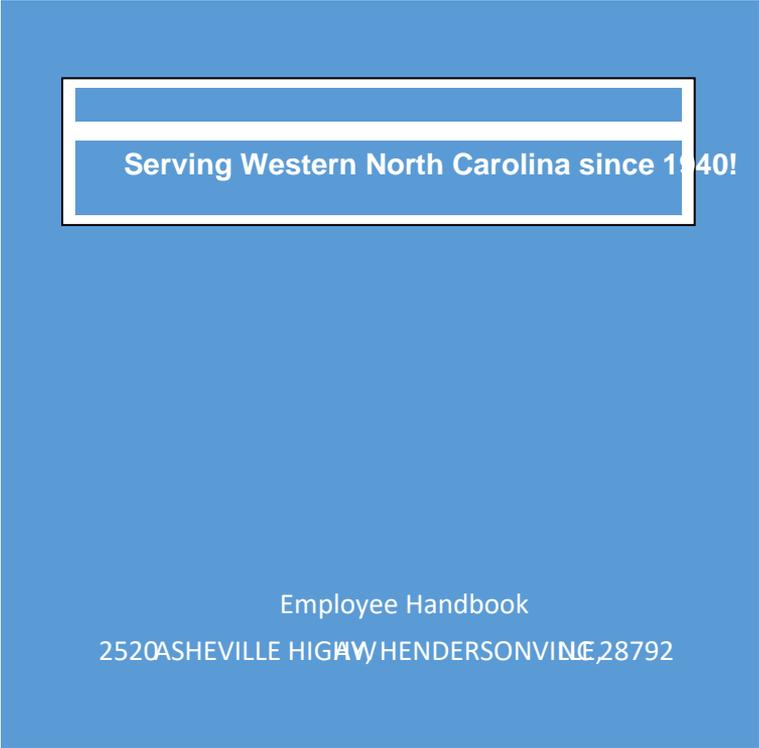




HUNTER AUTO GROUP



Serving Western North Carolina since 1940!

Employee Handbook

2520 ASHEVILLE HIGHWAY HENDERSONVILLE, 28792

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HUNTER CORPORATION: EMPLOYEE HANDBOOK

Your Guide To Employee Benefits, Dealership Policies, & Procedures & Regulations

This revised Handbook for employees is effective August 2015 and wholly supersedes and replaces any and all prior employee handbooks, policy statements, oral representations, etc.

This Handbook and the policies contained herein, do not constitute in any way, and should not be construed as, a contract of employment between Hunter Corporation (Hereinafter “Hunter Corporation” or “the Dealership”) and the employee, or any promise of employment.

This Employee Handbook includes general rules of conduct, safety regulations, and disciplinary rules. Nothing in the handbook, or in any verbal statement, should be construed as creating any type of employment contract, either express or implied. None of the policies, procedures or other statements contained in this Handbook are to be considered a part of any employee’s contract with the Dealership. No officer or employee of the Dealership is authorized to waive, alter or modify the atwill nature of every employee’s employment with the Dealership. Also, nothing contained in the Handbook is intended to restrict management’s right to unilaterally change the policies and procedures described herein.

You are employed with Hunter Corporation “at will” and nothing contained in this booklet is intended to promise or guarantee you employment for any specific period of time. Regardless of the date of payment of wages and salary, you may be terminated at any time without any previous notice, either with or without cause.

The Hunter Core Values

Honesty

- We expect you to say what you do and do what you say
- You must always be honest with yourself, your teammates, and our customers

Never Settle

- Never say “Good Enough”, be proactive
- Always look to improve yourself, mentally and physically
- Grow or die

Strong Work Ethic

- We expect hard work because it illuminates your character
- We expect you to stay on the job until the work is done

Positive Attitude

- You must be able to see the opportunities not the problems in everything
- Always remember that the glass is half full

WELCOME LETTER

Dear Fellow Employee:

Hunter Corporation is proud of its many accomplishments since its founding in 1940, and of the people who make it a successful organization and an interesting place to work.

To those who are current employees, your dedication and acceptance of responsibilities have enabled Hunter Corporation to continue to build on its fine record.

To those of you who are new to Hunter Corporation, I extend a warm welcome. Whatever your department or your job description may be, your performance will contribute to the overall success of the Dealership.

This handbook describes some of your responsibilities as an employee of Hunter Corporation and outlines our policies, programs, and benefits. You should become familiar with the contents of the Employee Handbook; it will answer many of your questions concerning employment at Hunter Corporation.

This handbook replaces and supersedes all previous handbooks and does not attempt to cover all areas of policy, programs, or benefits. It is designed to acquaint you with Hunter Corporation by covering the questions most frequently asked by employees. Please do not hesitate to ask your supervisor or the Human Resource Coordinator for more details.

The policies, programs, and benefits set forth should not be construed as an employment contract or any part of any employment contract. The best interests of Hunter Corporation and our employees necessitate that there be flexibility in administration, and Hunter Corporation reserves the right to revise, supplement, or rescind any policy or provision in the handbook it deems appropriate, with sole and absolute discretion and without any prior notice. Hunter Corporation will try to keep the handbook current, but there may be times when policies or programs will change before this material can be revised.

Your continued employment with Hunter Corporation is based on mutual consent. You have the right to end your employment relationship with Hunter Corporation at any time without any prior notice and with or without any cause or reason. Similarly, the employment of any employee can be terminated in the sole discretion of Hunter Corporation at any time without any prior notice and with or without any cause or reason. It should also be understood that no supervisor or representative of Hunter Corporation, other than the General Manager, has the authority to enter into an agreement for employment for any specified period of time or to make any promises or commitments contrary to the terms as stated above. Further, any employment agreement entered into by the General Manager shall not be enforceable unless it is in writing.

Our hope is that your employment with Hunter Corporation will be a rewarding and satisfactory experience.

The President of Hunter Corporation is T.D. Hunter IV.

The Chairman of Hunter Corporation is Randy Hunter.

A brief look at the history of this Dealership will help us to better understand its present position and remind us that our actions will shape its future. When tomorrow's employees read about the history of this Dealership, it will be our accomplishments which will fill this section, for it is not only those whose names are mentioned here who have shaped our organization Every person that is or has been connected with this dealership is collectively responsible for our past, present, and future.

This Dealership was established in 1940 as Hunter Chevrolet Company on South Main Street in Hendersonville, NC where the Dealership quickly built a reputation for reliable service, quality workmanship and dependability. Service to our customers and hard work seemed to go hand in hand with success in early years.

In order to meet the ever-expanding need for space, the Dealership undertook the construction of a new facility in 1948 at Five Points in Hendersonville. Business continued to flourish and grow to the point these facilities were outgrown. Again in 1966 the Dealership undertook construction of a larger, modern facility at our present location that permitted an expansion of business volume, and has given Dealership employees what must be considered to be the finest possible working facilities. In order to keep the best facilities available to our customers and employees, there have been several other expansions to our current building: in 1983 a customer lounge, corporate office, and conference room were added, and again in 1986 additional showroom space was added, doubling the existing showroom space.

The continued growth of this Dealership is again evidenced by the six additional franchises acquired by the corporation; Volvo in 1973 and Subaru in 1977 and in 1991 we acquired the Hyundai franchise. In 1982 the corporation established a separate Dealership, Hunter Nissan-Lincoln Mercury located on Spartanburg Highway and in 2007, another Dealership, Hunter Asheville Volvo opened its doors in neighboring Buncombe County, on 252 Patton Avenue, Asheville, NC.

The philosophy of our company is to be an outstanding Dealership as well as an outstanding place for our employees to work. To achieve this goal, we must provide service to the public through the cooperation and understanding of all those who make up the Dealership team. We realize that the public will only be attracted

to an organization that is at peace with itself. Our customers are our neighbors, who come back year after year because we do everything we can to satisfy their needs. So, too, the management of the Dealership hopes to satisfy the needs of our employees. The daily contact between employees, management, the public and each other, shapes the kind of business we have.

YOU AND MANAGEMENT

Management is interested in your career, for your success is an important factor in our success. Look to management for coaching and guidance. Go to them anytime with your questions and requests. Management wants to see the members of the Dealership make good decisions. We want your ideas, suggestions, and constructive criticism because they influence the success of the Dealership. We are aware that each worker is an individual, different from every other worker in the Dealership.

WHAT HUNTER CORPORATION EXPECTS FROM YOU

Your first responsibility is to know your own duties and how to do them promptly, correctly and pleasantly. Secondly, you are expected to cooperate with management and your fellow employees and maintain a good team attitude. How you interact with fellow employees and those whom Hunter Corporation serves, and how you accept direction can affect the success of your department. In turn, the performance of one department can impact the entire service offered by Hunter Corporation. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability. The result will be better performance for the Dealership overall and personal satisfaction for you.

You are encouraged to grasp opportunities for personal development that are offered to you. This Handbook offers insight on how you can positively perform to the best of your ability to meet and exceed Hunter Corporation's expectations.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to management. We are dedicated to making Hunter Corporation a dealership where you can approach your employer, or any member of management, to discuss any

problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of Hunter Corporation. (Please take a look at the section describing the submission of suggestions.) We're all human, so please communicate with each other and with management.

