible. However, there may be times when you feel that you have been mistreated or that something is unfair. If this occurs, you should discuss the problem with your supervisor, and if necessary, then next level of management, or the Human Resources manager. (i.e., immediate Supervisor, General Manager, Human Resources manager or Owner's).

You will not be reprimanded or mistreated for referring a situation as outlined above.

FAMILY MEDICAL LEAVE ACT (FMLA)

Excelsior Transportation Inc. grants Family and Medical Leave for the reason specified in the Federal Family and Medical Leave Act (FMLA).

If an employee has worked for excessive for a minimum of 12 months or 2080 hours in the past 12 months. The employee is eligible for FMLA. If the employee is eligible for FMLA, the employee is entitled to 12 weeks leave in a 12 month period.

If leave is required for the birth of the employee's child or the placement with the employee of a child for adoption or foster care, leave must be taken within four months after the birth or placement of the child.

Leave for serious health conditions may be taken intermittent or on a reduced leave schedule when that type of scheduling is medically necessary. If the employee requests intermittent leave or leave on a reduced schedule, Excelsior Transportation Inc. may require that the employee transfer to a temporary, alternative position for which, the employee is qualified and that better accommodates the intermittent or reduced hour leave than the employee's regular position. The temporary position will have pay and benefits equivalent to the employee's regular position.

In order to prepare for the employee's absence during FMLA. Excelsior Transportation Inc. requires a 14 day written notice of the employees intention to take leave. Signed by the employees physician prior to the date leave is to begin. If, due to an emergency or unforeseen circumstances, the employee is unable to provide such notice before taking leave, Excelsior Transportation Inc. will need to receive notice as soon as possible.

At the end of FMLA, the employee will be returned to the position the employee held when leave began or will be given an equivalent position with like employment benefits, pay and other terms and conditions of employment. No benefits that accrued prior to taking leave will be lost because FMLA was taken. However, the employee will not be entitled to accrue further seniority or employment benefits while on leave. In addition, the employee is not entitled to any right, benefits, or position of employment other than a right, benefit, or position of employment that the employee would have been entitled to if the employee were not on leave.

If FMLA is taken because of the employees serious health condition, the employee is required to provide a medical certification prior to returning from leave that the employee is able to resume work.

HARASSMENT FREE WORK POLICY

Excelsior Transportation, Inc. will not tolerate discrimination or harassment of its employees in any form as it relates to an employee's sex, religion, race, national origin or age. Any violation of this policy will be treated as a disciplinary matter.

Harassment, sexual in nature, may include any attempt to coerce an unwilling person, male or female, into a sexual relationship, to subject a person to unwanted sexual attention, to threaten or punish someone for a refusal to comply with sexual demands or to create a sexually intimidating, hostile or offensive working environment. Sexual harassment includes a wide range of behaviors from the actual coercing of sexual relations to the forcing of sexual attention, such as sexist comments or jokes, both verbal and physical, on an unwilling employee.

If you feel another employee is harassing you or discriminating against you, or you have witnessed harassment or discrimination in any form, it is your responsibility to file a harassment complaint with your manager which should state the facts and circumstances of your complaint. If your manager is the alleged harasser or you feel the complaint has not been investigated and resolved properly, **THEN YOU MUST NOTIFY ONE OF THE DESIGNATED EEO OFFICERS DIRECTLY.**

EEO Officer/Tim Salander
Phone:Ext. 1006

EEO Officer/ Tarek Nassar
Phone:Ext. 1009

HOLIDAY SCHEDULE

The holiday schedule will be determined and publicized several weeks before the start of the new year. See Pay Schedule under Payroll Policy for dates and day of the week the holiday will fall on. Excelsior Transportation Inc. observes the following holidays:

New Year's Day
Independence Day
Thanksgiving Day
Christmas Day

If a holiday falls on a Saturday or Sunday, Excelsior Transportation Inc. reserves the right to determine whether or not they will pay employees for that holiday. If employees did not work on that day.

All full-time employees will receive holiday pay of eight straight-time hours at their regular paid rate provided:

- The employee worked a full shift on their last scheduled work shift prior to the holiday;
- The employee worked a full shift on their first scheduled work shift following the holiday;
- Should they be unable to work either of those two days due to illness, the employee forfeits the holiday pay.

If a holiday occurs during the employees' vacation, the employees' vacation time will be extended by the number of holidays falling during the vacation period and the employee receives holiday pay.

