

EXHIBIT _____ (DC6)

Sure Way Systems, Inc.

Employee Handbook

Effective: August 2, 2004

INTRODUCTION

WELCOME!

The purpose of this Employee Handbook is to provide you with a complete summary of the rules, regulations, and available benefits pertaining to your work assignments and work activity as an employee of Small Business Exchange (hereinafter known as "BBS") at Sure-Way Systems, Inc. Please read the contents carefully. This Employee Handbook supersedes any and all previous documents pertaining to rules and regulations at Sure-Way Systems, Inc. During the course of your employment, you will want to refer back to it when you have a question.

This Employee Handbook is further intended to help you feel comfortable in your job and assist you in finding satisfaction in your job performance. Should you have any problem or concern relating to any action or situation affecting your work assignments or work conditions, please feel free to communicate your concerns. The Problem Resolution Procedure presented in this Employee Handbook is for the expressed purpose of helping you find a satisfactory resolution to any and all problems.

We hope you find your work satisfying and rewarding. We look forward to a successful business relationship.

EMPLOYEE HANDBOOK

This handbook contains the rules and regulations for your employment relationship with Small Business Exchange at Sure-Way Systems, Inc. It is not intended to be a contract for employment between employee and either Small Business Exchange or Sure-Way Systems, Inc.

However, as a condition of employment, each employee agrees to comply with the rules and regulations herein or as may be amended. It is our intention to provide each employee with the proper understanding of their job and to help each employee satisfactorily perform in their job.

DRUG AND ALCOHOL POLICY

This handbook also contains the Drug and Alcohol Policy of Sure-Way Systems, Inc. It is not intended to be a contract of employment between employee and Sure-Way Systems, Inc.

However, as a condition of employment, each employee agrees to comply with this policy and any revisions made to it.

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NON-DISCRIMINATION IN EMPLOYMENT

Small Business Exchange and Sure-Way Systems, Inc. comply with federal and state laws regarding non-discrimination in employment. Applicants for employment are considered for employment and employees shall hold their employment without discrimination because of their race, color, religion, national origin, age, sex, disability/handicap, or marital status as required by law, except when reasonable business demands so require and law requires such distinction. In no event shall the hiring of any employee be considered as creating a contractual agreement or specified time period of employment.

Small Business Exchange and Sure-Way Systems, Inc. are committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operation of Small Business Exchange and its clients and prohibits unlawful discrimination by any employee of Small Business Exchange or its clients, including supervisors and co-workers.

LICENSING/REGULATIONS

Sure-Way Systems, Inc. may be governed by certain regulations and licensing requirements. You must be knowledgeable of and abide by all regulations and requirements and are responsible for staying current with all laws pertaining to any personal licensing.

PROVISIONAL EMPLOYMENT

For each new employee and each employee who is promoted and/or moved to a new position, the first 90 days are a probationary period. This period is established as a time of adjustment of you to learn the job requirements and work rules. During this time you may be terminated with or without cause. Sure-Way Systems, Inc. reserves the right to extend the provisional period up to an additional nine months.

PRODUCTIVITY/JOB SECURITY

Job availability is dependent upon the ability to Sure-Way Systems, Inc. to satisfy customers. All employees have the responsibility for quality and productivity. As long as business is healthy and the competitive position of Sure-Way Systems, Inc. remains strong, job security should be enhanced. People are employed because they have the skills that are needed to produce and distribute products and services that the customer is willing to buy. Unless these skills are properly used, quality, productivity, and job security diminish.

OUTSIDE EMPLOYMENT

Due to the nature of the business and the professional liability that may accrue, you must give your primary attention to the work of Sure-Way Systems, Inc. You are not permitted to work at any other job or in any other business, during your employment relationship with Sure-Way Systems, Inc. unless the supervisor is notified and approves in writing.

FULL-TIME EMPLOYEE

A full-time employee is one who works an annual average of 40 hours per week. A full-time employee is eligible for benefits.

PART-TIME EMPLOYEE

A part-time employee is one who works an annual average of less than 40 hours per week. A part-time employee may be eligible for certain benefits. (See Small Business Exchange for details)

TEMPORARY EMPLOYEE

A temporary employee is one who is employed, full-time or part-time, for a specific job assignment with limited duration or during certain periods of time depending upon the demand of work as determined by Sure-Way Systems, Inc. A temporary employee is not eligible for benefits.