If you have a better way of doing a job, or if you have an idea for improving our customer service, sales methods or operations, let us hear about it by going to management. No matter how trivial your idea might seem to you, it may greatly assist the conduct of our business over the coming years. We want you to develop your abilities to your fullest extent.

Remember, you help create the healthful, pleasant and safe working conditions that Hunter Corporation intends for you. Your dignity and that of fellow employees, as well as that of our customers, is important.

GENERAL POLICIES

THE CUSTOMER IS a Valued Guest!

As much as we like the person who signs our checks, it is actually the customer who pays our salary! If he goes, your jobs go, too.

A business grows as the number of its customers grows and as the volume of their purchases increases. We are no exception! Customers come back to us year after year because they like the quality of our work, and the extra service we give, the friendly and careful treatment they receive from all of us. They tell their friends, and our customer list increases.

Since the future success of each of us is tied directly to the profits of the Dealership, the customer who makes the profits possible is King! Regardless of your position with the Dealership, the customers will judge the whole Dealership by your own attitude or sincerity, cooperation, and friendly helpfulness. Remember when you greet the customer, you are the Dealership.

A Customer:

- Is the most important person in any business.
- Is not dependent on us--we are dependent on him.

- Is not an interruption of our work -- he is the purpose of it.
- Does us a favor when he calls-- we are not doing him a favor by serving him.
- Is a part of our business-- not an outsider.

- Is not a cold statistic-- he is a flesh and blood human being with feelings and emotions like our own.
- Is not someone to argue or match wits with.
- Is the fellow that makes it possible to pay your salary.
- Is A Valued Guest!

Here are a few tips to remember in dealing with our customers:

1. Greet them promptly and courteously
2. Smile
3. Call customer by name (Mr., Mrs., or Miss)
4. Be frank and honest
5. Be friendly but not too familiar
6. Don't argue or lose your temper
7. Keep promises
8. Show your appreciation
9. Maintain a professional appearance
9. Be tactful
10. If you feel you are losing control of the situation, seek the help of management.
11. Under no circumstances are you to discuss religion, politics, sex or any other controversial subject.

DEALERSHIP MEETINGS

On occasion, we may request that you attend a Dealership sponsored meeting. Whether such a meeting is scheduled during your regular working hours or during non-working hours, your attendance is required.

TEAMWORK

Teamwork is a fundamental policy at our Dealership both within departments and between them. There will be times when you will have a slack period in your work and can afford to give assistance to others who need it. When this happens, lend your services graciously. The same will be done for you whenever the situation is reversed.

Any personal problems you may have concern us because you are a member of the family "team"; therefore, we encourage each member of the team to come to the assistance of anyone else who is in distress with whatever assistance is reasonable and legal.

Should you have a complaint, problem or opportunity, bring it to the attention of your supervisor in privacy! Public criticism will not be tolerated. If you need to reprimand a subordinate or fellow worker, do it privately in a manner that is constructive and professional.

PARKING

Free parking is provided to employees. Yellow parking space lines at the back along the fence designate the employee parking area at Hunter Subaru/Hyundai. Hunter Nissan employee parking area is currently located in the rear of the dealership on the gravel lot. Parking is in the rear at Volvo. You should keep your vehicle locked. Hunter Corporation assumes no liability for any damage to or theft of employee vehicles or personal property.

PERSONAL USE OF DEALERSHIP TELEPHONES

Much of the Dealership's business is conducted over the telephone, and the lines cannot be tied up with personal phone calls. Employees are allowed to receive and make telephone calls in cases of real emergency. Non-emergency calls, incoming or outgoing, will not be permitted, and may be cause for disciplinary action, including termination.

All personal long distance telephone calls are prohibited.

CELL PHONE USE

While the common availability and use of personal cellular telephones allows individuals the opportunity to maintain closer ties with family and friends, the widespread use of cell phones in the workplace presents several significant problems to employers. Employees who carry cell phones in Hunter Corporation dealerships are required to either turn off the ringer or set it to the "vibrate" setting so that the ringing of the phone will not disturb or distract customers or other employees. Other than instances of bona fide emergencies, personal cell phone use by employees is limited to lunch and other breaks, and must take place outside or in areas of the office where customers and other employees may not overhear or be disturbed or distracted by cell phone conversation. Abuse of this policy by any employee may result in the suspension of the employee's cell phone use in the office and/or discipline of the employee up to and including termination.

WASTE PREVENTION

Waste of time and materials is costly to your Dealership and to you. You help make your Dealership successful by the amount of materials you save as well as the amount and quality of work you contribute. Please make every effort to eliminate waste.

REMOVING DEALERSHIP PROPERTY FROM THE PREMISES

We do not permit anyone to take any of the Dealership's records, equipment, tools or other property off of the premises at any time or for any reason other than the transaction of Dealership business.

LOYALTY

A high degree of loyalty has been one of our most gratifying experiences since our original organization started. We must insist that this harmonious spirit be maintained and that a healthy respect for other persons and their property continue to be the general rule. Honesty is a must.

MAIL

Employees may not use the dealership's address for receiving personal mail. If personal mail or packages are sent to you in care of the Dealership, they are likely to be opened along with your business mail by other Dealership personnel. Be sure to have all personal mail sent to your home.

E-MAIL AND INTERNET

1.Purpose and Need

Hunter Corporation provides computer and Internet access to selected employees to assist and facilitate business communications and productivity. It is provided for legitimate business use and needs in the course of your assigned duties only. Inappropriate use may result in loss of access privileges and/or disciplinary action, up to and including termination.

In the course of their duties, Hunter Corporation's management may monitor use of the Internet system or review the contents of stored Internet records.

2.Acceptable Use Policy

All users of Hunter Corporation provided Internet services, including electronic mail, must comply with the following standards of acceptable use:

Hunter Corporation's computer resources, including the hardware, the software, and all the computer files, are Dealership property. Additionally, all messages composed, sent, or received on the electronic mail system are and remain the property of Hunter Corporation.

They are not the private property of any employee. The Dealership reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, received or sent over the electronic mail system for any purpose. The contents of electronic mail properly obtained for legitimate business purposes may be disclosed within the Dealership without the permission of the employee.

Users of the Hunter Corporation's computers shall not damage or alter the hardware, software, or other components, or install unauthorized software or hardware peripherals.

Only those employees, who have been specifically authorized by Hunter Corporation's management to use Hunter Corporation's Internet services, including electric mail, may do so.

Users must abide by the copyright law, contract law, and other local, state, and federal laws, as well as Dealership policies and regulations.

Extensive use of network, Internet, and computer resources for personal use is prohibited.

Intentional use of Internet resources to access, process, view, store, download or forward pornographic or obscene images, text, graphic files, or other material is prohibited.

Transmitting or forwarding electronic mail that is obscene, racist, harassing, intimidating, or otherwise offensive is prohibited. Among those which are considered offensive, are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, appearance, personality, sexual orientation, religious or political beliefs, national origin, or disability. Users are prohibited from engaging in any form of hacking, including, but not limited to: attempting to gain access to restricted resources inside or outside the Dealership's network; impersonating another user; and damaging or deleting the files of another user.

Downloading, installing, or using unlicensed or unauthorized software is prohibited.

Intentionally disrupting network resources or system use by others, either by introducing worms or viruses into the network, Internet, or computer systems, or by any other means, is prohibited.

Users shall not use network, Internet, or computer resources to disclose Dealership confidential or proprietary information, including business and marketing plans, pricing data, factory communications, supplier information, and financial materials.

Using electronic mail or Internet web pages to promote enterprises unrelated to the Dealership's legitimate business purposes and activities is prohibited. The electronic mail system

may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other nonjob-related solicitation.

Any other illegal or unethical activity regarding Internet or computer use which could adversely affect Hunter Corporation is prohibited.

The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to Hunter Corporation's management or they are invalid and cannot be used.

Notwithstanding the Dealership's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval by the Dealership's management.

Employees shall not use a code, access a file, or retrieve any stored information, unless authorized to do so. Employees should not attempt to gain access to another employee's messages without the latter's permission. All computer pass codes must be provided to the business manager. No pass code may be used that is unknown to the Dealership's management.

SECURITY

The physical security of the dealership as well as the safety of our employees is important. All dealership property that can be secured with a lock, i.e., equipment, doors, files, desks and gates, should be locked when not in use. At the end of each day, all locks should be secured.

Dealership vehicles and customer vehicles in for service should be locked. Report lost keys to the Business Manager.

Your supervisor will instruct you regarding specific security procedures pertaining to your position.

SOLICITATION and DISTRIBUTION

In order to minimize disruptions to dealership operations and to help ensure the security of dealership personnel and property, solicitation and distribution of literature by non-employees is prohibited in Hunter Corporation. In addition, solicitation and distribution of literature by dealership employees is not permitted during working time or in work areas unless authorized by Management.

SUGGESTIONS

We welcome innovation at Hunter Corporation. If you have ideas or recommendations for dealership improvement, i.e., customer relations, employee morale, safety, sales, service or any other facet of our operation, please write them down and put them in the Human Resources mail box. Written suggestions are reviewed periodically. Of course, you are welcome to make suggestions to your supervisor at any time.

