

Towblazer, Inc.

Employee Handbook

Employment Basics

We welcome you to being a part of the Towblazer, Inc. team! We are a small business with aspirations to provide a quality product at the lowest price to our end consumer. We hope that you grow with us and be a piece of the bigger picture of what we as a company offer, as well as our ability to grow into something to be proud of.

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Employment Contract Types

Full-time employees work at least [32 hours] per week or [138 hours] per month on average.

Part-time employees are those who work fewer than [31 hours] per week.

Full-time and part-time employees can have either temporary or indefinite duration. Full-time employees under an indefinite duration are entitled to our company's vacation policy.

We remind you that, in the state of South Carolina, employment is "at-will." This means that you or our company may terminate our employment relationship at any time and for any non-discriminatory reason(s).

Equal Opportunity Employment

Towblazer, Inc. is an equal opportunity employer. We don't tolerate discrimination against protected characteristics (gender, age, sexual orientation, race, nationality, ethnicity, religion, disability, veteran status.) We want all employees (including executives and HR) to treat others with respect and professionalism. In practice, this means that we:

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Equal Opportunity Employment (continued)

- *Hire and promote people based on skills, experience or potential and try to reduce bias in every process.*
- *Make accommodation to help people who are injured or with disabilities move about safely on our premises and use our products, job tools and equipment.*

Apart from those actions, we commit to penalizing every discriminatory, offensive or inappropriate behavior. To do this properly, we ask you to report any discriminatory action against yourself or your colleagues to HR. Our company will not retaliate against you if you file a complaint or discrimination lawsuit. Any employee who retaliates or discriminates against will face disciplinary action.

Employee Pay

Employees are paid on a weekly basis. All employees will be paid every Friday. All Employees are paid by check or direct deposit on the above-mentioned payday. If the regular payday falls on a company holiday, employees will be paid on the last business day before the holiday.

All worked hours over 40 hours per week are considered “overtime”. All employees will be paid overtime in accordance with federal and South Carolina state law. Overtime work must be authorized in advance by the supervisor. Only hours worked will be used to calculate overtime pay. If a holiday occurs during a week where overtime has been worked, it is discretion of the payroll manager if overtime pay will be calculated into weekly payroll.

Various payroll deductions are made each payday to comply with federal and state laws pertaining to taxes and insurance. Deductions will be made for the following: Federal and State Income Tax Withholding, Social Security, Medicare, State Disability Insurance and Family Temporary Disability Insurance, and other items designated by you or required by law (including a valid court order, federal or state issued garnishments).

Vacation

Full-time employees, *at least 32 hours per week*, are entitled to 5 paid days of vacation after 1 year of continuous employment. You are not eligible for any paid vacation until you have completed 1 year of employment with the company. For example, if you leave the company after 9 months of employment, you will not be eligible for any vacation pay benefits.

Employees are required to give notice to their supervisor of their vacation plans. We do understand that things do come up and people become sick, therefore we will attempt to work with each employee on a person-by-person basis to accommodate vacation time without notice.

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Vacation (continued)

Vacation pay can be used without taking days off. Request must be made with their supervisor within a timely manner to do so.

If a holiday occurs during your vacation period, you will be granted additional days of vacation to cover the holiday. Holiday pay and requirements to obtain holiday pay will be posted in a timely manner. If you have any questions about holiday pay or the requirements to obtain it, please contact human resources or the supervisor.

Dress Code

Employees are to wear pants or shorts.

Employees are to remain clothed while on the premises.

Employees are to wear close-toed shoes.

Employees are not to wear clothing that is falling off.

Employees are not to expose any form of undergarments.

Employees are to wear safety PPE (personal protective equipment) when handling, in process of, or assisting in any form of job that could be potentially dangerous.

Harassment

Towblazer, Inc. is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Towblazer, Inc.'s commitment to a discrimination-free work environment. Sexual harassment is against the law and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with Towblazer, Inc. Employees can also file a complaint with a government agency or in court under federal, state, or local antidiscrimination laws.

Policy

Towblazer, Inc. policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with Towblazer, Inc. In the remainder of this document, the term "employees" refers to this collective group.