EXEMPT EMPLOYEE

An exempt employee is an executive, administrative, professional, or commissioned employee who is exempt from minimum wage or overtime requirements. All other employees are non-exempt.

LAYOFF/REDUCTION IN STAFF

If a reduction in staff becomes necessary, the Company will give full consideration to skills, aptitudes and past work performance in determining work force adjustments.

REHIRE

Employees who are separated from employment either voluntarily or involuntarily and then rehired within 30 days of the layoff date and who have previously completed the provisional employment period will be immediately reinstated for allowable benefits and benefit accrual. All other rehired employees will be classified as a new hire.

RESIGNATION

A resignation is the voluntary decision of an employee to terminate their employment with Small Business Exchange at Sure-Way Systems, Inc. A notice of resignation two weeks prior to the termination date is required to be submitted to your supervisor. When resignation occurs, payment of final wages will be made at the time of the next regularly scheduled pay period or within 15 days of the resignation date, whichever is earlier.

Although a Staff member may give notice, the resigning employee may be asked to leave immediately. Employees asked to leave immediately will be paid their regular salary in lieu of work. Severance pay will not be awarded, and the resignation will be treated as voluntary.

To receive a letter of recommendation, employees must provide a notice of resignation two weeks prior to the termination date.

HOURS OF WORK

Work periods may vary from assignment to assignment and may require overtime. Each non-exempt employee is required to know his or her work schedule and be in attendance as assigned. Exempt employees are expected to meet the requirements of the job, which may necessitate varied hours of work.

MEAL PERIODS

An unpaid meal period is provided for employees who work eight-hour periods and will be at or near the middle of the work period.

BREAKS

15-minute rest periods (breaks) are granted because we believe they result in good employee morale and increased productivity. Rest periods (breaks) are counted as working time. They may be taken every two hours at a time agreed upon by the supervisor and in a designated area.

TARDINESS

Reporting to work on time is required. "On-time" is defined as being properly dressed and prepared to begin work at the start of the scheduled work period. There will be no compensation for tardiness for non-exempt employees. Excessive tardiness is cause for disciplinary action. Excessive tardiness is defined as four times in a calendar month or ten times in any part of a 12-month period.

ATTENDANCE/ABSENTEEISM

Regular attendance is required. When it is necessary to be absent, you must notify your supervisor as far in advance as possible or at least 30 minutes prior to a scheduled work period.

Irregular attendance, unexcused absences, or unreported absences cause disruption to Sure-Way Systems, Inc. and are unacceptable.

An unexcused absence is one in which an employee requests but is not granted time away from their assigned work schedule. An unreported absence is one in which an employee does not contact Sure-Way Systems, Inc. the day they are out. Irregular attendance is defined as approved unpaid absences but does not include a formal leave of absence.

Two unexcused absences or an unreported absence for a period of two consecutive hours may be considered as a voluntary resignation or may be a cause for disciplinary action. Irregular attendance exceeding 12 days in a six-month period is cause for disciplinary action.

INFORMATION MEETINGS

On certain occasions you may be required to attend meetings to receive information regarding workplace policies, safety items, product and business information, or other pertinent information. Your supervisor will notify you of these scheduled meetings and you may be required, as part of your workday, to attend. You will be compensated at the appropriate rate of pay for any hours spent in these meetings.

PERSONAL INFORMATION

For accurate administration of your wages and benefits, and for compliance with Federal and State regulations, it is necessary that current and accurate personnel records be maintained. This information is also necessary in the event you must be reached for an emergency or available work. If there are changes, or if you observe any errors in your personnel records, please notify your supervisor immediately. Please report any of the following changes as they occur:

- Name
- Address
- Telephone number
- Marital status
- Number of dependents
- Education (courses completed and other training or skill required)
- Selective service status
- Emergency contact person(s)

To see your file or make copies of its contents (with the exception of reference checks), you will need to make this request in writing prior to your access of the file. Falsification of any personnel information is cause for termination.

WAGE AND SALARY

You will receive a rate of pay commensurate with your job position. Consideration for pay adjustments will be at the discretion of your supervisor. At the discretion of Sure-Way Systems, Inc., bonuses may be awarded.

PAY PERIOD/PAY DAY

The pay period is semi-monthly, the 26th through the 8th and the 9th through the 25th. The payday will be the 15th and 1st of each month or within five working days following the end of the pay period. After completion of one year of employment, employees may request one payroll advance a year not-to-exceed \$500. Payroll advances will be subject to a ten percent interest charge and be paid back at a rate of \$50 per pay period. Employees requesting a payroll advance must complete an Advance Pay form (F-14).