VISITORS

No visitors or vendors are allowed on the premises without permission from management. This policy applies to former employees as well as to strangers. Employees are responsible for referring unauthorized visitors or vendors to management. Permitting friends or relatives to visit you on the job should be kept to an absolute minimum.

CONFLICT of INTEREST

Employees must avoid conflicts of interest. You have a conflict of interest if you place yourself in a position where your private interests may have an adverse effect on your motivation or the proper performance of your job, or when your action results in direct or indirect detriment to Hunter Corporation or our customers.

Use of dealership funds for improper purposes and dishonest practices is absolutely forbidden. You are required to disqualify yourself from exerting influence in any transaction where your own interests may conflict with the interests of the dealership or where you may gain any financial benefit. Report in writing to the General Manager any financial interest you or any member of

your family may have with any individual or party doing business with the Hunter Corporation.

As a condition of continued employment, on a periodic basis you are required to disclose any potential conflicts of interest on the Conflict of Interest Statement.

In the event you have a concern whether or not a particular situation may constitute a conflict of interest, you should submit the information to your supervisor in writing, for review, and if appropriate, authorization.

PROFESSIONALISM

The Dealership expects all employees to conduct themselves in a professional manner at all times. Respect all customers and fellow employees. Use good judgment and discretion when carrying out Dealership business. Also, use the highest standard of ethical conduct.

Dress Code and Personal Grooming

Hunter Auto Group maintains a **traditional and conventional dress code**. Radical departures from conventional dress code and personal grooming standards are not allowed. *We are in the retail business, greeting customers on a continual basis and the public image we feel accommodates our business model is best served by a conventional venue.*

Regardless of the job you perform, your appearance should be neat and clean and present a business-like appearance. Moderation in slacks and skirts (**length of skirts for traditional requirements: midi or maxi length or at the knee– no short skirts**) and coordinated clothing is required.

All mustaches and beards must be trimmed and neat. Hair should be clean, combed, and neatly trimmed or arranged. Shaggy or “Bed-Head” hair is not permissible nor are any other styles that are a diversion from a conventional coiffure style.

Suggestive attire is not allowed. This includes, but is not limited to, halter tops, tank tops, t-shirts.

NO flip-flops, and NO thong style sandals, NO JEANS and other casual attire as they do not present a businesslike appearance to

staff and customers. No stretch pants with big top overlay. Dress slacks and casual style slacks are acceptable with appropriate tops or blouses.

No tattoos should be visible.

For those with uniforms, they should be neat and clean each day.

No strong fragrances are permissible in the dealership due to allergies and sensitivities of employees and customers.

HANDLING COMPANY MONEY

Any money paid to employees for services, parts, materials, or automobiles, including deposits, is to be turned in to the cashier immediately, and a receipt will be written for the customer. For insurance purposes and good accounting practices, please see that all monies are properly receipted and placed in the safe or fire proof file for deposit the next business day.

GIFTS

You should not accept any gift or gratuity from any customer, vendor, or supplier that may be construed as payment or an obligation to do business with that individual or company.

EMPLOYMENT of RELATIVES

Hunter Corporation discourages the employment of close relatives because it is not considered sound business practice.

However, under certain conditions, management may waive this policy in favor of employing close relatives within the organization.

For the purpose of this policy, a relative is any person who is related by blood or marriage or whose relationship with the employee is similar to that of persons who are related by blood or Marriage.

Family members of employees may be considered for employment, provided they possess the skills and qualifications required for the position and their employment would not create a supervisory/subordinate relationship or a conflict of interest as determined by the General Manager.

OUTSIDE EMPLOYMENT

Hunter Corporation expects you to devote your full attention and energy to your job. If you elect to engage in employment outside of the dealership, it may not conflict or interfere in any way with your job at the dealership. In addition, no outside business may be conducted during paid working time. Hunter Corporation requires that you submit a written request to your supervisor and the General Manager for approval prior to commencing outside employment.

NON DISCLOSURE OF INFORMATION

As a part of your employment with Hunter Corporation you may have access to confidential and/or proprietary information and records. Confidential information includes, but is not limited to, data processing and computer programs and operations; financial information; lists of actual and prospective customers; dealer or customer purchase prices; and personnel information and data.

The Dealership is required by law to protect non-public information about the Dealership's customers. As part of the Dealership's Information Security Program, all employees are required to protect against unauthorized access to or use of customer information that could result in harm or inconvenience to any customer.

The employees are not permitted to access customer information unless the information is necessary for the employee to carry out a job function in the normal course of employment. Employees will be disciplined for any violations of this policy, up to and including termination of employment

The very nature of our business is public trust. The Dealership has been entrusted with the business affairs of its customers. Do not divulge Dealership or customer information to outsiders, including the media or government representatives without the approval of management. Certain government representatives such as OSHA, EEOC and law enforcement personnel are privileged to speak to employees. Employees are strictly prohibited from having personal visitors in areas where the Dealership's work is being performed. Employee salaries are also considered confidential. If you have questions about

confidentiality, please contact management. We will also strive to maintain your personal information in confidence.

As a condition of employment, you must sign a Nondisclosure Agreement.

INFORMATION SECURITY PROGRAM

Hunter Corporation has in place an Information Security Program that requires employees to safeguard sensitive customer documents and information. These items include but are not limited to, copies of driver's licenses, credit applications, credit files, forms of income statements, copies of insurance cards, etc. You are required to sign an Acknowledgement and Compliance form regarding your participation in the Information Security Program.

Customer Relations

At Hunter Corporation we recognize that each instance of customer contact is an opportunity to improve customer relations and increase our repeat and referral business. As part of the Hunter Corporation team, you should always respond to customers concerns promptly, courteously and professionally.

Remember that courtesy on the telephone is just as important as courtesy in the store. Hunter Corporation's preferred response to telephone calls is, "Good morning (or afternoon). Thank you for calling Hunters. How may I help you?"

ISSUES TO CONSIDER WHEN SELLING TO A CUSTOMER WITH A LANGUAGE BARRIER

If the sale of a vehicle is conducted, for example, in Spanish, any bank contract entered into must also be in Spanish. Furthermore a Buyer's Guide in Spanish must also be provided. The law does not require a translator for Spanish speaking customers. Any questions regarding this policy should be directed to your direct supervisor.

CUSTOMER VEHICLES

Only authorized employees may operate customer owned vehicles. When customers leave their vehicles with us, we are responsible for their care and treatment. They should be moved

only for test driving appraisal, or repair. Eating or smoking in customer vehicles is strictly prohibited. If you must adjust customer settings on any accessories in order to perform your job, be sure to return them to their original settings when you have finished. Customer vehicles are not to be used for personal reasons.

DEALERSHIP VEHICLES

For employees who operate Dealership or customer vehicles:

1. Authorization is required for any employee to drive a Dealership or customer owned vehicle.
2. No one other than a Hunter Corporation employee should be riding in Dealership or customer vehicles
3. All employees driving Dealership or customer cars may have driving records reviewed prior to employment.
4. For insurance reasons, a copy of the employee's valid driver's license may be required and kept on file.
5. Our insurance carrier may periodically investigate the driving record of all employees authorized to drive Dealership or customer owned vehicles. Some employees may be prohibited from driving Dealership owned vehicles or customer's vehicles, or may even be reassigned to other duties or locations or terminated as a result of this investigation.
6. Obey all traffic laws.
7. Maintain vehicle competently.
8. Report all accidents immediately to management.

9. Possess a valid N.C. driver's license at all times.

10. DO NOT carry unauthorized passengers.

11. Dealership cars and trucks are provided strictly for use as business vehicles. DO NOT use Dealership or customer vehicles to run personal errands or for other personal purposes.

12. When an employee has an accident, he/she is responsible for the deductible under the terms of our collision insurance policy. You must go for post-accident drug testing.

13. All employees driving Dealership owned vehicles and all passengers in these vehicles must wear seat belts.

14. Any and all traffic violation fines shall be paid entirely by the person responsible for the violation. This includes all speed limits, parking regulations, traffic rules, and the use of seat belts. Failure to abide by these traffic regulations may result in the revocation of Dealership vehicle privileges, and/or termination.

TOOLS / EQUIPMENT

Hunter Corporation will provide all special heavy-duty tools to our employees. All service technicians will furnish their own tool kits.

You are responsible for the proper maintenance and handling of all tools and equipment.

SEVERE WEATHER

Severe weather conditions can disrupt dealership operations and interfere with work schedules, as well as endanger employees' well-being. If extreme weather conditions require closing the Dealership, you will be notified by your supervisor. If weather or travel conditions delay or prevent you from reporting to work, you

should notify your supervisor as soon as possible. If you are delayed or unable to report for work at all due to severe weather conditions, and the dealership is officially open, your absence will be charged against your accrued personal leave and vacation. Nonexempt employees who do not have any paid leave available will not be paid for time missed from work when the dealership is open.