INCLEMENT WEATHER

It is Excelsior Transportation Inc. policy to continue operations despite weather conditions unless an emergency threatens to make employee transportation for or from work impossible or dangerous.

Employees are expected to show up for work regularly and on time. Occasionally, weather may become a factor and no employees should attempt to come to work in dangerous weather conditions.

In case of severe weather, employees must look out for their own safety. However, this does not mean a free day off. Unless management has closed the office, employees are expected to come to work as soon as weather conditions permit it. Otherwise, the employee will receive an unexcused absence. Contact management to determine whether the office has been closed or if Excelsior Transportation Inc. Will use its Emergency Action Team.

LUNCH PERIOD POLICY

Employees are permitted a one hour lunch period or a 30 minute lunch and two 15 minute breaks. If employees need more time, they should arrange to take personal leave, but keep their lunch hour to the designated time period.

Lunch periods are unpaid time. Hourly paid employees must punch out when the employee leaves his/her workstation and punch in upon returning to work.

Lunch periods are not cumulative (cannot be carried forward to other days and cannot be used to shorten the workday).

PAYROLL

Excelsior Transportation Inc. believes that pay should be based on merit and will offer employees the opportunity for achievement and salary increases through exceptional effort. We believe that a consistently implemented policy will create incentives and improve Excelsior Transportation Inc. overall performance.

We make every effort to track the latest laws and regulations and abide by their guidelines, including legislation that periodically raises the minimum wage and increase overtime rates. If the state law is more generous than the applicable federal rates, Excelsior Transportation Inc. will apply that rate to our pay practices.

Excelsior Transportation Inc. reserves the right to establish incentive pay plans, based on Excelsior Transportation Inc. earnings performance and employee performance appraisals.

Salary increases are based on performance and responsibilities, not on seniority. They are not automatic but are based on supervisor's evaluations of performance results in relation to performance expectations.

Employees will be paid on every other Tuesday. If the designated wage payment date falls on a holiday, employees will be paid the day after the holiday.

Applicable federal, state, and local income taxes, as well as federal Social Security taxes, are withheld from each paycheck. Excelsior Transportation Inc. reserves the right to obey all laws that pertain to payroll, including garnishments.

**Pay Day will be every other Tuesday
(Bi weekly)**

PAY PERIOD

PERFORMANCE EVALUATION

Employee performance will be appraised at least every 12 month by their immediate supervisor. The formal review will consist of a written appraisal followed by a discussion of the evaluation. Informal reviews should be conducted on a continuing basis. Excelsior Transportation Inc, reserve the right to also conduct merit evaluations and decrease evaluations at any time.

The appraisal's purpose is to help supervisors evaluate performance in an objective, consistent, and uniform manner. It will be based on job performance and employee qualifications, which will be based on each position's job description and work standards.

Employees will have the right to express disagreement with any points made, correct any inaccuracies, and make written comments concerning all aspects of the appraisal.

If employee performance is below qualification and potential, supervisors will make every effort to identify the cause of the difficulty during the appraisal session. Any personal or professional difficulties that are identified during an appraisal will be referred to an employee's supervisor's immediate superior for resolution.

Pay day will be bi weekly every other Tuesday

SAFETY AND HEALTH

The safety and health of our employees, clients and Excelsior Transportation Inc, properties are of critical concern. We strive to attain the highest possible level of safety in all activities and operations. Excelsior Transportation Inc, also intends to comply with all safety and health laws applicable to our business.

Our goal is to minimize human injury or illness and property loss or business interruption caused by accidents, fire, or other hazards. We believe this will be achieved to the degree that all Excelsior Transportation Inc, employees accept and fulfill the safety and health responsibilities inherent in each job. Individually, we must recognize hazards, anticipate possible exposures and risks, then act to eliminate or control them.

- All accidents or injuries must be reported immediately.
- Running is strictly prohibited.
- Cover up all exposed wires with covering around the workstations.
- First-aid kit is available in the dispatch area
- Fire drills will be held once a year to insure the prompt and safe exit of employees from the building in case of an actual fire.

It is our policy to provide a workplace free from recognized safety and health hazards. It is the responsibility of all employees, at all levels, to practice work habits that support and promote safe and healthful work conditions.

Excelsior Transportation Inc, will hold a safety meeting on a quarterly basis and all office employees are urged to attend two every year.