TIME REPORTING

All employees are required to complete daily time sheets, as provided by Sure-Way Systems, Inc. The purpose of the time sheet is to keep track of your time for management to compute eligibility and amount of pay and/or evaluation of job specifications and requirements. Time sheets must be filled out accurately and completely, signed and turned in for approval. It is your responsibility to have your time sheets turned in to management no later than the next business day following the end of the pay period. Time sheets received after that time may result in your pay being delayed to the next scheduled payday. Filling in another employee's time sheet is not permitted and is a cause for termination.

OVERTIME

For purposes of overtime pay, employees are classified as exempt or non-exempt. Exempt employees are not eligible for overtime pay. Non-exempt employees receive overtime pay for all hours worked over 40 hours in a workweek. The overtime rate is one and one-half times the base rate of pay. Management must approve all overtime in advance. Excessive logging of overtime, particular unapproved overtime, will be cause for disciplinary action or even termination.

DEDUCTIONS

Each paycheck will have certain amounts deducted from the gross pay:

1. **Those required by law.** All required deductions are made on gross pay.
 - a. State and Federal Withholding Tax
 - b. Social Security Contributions (FICA)
 - c. Workers' Compensation Tax (where applicable)
 - d. Court Mandated Withholdings
2. **Optional.** Those authorized by the employee and approved by management (i.e. Flexible Spending Account, personal charges, etc.)

Note: A Flexible Spending Account allows certain deductions not to be taxed. Therefore, your taxable gross pay could be reduced.

PERFORMANCE EVALUATION

An evaluation of your work performance may be made periodically and is for the express purpose of determining your standard of performance in relation to the job position requirements and work place rules and regulations.

GARNISHMENTS

Repeated garnishments for multiple indebtedness that cause disruption or administrative demands on Sure Way Systems, Inc. or Small Business Exchange, is cause for discipline.

BENEFITS

Various employee benefits may be available to you including vacation, holidays, optional insurance programs, Flexible Spending Account, and a 401K Retirement Plan. Eligibility is dependent upon length of service, job classification, rate of pay, and hours worked. More detailed information regarding many of these benefits is contained in plan booklets, group insurance policies, and Small Business Exchange's official plan documents. While provisions of this section provide a general overview of Small Business Exchange's benefits, the handbook does not describe all the exclusions, limitations or conditions of the benefit programs described in this section. If there is any real or apparent conflict between the official plan documents, and this handbook or any plan summary, the provisions of the official plan documents will control over these brief summaries.

Employees are encouraged to review the official plan documents for further information. You will receive information on the available plans prior to your eligibility for enrollment. Please contact the Benefits Department at Small Business Exchange if you have any further questions.

EDUCATION

Employees are encouraged to continue their professional education. Employees are individually responsible for their own occupational qualifications. For continuing education benefits available at Sure Way Systems, Inc., see management for details.

FLEXIBLE SPENDING ACCOUNT

All employees are eligible to participate in a Flexible Spending Account in which pretax salary reductions may be made to pay for certain health related expenses including health insurance premiums not paid for from other sources. (See SBE for details.)

RETIREMENT PLAN

All employees are eligible to contribute a portion of their pre-tax earnings to a retirement plan as permitted by IRS Code 401k. (See your supervisor or SBE benefits for details.)

INSURANCE

Unemployment and Industrial Accident Insurance is provided by SBE and covers all employees. If you are injured on the job you MUST report such injury and/or accident to your supervisor immediately. Failure to immediately report an injury could cause a claim to be disallowed.

Health Insurance is available to all full-time employees upon completion of the provisional period. Sure-Way Systems, Inc. will provide 100% of all full-time employee's monthly insurance premium coverage and 50% of their dependents monthly insurance premium coverage.

The insurance eligibility waiting period may be waived for those employees classified as the following: owner(s), officers and those individuals in a management position. See management for further details.

C.O.B.R.A.

Eligible employees, spouses and/or dependents are entitled to continue their health benefits after termination of employment, except in cases of termination for gross misconduct, for a period of

up to three years depending on qualifying events. The plan administrator will notify qualified participants of their right to continue coverage, including cost. See you plan booklet for details.

Employees electing COBRA coverage are responsible for paying the cost of the extended health care coverage. The purchase price of the continuing coverage is the full cost of the premium, plus two percent to help pay for administrative fees as permitted by law.