TRAVEL EXPENSE REPORTING

Your supervisor must approve travel for business purposes in advance. Reimbursement for travel expenses is contingent upon your submission of a properly completed expense report form, fully documented by accompanying receipts. Expense reports must be submitted within 14 days of the incurred expense.

Dealership credit cards may be issued for business purposes to employees who travel frequently and to other eligible employees. All credit cards issued through Hunter Corporation must be returned at the termination of your employment or at Hunter's request.

For additional information, contact your supervisor or the General Manager.

HIRING POLICIES AND EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of The Hunter Auto Group to assure that applicants are employed and that employees are treated during employment without regard to their race, religion, sex, color, national origin, age or disability. Such action shall include employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, pre-apprenticeship, and/or On-the-Job Training.

It is the policy of Hunter Auto Group that all company activities, facilities and job sites are non-segregated. Separate or single user toilet and changing facilities are provided for privacy between genders. Disabled parking spaces may be assigned to accommodate accessibility needs.

It is the policy of Hunter Auto Group to ensure and maintain a workforce environment free of coercion, harassment and intimidation at all job sites, and in all facilities at which employees are assigned to work. Any violation of the policy should be immediately reported to your supervisor or Human Resources Department. Hunter Corporation is an E-Verify Participant.

Employment “At Will”

It is the policy of the Dealership that all employees are employed at the will of the Dealership for an indefinite period.

Employees are employed at the will of the Dealership and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, such employees may terminate their employment at any time and for any reason, with or without cause or notice.

No Dealership representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, contrary to this policy. Supervisory and management personnel are not authorized to and are prohibited from making any representations to employees or applicants concerning the terms or conditions of employment with the Dealership which are not consistent with Dealership policies.

No statements made in pre-hire interviews or discussions, or in Dealership materials of any kind, are to alter the at-will nature of employment or imply that discharge will occur only for cause.

This policy may not be modified by any statements contained in this Handbook or any other employee handbooks, employment applications, Dealership recruiting materials, Dealership memorandums, written pay plans or compensation agreements, or other materials provided to applicants and employees in connection with their employment. None of these documents, whether singly or combined, are to create an express or implied contract concerning any terms or conditions of employment. Similarly, Dealership policies and practices with respect to any matter are not to be considered as creating in any way contractual obligation on the Dealership's part or as stating in any way that termination will occur only for "just cause". Statements of specific grounds for termination set forth in this Handbook or in any other Dealership documents are examples only, not all-inclusive lists,

and are not intended to restrict the Dealership's rights to terminate at-will.

Some employees are compensated on a commission basis and may be given a written agreement memorializing the terms of the compensation package. Nothing contained in such agreements shall be deemed to alter the employment- at-will nature of such employees' employment with the Dealership, as described above.

Completion of the initial review period does not change an employee's status as an employee- at-will nor does it in any way restrict the Dealership's right to terminate such an employee or change the terms or conditions of such employee's employment with the Hunter Corporation

APPLICATION

All potential employees must complete, date and sign the Dealership employment application form.

VERIFICATION

The Dealership may verify any information from a previous employer relating to your work record and any other information obtained from the application or resume. Furnishing false, incomplete, misleading, or inaccurate information on the application form constitutes grounds for disciplinary action, up to and including termination.

DATE OF HIRE AND REHIRE

In order to record employee benefits, a continuous service date shall be maintained. Your continuous service date begins on your first day of work and continues as long as you are a regular employee of Hunter Corporation, with uninterrupted service. If an employee is rehired after resignation (voluntary termination), the rehire date will be considered your new continuous service date. Granted leaves of absence, illness or injury from work shall not affect seniority. Any employee may lose his right to seniority for the following reasons:

1. If an employee quits/resigns.
2. If an employee is discharged.

3. No show/No call - If, for any reason, an employee is absent from work for a period of three consecutive work days without notifying management, except for prolonged illness, verified by a medical doctor's certificate, if requested by the Dealership.

OPEN DOOR POLICY

Hunter Corporation promotes an atmosphere whereby employees can talk freely with members of the management staff. Employees are encouraged to openly discuss with their supervisor any problems so appropriate action may be taken. It is normal in a Dealership such as Hunter Corporation for questions or differences of opinion to occur from time to time. The Dealership has an OPEN DOOR POLICY at all levels of management and encourages any employee to take questions, suggestions or problems to management. Our success is based on our ability to communicate.

PERSONNEL RECORDS

Confidential personnel files and records, including medical information, are maintained for each employee and are the property of the dealership. Such confidentiality will be maintained in accordance with applicable legal and medical requirements.

Information contained in your personnel file will not be released to external sources unless clear, written permission to release specific information is obtained from you. With the approval of the General Manager, management employees who have an employment-related "need to know" may inspect another employee's file.

MOTOR VEHICLE RECORD INQUIRY

In order to operate vehicles for Hunter Corporation you are required to have a current driver's license and an acceptable driving record. If at any time during your employment you lose your driving privileges and your job requires you to operate a vehicle, you must report that loss to your supervisor immediately.

JOB POSTING

Hunter Corporation posts job opening notices on the Employee Hunter website and available bulletin boards. The job posting system provides information to employees about current job opportunities. Job openings will generally be posted for one week.

Hunter Corporation reserves the right to fill certain positions without prior posting as it deems appropriate.

Employees are encouraged to apply for positions for which they are qualified. If you have completed one year of service in a position and have a satisfactory performance record, you may apply for any open position for which you are qualified. If you have less than one year of service in a position you may apply for an opening in your current department only. Employees under disciplinary proceedings may not apply for job openings until the expiration of the disciplinary action.

PROMOTIONS

Hunter Corporation attempts to fill vacancies through promotions from within whenever possible; however, Hunter Corporation reserves the right to fill vacancies from outside the dealership and without internal posting when it deems such action is appropriate.

Employees are encouraged to apply and have the opportunity to advance within the dealership to positions of greater responsibility and higher pay. Hunter Corporation awards promotions on the basis of individual merit and qualifications and in accordance with applicable laws.

REFERENCES

All requests for references should be directed to the General Manager. This is the only person at Hunter Corporation who is authorized to provide such information. Dealership policy with respect to providing job references for former employees is to confirm positions held and beginning and ending employment dates.

EMPLOYEE TRANSFERS

Due to the growth of the Hunter Corporation, both in employees and possible expansion opportunities, we feel it is timely to establish an inter-company transfer policy.

In the event an employee desires to transfer from one Hunter Corporation Dealership to the next, the following should be adhered to:

- Request to transfer should be made to management of the Dealership where you currently work.
- An inquiry will then be made to determine if an opening exists.
- If an opening exists, and Management agrees, you are qualified, and the Company believes you to be the best candidate for the open position, then a transfer may be granted.
- A notice may be required to allow for suitable replacement to be found.
- If a transfer is granted as outlined above, then all employee benefits will be bridged.

EMPLOYEE REFERRALS

The Dealership welcomes and encourages referral of applicants for employment by regular employees. The selection of employees is based on the applicant's qualifications for the job. Our policy of non-discrimination and equal employment opportunity has been established to assure equitable treatment for all applicants. You would **receive 50.00 upon hire for a referral and if they remain with us, after three months, you would receive an additional 450.00.**

PERSONAL INFORMATION

Changes in personal information should be reported to the Human Resource Coordinator as soon as possible. Please notify the Human Resource Coordinator whenever changes occur in the following areas:

1. Change of your name, home address or telephone number.

2. Your marital status or in the number or identity of your dependents.
3. Birth or death in your immediate family.
4. Formal education, courses completed or other training or acquired skills.
5. Change in your citizenship status.
6. Beneficiary change.
7. Change in your selective service status.
8. Change in person you want notified in the event of an emergency.
9. Change in your major medical coverage.

DISCIPLINE (Code of Conduct)

The Dealership depends on its employees to maintain and promote its integrity and excellent reputation at all times on the job. Each employee represents the Dealership. The things you say and do make a statement about the Dealership and we want that statement to be a positive one. There are certain types of conduct which are considered inexcusable by the Dealership and call for disciplinary action. Depending on the circumstances involved, the penalty may range from a verbal warning to immediate discharge. Following is just a partial list of the behavior standards which are required of all employees while at work.

Prohibited Conduct:

1. Reporting to work under the influence of alcohol or controlled substances for which the employee does not have a currently valid prescription from a licensed physician; using, testing positive for or having any such substances in your possession while on Dealership property, while operating a customer or Dealership-owned automobile, or while performing any other duties on behalf of the Dealership; or failing to promptly and properly submit blood, hair and/or urine specimens to the Dealership or its agents or contractors when requested by the Dealership to do so.