SECURITY

It is our policy to protect the security of Excelsior Transportation Inc, property and records through the establishment of necessary controls and procedures.

All visitors to the premises must enter through the reception area, sign the guest register, be escorted by the appropriate party in person. This rule applies to vendors, service technicians, former employees, family members, and other visitors. Delivery drivers may enter the shipping/receiving area in the back of the facility and must remain there until the appropriate party can meet them in person.

Excelsior Transportation Inc, reserves the right to inspect bags, parcels, or containers being brought into the premises. Further, in the interest of safety and health, Excelsior Transportation Inc, reserves the right to inspect the workstations, including desks, files, etc.

Employees are expected to use designate entrances and exits.

All keys, codes, company records, documents and other property must be turned in at time of separation of employment.

Security problems and violations cannot be handled in a constructive manner unless Excelsior Transportation Inc, management knows about them. Our security policy, therefore, places a strong emphasis on reporting security-related incidents so that the proper action can be taken.

The following types of incidents must be reported immediately:

- Criminal acts of Excelsior Transportation Inc, property, including possession or use of narcotics.
- Bomb threats via telephone, mail, etc. or actual bomb incidents.
- Theft of misappropriation of Excelsior Transportation Inc, assets.
- Loss, theft, or suspected theft of proprietary information and any inadvertent or unauthorized disclosure of proprietary data.

Possession, consumption, or sale of intoxicating alcohol or drugs on Excelsior Transportation Inc, property or reporting for work under the influence of alcohol or drugs is forbidden. Violators are subject to disciplinary action, up to and including termination.

SMOKING

Excelsior Transportation, Inc. maintains a smoke- and tobacco-free office. No smoking or other use of tobacco products (including, but not limited to, cigarettes, pipes, cigars, snuff, or chewing tobacco) is permitted in any part of the building or in vehicles owned, leased, or rented by Excelsior Transportation. Employees may smoke outside in designated area (back of building) during breaks. When smoking or otherwise using tobacco or similar products outside, do not leave cigarette butts or other traces of litter or tobacco use on the ground or anywhere else. [No additional breaks](#) beyond those allowed under the Company's break policy may be taken for the purpose of using tobacco or similar products. Dispose of any litter properly in the receptacles provided for that purpose.

Given the documented risk of environmental tobacco smoke by the Environment Protection Agency, the right to a smoke-free environment in the workplace takes precedence over individual desires to smoke. Therefore, smoking is strictly prohibited in Excelsior Transportation Inc. facility, which includes offices, hallways, reception area, restrooms, among other areas. The policy is in effect 24 hours per day, every day of the year.

This policy applies to all employees, clients, contractors, and visitors. Employees who violate this smoking policy will be subject to discipline, up to and including possible termination.

Excelsior Transportation Inc. will comply with all state and local ordinances controlling smoking in the workplace. Employees with inquiries or complaints about smoking in the workplace are asked to report them to the Human Resource department.

Excelsior Transportation Inc. has provided a smoking area for employees that have a need to smoke. It is in the back of the building.

Employees who smoke will have the regular break and lunch periods, wherein they can go outside, away from the main entrance of the building for smoking. Such breaks should not be more frequent than those provided nonsmokers.

TERMINATION

It is policy to retain, to the extent consistent with Excelsior Transportation Inc. requirements, the services of all employees who perform their duties efficiently and effectively. However, it may become necessary under certain conditions to terminate employment for the good of the employee and/or Excelsior Transportation Inc.

Termination at-will means that Excelsior Transportation Inc. and its employees recognize that their employment relationship can be terminated, with or without cause, at any time, either at the Excelsior Transportation Inc. or the employees option.

Termination is a serious course of action that will be taken only when it is clear that performance or behavior is unacceptable. When the discharge is due to a shortcoming in employee performance, all procedures of the performance appraisal program will be observed. Normally, discharge for poor performance can be considered only when the employee has received an unsatisfactory overall rating on two consecutive appraisals.

When the discharge is for disciplinary reasons, it is equally important that all applicable steps of the progressive discipline program have been followed. This includes a record of the incidents leading to disciplinary action, with the dates and other circumstances; the disciplinary steps taken, the policies violated; and the consequences of employee actions.

Employees who decided to leave Excelsior Transportation Inc. through resignation and return after 12 months, they will not be able to count the previous years; re-hire status start the employment at zero time with Excelsior Transportation Inc (i.e Employee was employed for three years.)

