



4Dimensions LLC

POLICY OVERVIEW

The purpose of this Policy is to establish performance expectations and standard operating procedures when those expectations are not met. Along with the discipline discussed in this policy, the Company is committed to providing verbal and written coaching to its employees, so all employees have the opportunity to improve their performance. Each employee should also understand their expected run times. If an employee ever has a question regarding expected run times or other performance expectations, they are invited to utilize the Company's Open Door Policy and contact HR at hr@4dimensionsllc.com.

Safety:

Any Safety violations of the same kind more than once in 30 days may result in a one-day suspension. Two occurrences of the same Safety violations may result in suspension for one week from the job.

The third Occurrence of Safety Violation may result in termination from the job with the possibility to re-apply after 30 days of termination.

Quality of Work:

The Proof of Delivery (POD), Contact Compliance (CC), and Delivery Completion rate (DCR) not meeting with the policy may also impact the scheduled days.

Verbal and written coaching is provided at every occurrence. Employees who do not follow these coachings may be subject to suspension for one week after 2 such instances in one week.

Second time, having recurring standard work violations may result in a week's suspension.

In the Third instance, there may be a termination from the job with the possibility of reapplying after 30 days.

Your route is comprised of two 15 minutes of paid breaks. The breaks are not allowed prior to the first stop or after the last stop. All breaks are scan to scan.

You are required to update your work/route/stops on the phone / app every two hours i.e. 12:45pm, 2:45pm, 4:45pm, 6:45pm.

Attendance:

Callouts should be made by 7 pm prior to the work schedule day and PTO should be availed for 10 hours shift or whichever is remaining.

☎ 302 522 8869

✉ 4dimslc@gmail.com

📍 402 Rolling Green Ave New Castle, DELAWARE 19720



4Dimensions LLC

Callouts in the morning may be considered as NO CALL NO SHOW and having 4 occurrences of NO CALL NO SHOW in 4 months may lead to termination with a possibility of reapplying after 30 days of termination.

Management may apply exceptions to this Attendance policy and Callout procedures if required by law.

Property Damages:

Any instance of Property Damage (customer property, DSP property, Amazon Property) may lead to suspension for two weeks.

Recurrence of property damage by the same DA may lead to termination. Company property includes the use of the gas card (regular gas number 87 only), Phones, Cords, chargers, vehicles, fleet bags, uniforms, tablets, electronic equipment, vehicle cameras, printers, keys, and all other work-related equipment.

Misuse of any of these may not only lead to suspension/termination, but may also legal proceedings.

Let's work together to make this the most safe work environment for everyone. Together WE deliver!

This Policy is not intended to cover all Company violations, and all policy violations may result in discipline, up to and including termination. The Company is not required to follow a certain progressive discipline prior to termination. Your employment is at-will, and this policy does not change the at-will nature of your employment. Please contact HR at hr@4dimensionsllc.com with any questions or concerns.

4Dimensions LLC

☎ 302 522 8869

✉ 4dimslc@gmail.com

📍 402 Rolling Green Ave New Castle, DELAWARE 19720