2. Fighting or inflicting bodily harm toward another person, engaging in "horseplay" or using foul language. Any willful or negligent act causing or threatening harm or injury to another person.
3. Threatening, intimidating, harassing or coercing a customer or fellow employee.
4. Sexual harassment.
5. Uttering or causing to be written any remarks that are prejudicial on the basis of age, race, color, sex, national origin, disability, or religion.
6. Theft of any property belonging to the Dealership, another employee of the Dealership or to one of the Dealership's suppliers or customers.
7. Falsifying information on one's own time card or the time card of another employee.
8. Falsifying financial information for any reason.
9. Public criticism of any employee or of the Dealership itself.
10. Falsifying ticket or receipt information or any other Dealership or customer documents.
11. Providing any false, inaccurate, misleading or incomplete information on the application for employment or with respect to other data requested by the Dealership.
12. Use of obscene, profane, abusive, or disrespectful language or indecent conduct on Dealership premises, in Dealership vehicles, or on the premises of any of the Dealership's suppliers or customers.
13. Failing to contact management in advance of absence or tardiness.
14. Excessive unexcused absenteeism or tardiness.
15. Providing anyone outside the Dealership with confidential Dealership information.

16. Any willful or negligent act which results in damage to Dealership property or that of one of the Dealership's suppliers, customers or another employee.

17. Possession or use of firearms or weapons of any type on Dealership property.

18. Taking a second job that interferes with your performance with the Dealership.

19. Withholding information or failure to communicate information about another employee who has stolen money or property from the Dealership or another person, who has reported to work under the influence of alcohol or a controlled substance, or who has engaged in sexual or other harassment while on Dealership premises.

20. Failure to comply with reasonable instructions or requests of management.

21. Failure to adhere to the Dealership's policy regarding the wearing of uniforms or to otherwise violate the Dealership's dress code.

22. Making any personal long-distance telephone calls at the Dealership's expense or using Dealership telephones for an employee's personal business or other matters of a non-emergent nature.

23. Conviction of any misdemeanor or felony evidencing moral turpitude, deceit, fraud, embezzlement, dishonesty in financial matters, or the propensity to engage in violent conduct; or the failure to report any such conviction to the Dealership's management.

24. Failure to comply with the safety rules contained in this handbook, negligent or willful neglect or mishandling of a machine or other equipment, the intentional or negligent creation of a health hazard on Dealership property or while riding in a Dealership vehicle, or any other unsafe conduct or behavior.

25. Violation of the Dealership's policy regarding smoking.

26. Leaving the premises during working hours without permission of management.

27. Exhibiting a bad attitude toward work, the spreading of rumors or malicious gossip, or making any negative, disparaging or unflattering statements to anyone (other than the communication of a bona fide grievance) about the Dealership, the Dealership's management or any other Dealership employee.
28. Overstaying a leave of absence.
29. Failure to immediately report damage to a customer's or Dealership's property or equipment to management.
30. With respect to an employee whose job responsibilities include the operation of motor vehicles, the suspension or revocation of the employee's driver's license or the conviction on one or more driving related offenses which would result in either the inability of the Dealership to obtain insurance coverage at previous or customary rates, or an increase in any insurance premiums which the Dealership is required to pay.
31. Engaging in gambling, lottery, or any other game of chance on Dealership premises or the premises of any customer.
32. Using a Dealership or customer owned vehicle or equipment for personal use.
33. Failing to be ready to work at starting time, stopping work before time specified, loitering or loafing during work hours, or leaving or neglecting one's own job responsibilities during working hours without permission of management, except for the use of the bathroom.
34. Creating or contributing to unsanitary conditions.
35. Opening desk drawers, filing cabinets or otherwise invading the privacy of supervisors' or managers' offices or the privacy of other employees.
36. Violating any of the other policies or provisions contained in this handbook.

COMPLAINT PROCEDURE

A grievance is any problem of an employee or group of employees resulting from work requirements or the conditions under which work is performed. Our goal is to find equitable solutions at the lowest possible level of management. These proceedings will be kept as informal and confidential as possible.

All grievances will go to management for resolution. First, we strongly recommend that you bring your grievance to the attention of your immediate supervisor, unless you feel that the nature of your grievance is such that it should be brought to the attention of someone else first. If the problem cannot be resolved at this first level of management, the employee should go to the department head, another management employee, or directly to the Dealership's general manager. Please feel free to seek out your Human Resource Representatives for guidance.

WORKPLACE HARASSMENT

It is the policy of the Hunter Automotive Group to maintain a work environment in which all individuals are treated with respect and dignity. Harassment, whether verbal, physical or environmental, is unacceptable and will not be tolerated by the Company.

A. Definition of Sexual Harassment

Sexual harassment includes unwelcome or unwanted conduct of a sexual nature when (1) an employee's submission to or rejection of this conduct affects decisions regarding hiring, evaluation, promotion or other aspects of employment, or (2) this conduct substantially interferes with an individual's employment or creates an intimidating, hostile or offensive work environment.

Examples of behaviors which violate this policy and may constitute sexual harassment include, but are not limited to: *

- * coerced sexual acts;

- * express or implied demands for sexual favors in exchange for favorable reviews, assignments, promotions, continued employment or promises of continued employment;

- * unwanted sexual advances to which an employee objects;

- * touching, or assaulting an individual's body; *
- repeated sexual jokes, language, epithets, advances, propositions or questions;
- * suggestive, insulting, or obscene comments or gestures; or
- * the display in the workplace of graphic and sexually suggestive objects, pictures.

B. Definition of Harassment

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion towards an individual and especially if it involves a protected status of his or her race, color, creed, religion, gender, national origin, age, disability or other protected status (hereafter "protected status"). It is the policy of the Company to prohibit behavior which: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with the terms and conditions of an individual's employment.

Examples of behaviors which violate this policy and may constitute harassing conduct include, but are not limited to: *

- * epithets, slurs, or stereotyping that relate to protected status;

- * threatening, intimidating or hostile behavior towards an employee, vendor, customer or group
 - * written or graphic material that denigrates or shows hostility or aversion toward an Individual, vendor, customer or group
- It should be noted that a supervisor may not date or have a romantic relationship with an employee who reports through his or her management chain, even when the relationship is voluntary and welcome. Activity of this sort will subject all involved to disciplinary action, up to and including discharge.

C. Individuals Covered by This Policy

This policy covers all Company employees. Company encourages the reporting of all incidents of harassment.

D. Reporting a Complaint

Company encourages individuals who believe they are being harassed to firmly and promptly notify the alleged offender that his or her behavior is unwelcome. However, the Company also recognizes that perceived power and status disparities between

an alleged offender and a victim may make such a confrontation difficult. Whether or not you discuss the incident with the alleged offender, the Company requires that individuals who believe they have been subjected to harassment and/or who believe that they have witnessed conduct which violates the Company's antiharassment policy, to promptly report the incident to their manager or go directly to Tom Hunter.

E. Retaliation

The Company will not in any way retaliate against an individual who makes a report of perceived harassment; nor will we permit any employee to do so. Retaliation is a serious violation of the Company's anti-harassment policy, and anyone who feels they have been subjected to and/or witnessed any acts of retaliation must immediately report such conduct as provided above. Any person who retaliates against another individual for reporting any perceived acts of harassment will be subject to disciplinary action up to and including discharge.

If Company finds that harassment occurred, the harasser will be subject to appropriate disciplinary action, potentially including but not limited to:

- * verbal or written reprimand;
- * referral to appropriate counseling;
- * reassignment;
- * temporary suspension; or * discharge.

TERMINATION OF EMPLOYMENT

Any employee, who separates from the Dealership, whether such separation is voluntary or involuntary, will forfeit any commission or special bonuses or other privileges for which he may have been eligible at a later date. In general, the Dealership does not pay separating employees severance compensation in any form regardless of whether the separation is voluntary or involuntary. However, the Dealership reserves the right to provide severance compensation to a separating employee if the Dealership, in its sole discretion, believes it to be warranted.

EXIT INTERVIEW

A terminating employee generally will be scheduled for an exit interview with the General Manager and also may request an exit interview with his or her supervisor. The exit interview provides an opportunity for discussion of benefits' coverage and continuation rights, repayment of outstanding debts, and the return of Hunter Corporation property.

RETURN OF PROPERTY

You are responsible for all Hunter Corporation property and materials, including credit cards, keys, uniforms, tools, manuals or other written information issued to you or that is in your possession or control. You must immediately return all Hunter Corporation property in your possession or control at termination of your employment or at Hunter Corporation request.

ATTENDANCE POLICIES

PUNCTUALITY and ATTENDANCE

To maintain a productive work force, Hunter Corporation expects employees to be reliable and punctual in reporting for work. When you cannot avoid being late to work, must be away from work for part of the day, or are unable to work as scheduled due to unexpected illnesses or other unavoidable reasons, you must notify your supervisor or next higher level supervisor within fifteen minutes of your scheduled reporting time.

If you need to leave work for any reason, you must notify your supervisor or next higher level supervisor before you leave the building. Failure to call in or report to work for three consecutive

days will be considered a voluntary resignation. Absences will be monitored by your supervisor.

Poor attendance and excessive tardiness are disruptive. Continual or excessive absences or tardiness may subject you to disciplinary action.

REPORTING TO WORK

Hours of work vary by department and by position. Your supervisor will provide you with your specific work schedule including breaks and/or meal periods.

Your work schedule may be changed from time to time, as needed, to meet the needs of our business and our customers. Your supervisor will advise you of any schedule changes.

CLOCKING IN AND OUT

Employees are required to clock in and out every day via the computer. This provides the record from which your pay is computed.