VACATION

After completion of six months of employment, full-time employees will be eligible for paid ***Earned*** vacation as follows:

- In months seven through year three 12 days
- In year four through year five 15 days in each year
- In year six and each year thereafter..... 18 days in each year

Vacation time will accumulate at a rate of eight hours for every full month worked in the first and second year; at a rate of ten hours for every full month worked in years three and four, and at a rate of 12 hours for every full month worked in year five and each year thereafter.

Employees are not eligible to use accumulated time until completion of six months of service. Accordingly, if the employee is terminated or voluntarily terminates prior to completion of the six-month probationary period, they will not be eligible for paid compensation for accumulated vacation time.

Vacations are given as a benefit to the employee and cannot be converted to cash during the period of employment. Vacations must be approved by management and should be scheduled as soon as possible in the calendar year. Earned vacation credit cannot be carried over from one year to another.

Special work assignments may result in the canceling or altering of vacation plans. In these cases, earned vacation may be carried over to a subsequent year. Vacation eligibility may be altered for executive and management personnel.

VACATION CAP

Employees are allowed to earn and carry forward vacation balances from year to year up to; 12 days in months seven through year three, 15 days in year four through year five, and 18 days in year six and each year thereafter. Once that cap is reached, you no longer continue to accrue vacation time. When your vacation cap is below the allotted annual vacation balance you continue to accrue vacation hours.

HOLIDAYS

Full-time employees will receive the following paid holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Additional paid days off may be granted at the discretion of Sure Way Systems, Inc. To be eligible for holiday pay, you must work or be on approved leave on the workday preceding and following the holiday.

LEAVES OF ABSENCE

After completion of one year of employment an unpaid leave of absence, not to exceed 30 working days may be granted for reasons of bona fide illness or for other reasons mutually agreed upon with Sure-Way Systems, Inc. Leaves must be requested in writing and shall state the reason for the leave and the dates desired. Benefit contributions and benefit accruals will be suspended during leaves. Upon expiration of the leave, or upon notification of Sure Way

Systems, Inc. of your intent to return, you will be returned to the next available job opening in your classification. If you do not report upon the expiration of the leave, or any extension authorized by Sure-Way Systems, Inc., you shall be considered as having voluntarily given your resignation.

- Federal law shall govern a military leave of absence
- State law shall govern a maternity leave of absence
- Family leave is governed by Federal law and may require 30-day advance notice

JURY DUTY

Employees are encouraged to accept civic responsibility. A leave of absence will be granted when you are called to jury duty or subpoenaed as a witness. Jury Duty leave applies to full-time and part-time employees and is unpaid.

TIME OFF REQUESTS

Any requested time off within your normal work schedule must be requested in writing and submitted to your supervisor two weeks in advance. At this point they are only requests and will not be approved if they interfere with the business. Vacation time may be used if the employee has earned vacation available.

ILLNESS/DISEASE

There will be no adverse employment action against an employee based solely on their medical condition. Employees with infectious diseases may be reassigned if the safety of co-workers or customers is in question. Refusal to work by a co-worker of an afflicted employee may be cause for disciplinary action.

HOUSEKEEPING

You are responsible for good housekeeping practices and for keeping your assigned work area clean. Good housekeeping is essential to a safe, clean, and pleasant work atmosphere and includes proper disposal of trash or waste materials.

SAFETY

Employee safety is a primary concern of SBE and Sure Way Systems, Inc. As a condition of employment all employees are **expected** to work safely at all times and to **follow** all OSHA rules and the guidelines described in the SBE and Sure-Way Systems, Inc. "*Safety Manual.*" The Safety Manual is included at the end of the employee handbook. Additional copies may be obtained on request from SBE. Any violation of the safety rules and/or general safe working practices, as set forth in the safety manual, is grounds for disciplinary action up to and including termination of employment.

These rules include but are not limited to:

- Report of all unsafe conditions on the job to your supervisor.
- Damaged or unsafe equipment should not be used, and must be reported to your supervisor.
- All wet or slippery floor conditions in the buildings in use by the public or employees must be posted with appropriate signs. Spills should be cleaned up immediately.
- Never mix cleaning chemicals except as directed by the label, or your supervisor.
- All chemicals must be in their original labeled container. If any labels have been removed notify your supervisor.
- All locations must have Material Safety Data Sheets (MSDS) for each chemical in use at that location. You are required to be knowledgeable in their use in case of any possible health hazards and/or any emergency first aid procedures to follow. If the location is missing any MSD Sheets, notify your supervisor who will obtain replacement copies.