After receiving approval for an involuntary termination, supervisor should give employees a final report outlining the reasons for the termination and the effective date. Upon both voluntary and involuntary termination, management will conduct an exit interview with the terminated employee to attempt to uncover important information about the employment relationship.

USE OF SERVICE POLICY

If you would like to use Excelsior Transportation Inc. services for personal use, the booking has to be approved by the owners or the general manager before making your reservation (s).

VACATION

It is the practice of Excelsior Transportation Inc. to provide employees with an annual paid period for rest and relaxation. The objective of vacations is the maintenance of employee health and morale. Vacation eligibility is dependent on employee status as full-time or part-time employees; cumulative company service at the end of the “vacation accrual year”; and the period of active service rendered by the employees during the accrual year.

Employees are not eligible to receive any payment for vacation time until they complete 12 months of service. If employment is terminated before the end of the 12 months service, employees will have no earned vacation pay.

If employees choose a vacation period which includes a paid holiday, they will not have the holiday time charged to their vacation account. If the employee voluntarily terminates employment with Excelsior Transportation Inc. after completing 12 months of service and provided the required notice, their vacation time will be paid. If the employee fails to take vacation within the time period specified (must be taken within the next 12 months period.), or resign without giving notice, the employee will forfeit their earned vacation.

Excelsior Transportation Inc. reserves the right to determine vacation schedules, to rearrange vacation schedules at any time, to select any period within the year. Furthermore, Excelsior Transportation Inc. may alter its vacation policy at any time.

Employee vacation request must be approved by management ***Before*** taking the time off. Vacation time cannot be used in place of an absence. Excelsior Transportation Inc. paid vacation days is based on years of service. See below the vacation schedule:

- Less than one year of service equals to 0 days
- One through two years of service equals to 5 days
- Three years of service and up equals to 10 days

At this time Excelsior Transportation Inc. has reserve to right give a maximum of 10 day of vacation. Cash payment for unused vacation time is permitted upon owners' approval.

WORK HOURS

Employment Classifications

Excelsior Transportation, Inc. maintains standard definitions of employment and will classify employees in accordance with these definitions:

- **Initial Employment Period** - an employee who has not yet completed ninety (90) days of continuous employment in his/her present position.
- **Fulltime** - an employee who regularly works 40 hours per week.
- **Parttime** – an employee who regularly works less than 40 hours per week.
- **Exempt** - an employee employed in a bona fide executive, administrative, or professional capacity as defined by the Fair Labor Standards Act, Title 29. Such employees are ineligible for payment of overtime.
- **Non exempt** – all employees who are not classified as exempt. Such employees are paid their regular rate based on hours worked up to 40 per week, and on half times the regular rate for hours worked in excess of 40 per week.

A normal work week consist of 40 hours worked Friday through Thursday. Employees are expected to report by their scheduled am/pm time and to remain at work until their scheduled am/pm time.

Certain jobs require employees to be physically present at specific times during the day, as established by their supervisor. Failure to follow supervisor's time requirements will subject employees to disciplinary actions.

Any day that an employee does not call or show up for work will be deemed job abandonment and grounds for immediate termination.

If conditions warrant, employees may substitute a weekend or holiday for a normal work day, provided they have the permission of their supervisor.

To be eligible for full-time status you must work no less than 40 hours a week.

Time Cards

Federal regulations require all nonexempt employees to maintain a weekly time card. Your card should contain a record of time for arriving and leaving work, lunch breaks, overtime, and any other time away from the job. You are required to punch your own time card and must receive your supervisor's approval for any changes or additions.

Clocking In/Out

Hourly employees are required to clock in when reporting to work and clock out at the end of their workday. Each employee must clock in no earlier than 7 minutes before his/her shift begins and no later than 7 minutes after his/her shift is to end. Employees who clock in early will not be paid for the unauthorized time. In addition the employee will also fall under progressive discipline for failing to follow directions. There will be no exceptions, unless you have an approval by a supervisor prior to the time requested.

Overtime

All nonexempt employees are paid at a rate of 1 ½ time the regular rate for overtime hours worked. You will be eligible for overtime pay after you have physically worked 40 in a workweek; exclusive of a paid vacation, holiday, illness, or personal day. You are not to work overtime unless you have received previous authorization from you supervisor.