You should clock in at the beginning of your workday, at the beginning of your lunch break, at the end of your lunch break, and at the end of your workday. Unless otherwise instructed, any time you leave the dealership you should clock out at the computer. All the time you work should be recorded on a computer.

PUNCHING THE TIME CARD OF ANOTHER EMPLOYEE, OR HAVING ANOTHER EMPLOYEE PUNCH YOUR TIME CARD IS STRICTLY PROHIBITED.

Please be certain to clock in when you are supposed to. If you forget or make an error, notify your supervisor. He/She will initial the correction.

Break Periods

The time limit for lunch is one hour, and you should take the full hour, during which time you should not perform or make yourself available to perform any work for the Dealership. You should mark out on your time card or time sheet or clock out when you leave for lunch and mark in when you return. You should check with

your supervisor for the appropriate time for you to take your lunch and breaks.

QUITTING EARLY AND LEAVING YOUR JOB

If an emergency, personal business or pressing personal circumstances, which cannot be attended to outside of working hours, require you to leave your job at any time other than lunch; you must request permission from management. They will consider the urgency of your request and the time when you can best be spared. You should mark out when leaving for personal errands and mark in when your return. If you leave your job without permission, it can be grounds for termination.

PAY AND PERFORMANCE POLICIES

Hunter Corporation's pay program is designed to attract, retain, and reward qualified, capable employees. Hunter Corporation seeks to provide competitive wages and salaries and to treat employees fairly and equitably.

Your rate of pay is confidential and should not be discussed with fellow employees. If you have any questions concerning your pay, consult with your supervisor. Your supervisor will distribute specific pay plans.

PAY DAYS AND PAY PERIODS

Hunter Corporation pays employees on a regular basis. Hunter Auto Group employees are required to sign up for direct deposit. The pay period runs from Sunday to Saturday. Most employees are paid weekly, normally every Friday. Commission employees are paid monthly, normally the second Friday. When a payday falls on a holiday, you will generally receive your paycheck on the day preceding the holiday. Supervisors distribute paychecks or deposit verifications.

Report any discrepancies in your paycheck to your Manager who is then responsible for contacting payroll.

TIME-KEEPING

Hunter Corporation uses a time clock (on the computer) to determine hours worked. If you are a non-exempt employee, you

must punch in when you arrive at work and punch out when you leave. Without the approval of your department head, you may punch in no earlier than 10 minutes before starting time, and you may punch out no later than 10 minutes after your scheduled workday has ended. You must also punch in and out for lunch and for all breaks and absences from the dealership in excess of 30 minutes.

PAY DEDUCTIONS

There are two types of pay deductions: deductions required by law and deductions that you have authorized.

The law requires that regular amounts be deducted from your pay and applied toward payment of your federal, local, and state income taxes, if applicable, and to Social Security.

Hunter Corporation offers programs and benefits beyond those required by law. You must authorize deductions from your paychecks for the cost of these plans.

OVERTIME

Occasionally you will be called upon to work more than your normal work week and you may be eligible to receive overtime pay. Your supervisor will provide you with as much advance notice as possible.

Overtime for eligible non-exempt employees must be approved in advance by your supervisor or department head. Overtime will be paid to eligible non-exempt employees for time worked in excess of 40 hours per week, at 1 - 1/2 times your regular rate. Overtime payments will be based on actual hours worked. Time off with or without pay, including but not limited to holiday, vacation, sick leave, personal leave, or leave without pay, will not be counted as hours worked for purposes of calculating overtime.

Overtime will normally be paid in the pay period following the period in which it is earned, providing timesheets/cards have been properly prepared, approved, and submitted. Hunter Corporation cannot, in accordance with applicable law, grant compensatory time off to non- exempt employees in lieu of making overtime payments. Exempt employees are not eligible for overtime.

PAY INCREASES

Hunter Corporation's compensation program is designed to attract, retain, and reward talented, capable employees. Periodically, employees will be reviewed for pay increases, which are awarded solely on the basis of merit. The amount of money paid to any one employee depends primarily on two things. 1. The level of performance that the employee maintains. 2. The job content and skill level required to perform job duties. A recommendation to award a pay increase is made by your supervisor and submitted to the General Manager for approval.

PERFORMANCE

Discussions about your performance provide both supervisors and employees the opportunity to discuss job duties, identify and correct weaknesses, encourage and recognize strengths, and discuss positive purposeful approaches for meeting department goals.

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis.

EMPLOYMENT CATEGORIES

The following employment categories will clarify your employment status and benefit eligibility:

Regular full-time employees are scheduled to work 40 hours weekly. Regular full-time employees are eligible for benefits subject to the terms, conditions, and limitations of each respective benefit plan or policy.

Part-time employees are scheduled to work fewer than 40 hours per week. Part-time employees are eligible for legally mandated benefits such as Social Security benefits and workers' compensation insurance. Part-time employees are not eligible for holiday pay or other benefit programs.

Temporary employees are hired for a limited period to temporarily supplement the work force. Temporary employees receive all legally mandated benefits such as Social Security

benefits and workers' compensation insurance. Temporary employees are ineligible for other benefits.

LEAVE POLICIES

PTO

We believe that an employee should have a time of rest and relaxation each and every year. Employees will receive personal time off in accordance with the following schedule:

Time off to be used for vacation and personal needs (illnesses, appointments, school events, volunteering, etc.)

	<u>Service year @ 6 months</u>	<u>@ 1 year</u>	<u>Total Annually</u>
New hires	24 hours (3 days)	32 hours(4 days)	56 hrs (7days)

2nd Anniversary 96 hours (12 days) date of hire

5th Anniversary 120 hours (15 days) date of hire

10th Anniversary 144 hours (18 days) date of hire

15th Anniversary 160 hours (20 days) date of hire

All PTO time-off must be taken in the service year earned and cannot be accumulated year to year.

HOLIDAYS

The Dealership recognizes and observes five (5) holidays, as follows:

- New Year's Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - Christmas Day
- ◆ Hourly and salaried employees receive the day off with normal pay on all of the above holidays.
 - ◆ Part-time employees are entitled to receive their normal hours worked on the observed day based on their hourly rate of pay.

MEDICAL AND DENTAL APPOINTMENTS

Whenever possible, you should schedule medical or dental appointments before or after work or, if necessary, at the beginning or end of the business day. If you must take time off from work for such appointments, you may take PTO.

FAMILY and MEDICAL LEAVE

Hunter Corporation will comply with the Family and Medical Leave Act implementing Regulations as revised effective February 2013. The company posts the mandatory FMLA Notice and upon hire provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Leave Act in North Carolina.

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns, or disputes with this policy, you must contact Hunter's Human Resource Department.

A. General Provisions

Under this policy, Hunter Corporation will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

B. Eligibility

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

1) The employee must have worked for the company for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.

2) The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA. [3] The employee must work in a worksite where 50 or more employees are employed by the company within 75 miles of that office or worksite. The distance is to be calculated by using available transportation by the most direct route.

C. Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- 1) The birth of a child and in order to care for that child.
- 2) The placement of a child for adoption or foster care and to care for the newly placed child.
- 3) To care for a **spouse, child or parent with a serious health condition (described below).

- 4) The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under the company's sick leave policy are encouraged to consult with the Human Resource Manager.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the company may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

- 5) Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following:

- a. short-notice deployment.
- b. military events and activities, 3) child care and school activities,
- c. financial and legal arrangements, 5) counseling, 6) rest and recuperation, (7) post-deployment activities and 8) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Eligible employees are entitled to FMLA leave to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, and members on the permanent disability retired list.

In order to care for a covered service member, an eligible employee must be the spouse, son, daughter, or parent, or next of kin of a covered service member.

- a) A "son or daughter of a covered service member" means the covered service member's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the

covered service member stood in loco parentis, and who is of any age.

- b) A “parent of a covered service member” means a covered service member's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered service member. This term does not include parents “in law.”
- c) Under the FMLA, a “spouse” means a husband or wife as defined under the law in the state where the employee resides.
- d) The “next of kin of a covered service member” is the nearest blood relative, other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member's next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin. For example, if a covered service member has three siblings and has not designated a blood relative to provide care, all three siblings would be considered the covered service member's next of kin. Alternatively, where a covered service member has a sibling(s) and designates a cousin as his or her next of kin for FMLA purposes, then only the designated cousin is eligible as the covered service member's next of kin. An employer is permitted to require an employee to provide confirmation of covered

family relationship to the covered service member pursuant to § 825.122(j).

“Covered active duty” means:

(a) “Covered active duty” for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country.

(b) “Covered active duty” for members of the **reserve** components of the Armed Forces (members of the U.S. National Guard and Reserves) means duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation as defined in section 101(a)(13)(B) of title 10, United States Code. (a) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee’s 12-week maximum of FMLA leave in a 12-month period.

6) Military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or veteran.

An employee whose son, daughter, parent or next of kin is a covered service member may take up to 26 weeks in a single 12month period to take care of leave to care for that service member.

Next of kin is defined as the closest blood relative of the injured or recovering service member.