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Harassment (continued)

Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).

Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Towblazer, Inc. will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of Towblazer, Inc. who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees working in the workplace who believe they have been subject to such retaliation should inform a supervisor, human resources, or president of Towblazer, Inc.. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject Towblazer, Inc. to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

Towblazer, Inc. will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Towblazer, Inc. will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including supervisors, are required to cooperate with any internal investigation of sexual harassment.

All employees are encouraged to report any harassment or behaviors that violate this policy. Towblazer, Inc. will provide all employees a complaint form for employees to report harassment and file complaints.

Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe or become aware of, to human resources.

This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

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Harassment (continued)

What Is 'Sexual Harassment'?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment.
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation, or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of Sexual Harassment

Employees may be subject to discipline for retaliating against others.

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body.
 - Rape, sexual battery, molestation or attempts to commit these assaults.

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Harassment (continued)

- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments.
 - Subtle or obvious pressure for unwelcome sexual activities.
 - Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
 - Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
 - Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
 - Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - ❖ Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job.
 - ❖ Sabotaging an individual's work.
 - ❖ Bullying, yelling, name-calling.

Who Can Be a Target of Sexual Harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. South Carolina Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if it occurs away from the workplace premises, on personal devices or during non-work hours.

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

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Harassment (continued)

Such retaliation is unlawful under federal, state, and (where applicable) local law. The State Human Rights Law protects any individual who has engaged in “Protected Activity” Protected activity occurs when a person has:

- Made a complaint of sexual harassment, either internally or with any anti-discrimination agency.
- Testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law.
- Opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment.
- Reported that another employee has been sexually harassed; or
- Encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility.

Towblazer, Inc. cannot prevent or remedy sexual harassment unless it knows about it. Any employee paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or [person or office designated]. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, or human resources.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to human resources.

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Harassment (continued)

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Towblazer, Inc. will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, human resources will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate.
- If documents, emails, or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses.
- Create written documentation of the investigation (such as a letter, memo, or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents.
 - A list of names of those interviewed, along with a detailed summary of their statements.
 - A timeline of events.
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.

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Harassment (continued)

- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by Towblazer, Inc. but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at Towblazer, Inc., employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

Mobile Devices

Purpose

This policy outlines the use of any mobile devices by employees of Towblazer, Inc. This policy should be read and understood by all employees who:

- Want to use, or are using, a personal mobile device for work purposes
- Use a company provided mobile device
- Bring a personal mobile device onto company property

Policy

USE OF PERSONAL MOBILE DEVICES: Employees are NOT allowed to have or use their personal mobile device while on the time clock. Personal mobile devices are to be kept in your vehicle or provided company locker upon request. If a locker is needed the company can, by request, provide you with a lock or combo. Personal electronic devices include, but are not limited to, personally owned cell phones, tablets, laptops, and computers with cellular, texting, or calling capabilities.

The use of personal mobile devices while on the time clock is limited to management **ONLY**. Personal mobile devices are **ONLY** allowed to be used at lunch or breaks. MP3 players or portable music players are the **ONLY** devices allowed inside the warehouse.

USE OF COMPANY OWNED MOBILE DEVICES: Certain employees may be issued a company owned mobile device. Use of these devices is contingent upon continued employment with Towblazer, Inc. Any company owned mobile devices provided remain the sole property of Towblazer, Inc.

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Attendance

We expect you to be present during your scheduled working hours. If you face an emergency that prevents you from coming to work any day, contact your supervisor as soon as possible. You are required to inform your supervisor when you will not be coming in.

We require written excuses for all absences.

Substance Abuse

PURPOSE

Towblazer, Inc. is concerned and recognizes a responsibility to provide a safe, healthy, and productive work environment for all employees. This Policy is designed to help accomplish that goal by eliminating drug and alcohol abuse among our employees. Employees who use illegal drugs or abuse other controlled substances or alcohol tend to be less productive, less reliable, less cautious and prone to greater absenteeism resulting in the potential for increased cost, delay and risk in our Company's business. Ultimately, they threaten our competitiveness.