The term “covered service member” means:

(a) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or

(b) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

The term “serious injury or illness means:

(a) in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and

(b) in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, means a qualifying (as defined by the Secretary of Labor) injury or illness incurred by a covered service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank or rating.

(c) Outpatient status, with respect to a covered service member, means the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

D. Amount of Leave

An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) above under this policy during any 12-month period. The company will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the company will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the company will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the company and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the company and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

E. Employee Status and Benefits During Leave

While an employee is on leave, the company will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the company will require the employee to reimburse the company the amount it paid for the employee's health insurance premium during the leave period.

Under current company policy, the employee pays a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Accounting Department by the 5th day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The employer will provide 15 days' notification prior to the employee's loss of coverage.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or the employer may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

F. Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in the employer's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other

employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. The company may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

G. Use of Paid and Unpaid Leave

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid vacation, personal or sick leave prior to being eligible for unpaid leave. Sick leave may be run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy.

Disability leave for the birth of the child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. For example, if an employer provides six weeks of pregnancy disability leave, the six weeks will be designated as FMLA leave and counted toward the employee's 12-week entitlement. The employee may then be required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement. An employee who is taking leave for the adoption or foster care of a child must use all paid vacation, personal or family leave prior to being eligible for unpaid leave.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation, personal leave or sick leave (as long as the reason for the absence is covered by the company's sick leave policy) prior to being eligible for unpaid leave.

H. Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

The company may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the company and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the company before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

I. Certification for the Employee's Serious Health Condition

The company will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may

result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition (<http://www.dol.gov/esa/whd/forms/WH-380-E.pdf>).

The company may directly contact the employee's health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. The company will not use the employee's direct supervisor for this contact. Before the company makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the company will obtain the employee's permission for clarification of individually identifiable health information.

The company has the right to ask for a second opinion if it has reason to doubt the certification. The company will pay for the employee to get a certification from a second doctor, which the company will select. The company may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the company will require the opinion of a third doctor. The company and the employee will mutually select the third doctor, and the company will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

J. Certification for the Family Member's Serious Health Condition

The company will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care

Provider for Family Member's Serious Health Condition (<http://www.dol.gov/esa/whd/forms/WH-380-F.pdf>).

The company may directly contact the employee's family member's health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. The company will not use the employee's direct supervisor for this contact. Before the company makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the company will obtain the employee's family member's permission for clarification of individually identifiable health information.

The company has the right to ask for a second opinion if it has reason to doubt the certification. The company will pay for the employee's family member to get a certification from a second doctor, which the company will select. The company may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the company will require the opinion of a third doctor. The company and the employee will mutually select the third doctor, and the company will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

K. Certification of Qualifying Exigency for Military Family Leave The company will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave (<http://www.dol.gov/esa/whd/forms/WH384.pdf>).

L. Certification for Serious Injury or Illness of Covered Service member for Military Family Leave

The company will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for

Serious Injury or Illness of Covered Service member (<http://www.dol.gov/esa/whd/forms/WH-385.pdf>).

M. Recertification

The company may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days and only when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the company may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. The company may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

N. Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the HR manager. Within five business days after the employee has provided this notice, the HR manager will complete and provide the employee with the DOL Notice of Eligibility and Rights (<http://www.dol.gov/esa/whd/fmla/finalrule/WH381.pdf>).

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the company's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

O. Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the HR manager will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice (<http://www.dol.gov/esa/whd/forms/WH-382.pdf>).

P. Intent to Return to Work From FMLA Leave

On a basis that does not discriminate against employees on FMLA leave, the company may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

MILITARY LEAVE

If you require time off from work to fulfill military duties, you will be treated in accordance with applicable requirements of state and federal laws. You are expected to notify your supervisor and provide a copy of your orders as soon as possible.

If you are a member of the military reserve and are required to participate in reserve training or military service, Hunter Corporation will grant an unpaid military leave of absence. During your military leave of absence, your benefit coverage will be the same as for any other employee on an unpaid leave of absence.

Medical coverage may be continued based on the Consolidated Omnibus Budget Reconciliation Act (COBRA) provisions. See Business Manager for complete information on continuation of benefits.

JURY DUTY

Hunter Corporation will grant you leave without pay to serve on jury duty, provided you submit a copy of the summons to your supervisor. You will return to your position if you are excused from court during any part of the work day.

BEREAVEMENT

Upon notice to your supervisor or the General Manager, you may be granted up to three days paid leave for a death in your immediate family. Immediate family includes your spouse, child, stepchild, father, mother, stepparents, sister, stepsister, brother, stepbrother, grandparents, or parents-in-law.

PERSONAL LEAVE OF ABSENCE

The Dealership recognizes that emergency situations other than illness may arise which require an employee to be absent from work for an extended period of time. In such cases, you may request in writing with a minimum of 30 days in advance notice. Such request will be given to your immediate supervisor and a copy furnished to Personnel Officer. Upon arrival from your supervisor, the request will be reviewed with the General Manager for approval. Authorization for personal leave should not be considered an earned right, but a privilege. Your attendance, job performance, and length of service will be taken into consideration before a decision is granted. A personal leave will normally not last more than 30 days under extenuation circumstances consideration might be granted for no more than 60 days. All personal leaves are granted WITHOUT PAY.

BENEFITS

Hunter Corporation is currently offering comprehensive group insurance and other benefits as discussed below. The Company reserves the right in its sole and absolute discretion to add, cancel, modify or amend any such benefits at any time without notice. With these limitations and considerations in mind, regular,

fulltime employees are entitled to the Company benefits described below. Unless otherwise noted below or required by law, parttime and temporary employees are generally not entitled to the benefits described below.

The following benefit plan descriptions contain plan highlights and general information. They do not constitute any type of contract concerning the plans. The benefits described are more fully explained in applicable plan documents, insurance contracts, and summary plan descriptions. In case of a dispute, if there is a discrepancy between the information in this handbook and the summary plan descriptions or plan documents, the summary plan descriptions or plan documents will govern.

MEDICAL BENEFITS

Hunter Corporation offers medical coverage to employees and their eligible dependents. Currently, regular full-time employees are eligible to participate the first of the month following three months of employment. The cost for your coverage is shared by you and the dealership. The cost of dependent coverage is shared by you and the dealership. Contact your Human Resource Department for details.

DENTAL BENEFITS

Dental coverage is available to Hunter Corporation employees and their eligible dependents. Currently, regular full-time employees are eligible to participate the first of the month following three months of employment. The cost of coverage for yourself and your dependents is shared by you and the dealership. Contact your Human Resource Department for details.

LIFE INSURANCE

Under Hunter Corporations current plan, regular full-time employees are eligible to participate in the Life and Accidental Death & Dismemberment (AD&D) insurance plan the first of the month following three months of employment.

RETIREMENT PLANS

Hunter Corporation recognizes the importance of future financial security by making contributions on your behalf to a retirement/pension plan. Under Hunter Corporation's current

plan, you qualify for the plan if you are a regular full-time employee age 18 or above and have complete one year of service at Hunter Corporation. Your 401k plan is through John Hancock. Contact Human Resources for further details.

Supplemental Policies

Hunter Corporation provides the option for supplemental policies such as, Short Term Disability, Life, AD&D through Colonial Life. Please contact Human Resources for any information. At scheduled intervals a representative of Colonial can visit to provide details on coverage and your premiums can be deducted from your weekly pay.

TRAINING

This Dealership is always striving to help employees improve their skills and knowledge. The prior approval of your Department Head is required before you may participate. Generally, the Dealership will pay the full cost of any Division Company school for its employees. This benefit includes regular salary during the course of study. You may attend other job related training programs under the same policy. Consult with your Department Head to arrange enrollment.

TRAINING REIMBURSEMENT AGREEMENT

Hunter Auto Group is committed to the support of staff development. The key purpose is to facilitate personal and professional development enabling individuals and groups to achieve their full potential at work. We recognize that, as a progressive organization, we have a special responsibility to encourage and support learning for all members of staff. Our operational success is based largely on the contribution, commitment and achievements of individual members of our staff, working individually and in teams or groups.

Hunter Auto Group would like to support our personnel in the performance of their designated roles and to help them to fulfil their potential during the course of their employment. Training and development includes any activity, which contributes to the enhancement of their knowledge, skills, competence, and working practices. Staff development is thus a key contributor

to the success of individuals and ultimately to the success of the Hunter Auto Group as a whole.

In the event you are selected for training, we will require you to remain in our employ for a period of 12 months following the training. If you choose to terminate employment, prior to this time, you will owe the full cost of training. An invoice with the amount paid by Hunter Auto Group will be available for your acknowledgement in this instance.

This policy in no way constitutes an employment contract with this dealership. You are employed at-will and nothing contained in this document is intended to promise or guarantee you employment for any specific period of time. You may be terminated at any time without any previous notice, either with or without cause.

EMPLOYEE DISCOUNTS

You may purchase parts for your personal vehicles at cost plus 10%. Service on your personal vehicles is available at 20% less than our regular customer rate. Written repair orders are required. Payment is by cash or major credit card only. Discounts on parts and service are restricted to employees and their personally owned vehicles.

Parts purchases not included on repair orders will be at the current wholesale rate.

AUTOMOBILE PURCHASES

Because our own employees are the best salespeople we have, we encourage you to buy from Hunter Corporation.

You may purchase one new vehicle per year at factory invoice, provided supply is unlimited from the manufacturer. Any model in which supply is restricted may be negotiated with the Variable Director, on an individual basis.

Any retail used car that has been in stock and available for sale for a period of at least 30 days may be purchased at cost (including all packs) or the posted Internet price, whichever is lower. Any used car in stock less than 30 days may be purchased

at cost (including all packs) plus \$500. All retail vehicles must have complete used car mechanical reconditioning, details and any other needed reconditioning.

Any wholesale vehicle may be purchased for cost after reconditioning with no packs. The vehicle must go through our UCI process and all safety / inspection items must be completed at current shop rates.

Hunter Employees or their lawful spouse do not pay our current Service Fee.

If a used car trade is involved, you will have the option of selling it privately or accepting the appraised value from the dealership at the time of purchase.

Corporate Policy for employee vehicle purchases of 1st Choice Auto is \$500 over inventory cost plus additional \$1000 Bank fee if financing is through ACAC. All vehicles must pass NCSI and our usual used car inspection.

STATUS of BENEFITS at TERMINATION

If you terminate your employment at Hunter Corporation your benefits are generally canceled as of your last day of employment. However, as a terminated employee, you may have rights and responsibilities under the employee benefit programs. Health plans are subject to continuation provisions under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA). Contact your supervisor or the Business Manager for additional information.

The last day you are actively at work will generally be considered your termination date. Except in cases of retirement, vacation cannot be used to extend length of service.

Accrued but unused sick leave and personal days is forfeited without pay upon termination.

If you leave the dealership, you will be asked to pay off any outstanding debt to the dealership and to turn in any dealership credit cards, uniforms, tools, keys, training materials, or other dealership property. To the extent allowable under the law, you will not receive your final paycheck until your dealership's management is satisfied that all accounts are clear.

HEALTH AND SAFETY POLICIES

Loss Prevention Policy

All employees are required to report to their manager any injury sustained during working hours even if no visit to Pardee Urgent Care is required. All injuries requiring medical attention must report for 1st visit to Pardee Urgent Care for diagnosis and postaccident drug testing. Pardee Urgent Care handles our Occupational Medicine and they understand the importance of First Aid injuries versus OSHA recordable injuries.

No employee should be sent home due to an injury (depending on the injury) – please notify Human Resources for this determination. Human Resources is responsible for issuing timesensitive reports of injury and Employee Warning Notices could be issued in addition, depending on situation.

SUBSTANCE ABUSE

Hunter Corporation is committed to maintaining a workplace that is free from the effects of drug and alcohol abuse. In support of this policy, the company has a drug screening program which includes pre-employment, for cause, post-accident and random testing. Participation is mandatory for employees and potential employees. Positive test results will be dealt with as individual circumstances dictate.

The sale, consumption, possession of, or being under the influence of alcoholic beverages, illegal drugs, or chemicals on Dealership property, or in the office is strictly prohibited. It is also a violation of Dealership policy for an employee to, when tested at work or during the employee's scheduled working hours, test positive for alcohol, narcotics, or any Drug Enforcement Administration controlled substance to which the employee does not hold a currently valid prescription from a licensed physician. Violation of this policy may result in disciplinary action, including termination. The employee may lose all benefits and be banned from the premises permanently. The Dealership reserves the right to have employees tested, screened, and searched on Dealership property for drug and alcohol use as it deems necessary, as long as these procedures do not violate any existing laws. To the extent permitted by existing law, acceptance of

continuing employment by any employee of the Dealership is deemed to constitute permission by such employee for the Dealership to at any reasonable time or times selected by the Dealership while the employee is on duty and at the Dealership's sole expense, require that the employee provide blood, hair and/or urine samples and otherwise facilitate testing. The Dealership may test employees by any legal means. The Dealership intends to protect the public and the safety, health and property of its employees and clients.

Refusal to follow Dealership policy in these matters or to submit to the Dealership's request(s) that the employee promptly and cooperatively submit any and all such specimens requested may result in disciplinary action, including discharge.

SMOKING

Henderson County enacted an ordinance as of October 1, 1993 prohibiting smoking in all public areas of all business establishments. In our case, this means that smoking is prohibited everywhere inside of any building, facility, or vehicle owned or operated by Hunter Corporation, or in any customer vehicle

Outside is the only place where anyone may smoke IN

DESIGNATED SMOKING AREAS

WORKER SAFETY and HEALTH

Your safety and that of your fellow employees is of great concern to Hunter Corporation. Ultimately, safety is a matter of judgment, thoughtfulness and concern on the part of every employee. You can help to insure a safe workplace by being aware of and concerned for the safety of all employees. There are two primary causes of accidents: unsafe working conditions and unsafe actions. We do our best to eliminate unsafe working conditions. It is your responsibility to work safely, and do all you can to prevent accidents or injury to yourself and others. You are expected to think before you act, and consciously take care to avoid unnecessary risks.

All personnel must adhere to all OSHA regulations and these rules:

1. Do not use unknown chemicals or materials.

2. Do not use electrical or mechanical equipment that is in need of repair. Such unsafe equipment can cause you injury. Report all malfunctioning equipment to your supervisor.
3. Do not attempt to lift more than you can safely carry. Remember, even light loads can cause you

injury if not lifted properly. Always keep your back straight and use your legs when lifting objects.

4. Do not use chairs as ladders. When on a ladder, do not overreach and always face the ladder steps.
5. Do not thrust your hand into unknown areas. Check first for protruding nails or sharp, ragged edges.
6. Falling, tripping or slipping injuries are the most common, and yet, the easiest to prevent. Watch your step and watch where you are going.
7. When opening or closing doors, keep your hands, feet and legs clear of door edges and jams.
8. If you are responsible for driving a Dealership vehicle, be sure to check oil and water levels and the condition of the tires (including the spare) each time you take the vehicle out.
9. No smoking is allowed inside of the building. There are no exceptions to this rule! Many of the materials carried in stock on the premises are highly flammable!
10. Report any safety violation or hazardous condition immediately to your supervisor!
11. Report all accidents, injuries, and job-related illnesses to management or personnel immediately, no matter how minor they may seem at the time. Post-Accident Drug Testing is

required and first evaluation is required to go to Pardee Urgent Cares. If you are injured on the job, you are covered under our state Worker's Compensation Act. Reports will be made to the insurance Dealership and medical attention will be arranged promptly.

12. Wear clothes suited for your job--no dangling or loose clothing or jewelry around moving machinery. Do not wear soft-soled (tennis type) shoes.
13. Common sense is the most important safety rule of all and is to be followed at all times.
14. Employees are to be careful with their hands when operating any machinery and to see that others do not harm themselves on their machines.
15. Employees must turn off machinery before cleaning, clearing jams, or making repairs. Machines must be unplugged before work is undertaken on any electrical parts.
16. If an operation calls for more than one person, the required persons must be present before starting that operation.
17. Operating shortcuts are not to be taken.
18. Personal protective equipment is provided for your use. All employees are required to use safety equipment on jobs that require it. Management will instruct employees when to wear this equipment.
19. Shirts and long pants shall be worn at all times. Approved uniform shorts are allowed in summer for technicians, porters and detail personnel.

20. All employees shall wear a good pair of work shoes. Sandals and flip flops are not permitted.
21. Help new employees learn safe job habits.
22. Use safe methods to pass tools and materials to other employees.
23. Avoid taking chances.
24. Keep "electric cords" out of traffic.
25. Never hesitate to warn an employee who is in danger.
26. All ticket receipts must be turned in at the end of each day.
27. You work for a Dealership which deals with motor vehicles. Vehicles are constantly being moved. Use caution as a driver or pedestrian.
28. When accidents or damage involve customers or other persons outside of the Dealership, you are not authorized and should not make any statements to anyone about the cause of the accident or who is responsible.
29. Advise your supervisor if there is ...
 1. Insufficient lighting to do your work.
 2. A plumbing fixture is out of order.
 3. A shortage of restroom supplies.
 4. Any situation or condition that requires attention or that you believe may be unsafe

Good housekeeping and cleanliness are important factors in safety, fire prevention, product quality, cost, and efficient operations. All aisles and doorways shall be kept clear of any obstruction at all times. Work areas and equipment shall be maintained in a clean and safe manner. All trash must be placed in proper containers. Equipment, tools, or material not being used will be properly stored. All job areas will be cleaned before leaving the premises.

ENVIRONMENTAL COMPLIANCE

Hunter Corporation complies with all state and federal regulations protecting our environment. As an employee of Hunter Corporation you agree to adhere to this dealership standard. Your supervisor will inform you of the laws impacting your specific job and will instruct you regarding compliance procedures. These areas of regulation include but are not limited to the following:

- Hazardous Materials Management
- Emissions Inspection and Tampering
- CFC Recycling
- Tank Management
- Waste Water Management

CONCLUSION

Our Dealership is only as good as each employee. With your help, we can make Hunter Corporation even better! Please direct any questions about our policies to Human Resources Department.