We believe our employees have the right to work with persons free from the effects of alcohol and drugs. This Policy is designed to help accomplish that goal by eliminating alcohol and drug abuse among our employees.

We regret any inconvenience that may be caused to employees who do not abuse alcohol or drugs. We believe, however, that the benefits to be derived from this Policy in terms of enhanced safety, productivity, and quality of the workplace will more than make up for any inconvenience to the rest of us. We seek the understanding and cooperation of all employees in implementing this Policy to make our Company a safe and enjoyable place to work.

USE, POSSESSION, OR SALE OF DRUGS OR ALCOHOL

ALCOHOL

The possession, consumption, purchase, or sale of alcohol on Company premises is prohibited. Furthermore, no employee shall be under the influence of alcohol while performing Company business off Company premises if such use or influence in the opinion of the Company may affect the safety of the employee, co-workers or members of the public, the employee's job performance, or the safe or efficient operation of the Company. Any exception to this Policy for special situations (e.g., Christmas parties) must be approved in advance by the President and conducted in accordance with any limitations which accompany approval.

In addition, persons whose positions with the Company require driving Company equipment or vehicles as a part of their work may be removed from such positions if found to have been driving under the influence of alcohol whether on duty or off.

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Substance Abuse (continued)

LEGAL DRUGS

The use of illegal drugs may affect the safety of the employee or co-workers or members of the public, the employee's job performance, or the safe or efficient operation of the Company facility. "Legal Drug" includes prescribed drugs and over-the-counter drugs which have been legally obtained and are being used for the purpose for which they were prescribed or manufactured. Therefore, any employee who is taking any legal drug which might impair safety, performance, or any motor functions must advise his/her supervisor before reporting to work under such medication. If the Company determines that such does not use does not pose any safety or product quality risk, the employee will be permitted to work. A letter of certification from his/her physician must be provided upon request for the employee's personnel file.

ILLEGAL DRUGS

The use, purchase, sale, transfer, possession, being under the influence, or the presence in one's system of a detectable amount of an illegal drug by any employee is prohibited where the employee is on Company premises or is performing Company business, or where such activity away from the Company premises or business affects the employee's suitability for continued employment or may harm the reputation of the Company and its employees. It also includes marijuana, amphetamines, cocaine, opiates, phencyclidine, barbiturates, benzodiazepines, methadone, and propoxyphene.

DRUG AND ALCOHOL SCREENING

A urinalysis, or other drug/alcohol screening may be conducted:

- To all applicants to whom a job offer has been made.
- Post-accident or if probable cause is suspected.
- When there is reason to believe that an employee may be using drugs or may be under the influence of drugs or alcohol.
- As part of periodic follow-up testing if the employee is found to have breached these policies but has been permitted to remain employed.
- Whenever an employee is working in a job classification which has been designated by the Company as a "safety risk classification".

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Substance Abuse (continued)

An employee's cooperation with such a test is required as a condition of employment. The employee's refusal to cooperate with such a request and provide a specimen may be grounds for termination where there is any reason to believe that the employee has violated this Policy and the employee's refusal to cooperate prevents a medical determination of his/her condition. Employees who produce a "diluted" urine specimen will be given only one (1) additional opportunity to submit one (1) additional specimen at the employee's cost. This specimen must be given by the employee at the Company's designated collection facility according to established Company protocol for urine collection and tested by the Company's designated NIDA approved laboratory at the employee's cost. Further, this additional specimen must be collected within eight (8) hours from the time the employee is notified of the "diluted" specimen. Failure to produce a negative urine test result or to comply with all the tenants of this document and the established Company procedures for its implementation will constitute noncompliance with this Policy.

SEARCHES

Routine searches of Company property may be conducted at times unannounced, this includes, but is not limited to, lockers, storage areas, Company vehicles and all other areas normally used to store employee's personal property.

Should the Company suspect that an employee has sold, purchased, used or possessed alcohol, drugs or drug paraphernalia on Company premises, the Company may inspect the employee's personal effects (lunch boxes, toolboxes) on Company property.

VIOLATIONS OF POLICY

Any violation of this Policy may be grounds for termination. However, in some circumstances and at the sole discretion of the Company, a lesser penalty may be selected.

If the employee has not engaged in misconduct, unsafe conduct or poor job performance, but is found to have alcohol or drugs in his/her system, the employee may be placed on an unpaid medical leave (maximum one month) until he/she presents reliable medical evidence that he/she has overcome any substance use problem, and he/she are eligible to be reinstated to his/her former position if he/she consents in writing to occasional testing on request over the next 12 months to be certain that he/she has not resumed usage of drugs or alcohol in violation of this Policy. If such subsequent usage is detected, the employee will be terminated. This is at Company discretion and does not guarantee return to the employee's former position.

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Substance Abuse (continued)

SELF-IDENTIFICATION TO COMPANY MANAGEMENT/SUPERVISION

Employees who take the initiative of advising their supervisor or manager that they have a medical problem regarding alcohol or drug use, who have not engaged in misconduct or repeated poor performance at work, and who demonstrate a commitment to take the necessary remedial action, may be provided a medical leave of absence for such purpose.

RESERVATION OF RIGHTS

The Company reserves the right to change, rescind or depart from this Policy in whole or in part. The Company hopes each employment relationship will be a happy and enduring one. Nevertheless, employees remain free to rescind their employment at any time with or without cause.

DRUG-FREE WORKPLACE STATEMENT

In 1988, Congress passed the “Drug-Free Workplace Act” it became effective March 18, 1989.

In response to the legal requirements for an alcohol and drug-free workplace, and our company’s concern and obligation for the health and safety of our workforce, Towblazer, Inc. is instituting the following Workplace Statement.

This statement certifies our company’s policy and intent to provide and maintain an alcohol and drug free environment for our employees who are our most valuable resource, prohibiting the possession, use, consumption distribution or sale of alcohol and/or controlled/illegal substance in the workplace.

In addition, our policy will provide information to all employees on the danger of workplace alcohol/drug use. The policy will also provide sanctions that employees will face for violations of the (Insert Name of Company) Alcohol/Drug Free Workplace Policy.

Finally, the company’s new hire packet contains an acknowledgment and consent that must be dated, signed by each employee who is hired.

Our Alcohol/Drug-Free Workplace Statement specifically requires Towblazer, Inc. to notify each employee that as a condition of employment, each employee must:

- Comply with our company’s Alcohol/Drug-Free Workplace Policy.
- Notify Towblazer, Inc. of any conviction for an alcohol/drug related offense committed in the workplace, within five (5) days of the conviction.

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Disciplinary Action

Verbal warnings are used for first offenses of a minor nature. In issuing verbal warnings, the date and fact of the warning will be documented and placed in the employee's records.

Written warnings are used for repeated minor offenses or offenses of a more serious nature may result in the issuance of a written warning, read to the employee, signed by the supervisor and employee, and placed in the employee's records.

Termination is used for repeated insubordination, offense of a major infraction, and/or gross misconduct.

Employee Worksite Notice

We operate under and subject to the Workers' Compensation Act of South Carolina. In case of accidental injury or death to an employee, the injured employee, or someone acting on his or her behalf, shall notify immediately:

Towblazer Inc.
1434 Poinsett Hwy
Greenville, South Carolina 29609
(864) 501-4559

Failure to give immediate notice may be the cause of a serious delay in the payment of compensation to you or your beneficiaries and may result in failure to receive any compensation benefits. Should you have any questions, please contact the Workers' Compensation Department of Towblazer, Inc. at the phone number listed above.

Closing

This concludes the Towblazer, Inc. employee handbook. This handbook has described the principal benefits and obligations of working at Towblazer, Inc. It is impossible, however, for any handbook to cover every situation that may arise daily. If you need further information or are in doubt as to how any of these practices or procedures apply to you, please contact your supervisor or human resources. He/she will answer your question or get the answers for you.

The contents of this handbook are for employees. Towblazer, Inc. reserves the right to modify, revoke, suspend, terminate, or change any or all policies, practices, or procedures, in whole or in part, at any time, with or without notice.

We look forward to your employment with Towblazer, Inc. and being a part of something bigger!