ACCIDENT OR INJURY REPORTING

If you are injured on the job, or involved in an accident involving Sure Way Systems, Inc. equipment, you ***MUST*REPORT THE ACCIDENT IMMEDIATELY (on the same work shift)** to be in compliance with the policies/procedures as set forth in the SBE Safety Manual.

Proper injury reporting includes supervisors completing the "**Supervisor's Report of Accident**" and the injured employee completing the **WORKERS COMPENSATION "FIRST REPORT OF INJURY."** Supervisors are to assist the employee in properly completing and mailing of the First Report. Both forms can be found in the Supervisor's Manual provided by SBE. These forms must be mailed to SBE in the next outgoing mail. Failure to complete the proper forms on time may jeopardize workers' compensation insurance benefits and may result in injury expenses not be covered by insurance.

The SBE Safety and Risk Management Department and or our workers' compensation insurance carrier investigate accidents/injuries for legitimacy and cause. This enables us to eliminate fraudulent claims and to prevent future accidents and injuries.

ARRESTS (REPORTING OF)

All arrests or summons for legal violations while on Sure Way Systems, Inc. business and/or while operating Sure Way Systems, Inc. equipment must be reported immediately to your supervisor.

FINANCIAL RESPONSIBILITY

You may be held financially responsible for any breakage or damage you may cause to Sure Way Systems, Inc. property or equipment if proven willful through negligence or disregard for the property of Sure-Way Systems, Inc.

VISITORS

All visitors are required to enter through the receptionist. Visitation is to take place in the break room, reception area, or individual office of person receiving visitor. Excessive interruptions by visitors are grounds for disciplinary action including termination. Visitors are not allowed on job sites due to liability and safety considerations. Employees are asked to consult with the job site supervisor in the event an emergency necessitates a visit.

EQUIPMENT FAILURE/DAMAGE

Damage or needed repair of Sure-Way Systems, Inc. equipment must be reported immediately to the supervisor. Violation of this requirement is cause for disciplinary action.

TELEPHONE/EQUIPMENT USAGE

The telephone and other Sure-Way Systems, Inc. equipment are furnished for the operation of the business. Telephone use for personal calls shall be kept to a minimum. No personal long distance calls are to be made and charged to Sure Way Systems, Inc. No personal use of other Sure-Way Systems, Inc. equipment is permitted without prior approval by management.

CELLULAR AND WIRELESS COMMUNICATIONS

You may be required to operate a cellular or other wireless communication device while performing job duties. In order to maintain employee productivity Sure-Way Systems, Inc. may issue certain employees a cellular phone so they can stay in contact with Sure-Way Systems, Inc. and co-workers while they are out of the office on business.

Sure-Way Systems, Inc. encourages its employees to remember safety when using their cellular phones for business purposes. Employees may engage in brief conversations while driving. If a call is going to be intense or if traffic/weather conditions are poor, employees must park their vehicles before using their phones.

All staff members who are driving on business are expected to conduct themselves in a safe and legal manner, obeying posted speed limits and avoiding note taking while driving.

COMPUTER, INTERNET AND EMAIL USAGE

Computers, computer files, internet access, the E-mail system and software furnished for employee use are the property of Sure-Way Systems, Inc. and intended for business use only. Employees are not to use a password, access a file, or retrieve any stored communication without authorization. To insure compliance with this policy, computer and E-mail usage may be monitored.

Sure-Way Systems, Inc. strives to maintain a workplace free of harassment and therefore prohibits the use of computers and E-mail in ways that are disruptive, offensive to others, or harmful to morale. The display or transmission of sexually explicit images, messages, and cartoons is not permitted. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or disrespect for others.

The Internet and E-mail may not be used for solicitation or commercial ventures, religious or political causes, or other non-business matters.

Sure-Way Systems, Inc. purchases and licenses the use of various computer software for business purposes and does not own the copyright to the software or its related documentation. Employees may only use the software on approved area networks or on multiple machines according to the license agreement. Illegal duplication of software and related documentation is prohibited.

Employees are required to notify their immediate supervisor or any member of management upon learning of violations of this policy.

VEHICLE USE

You may be required to operate a motor vehicle (either personally owned or Sure-Way Systems, Inc. provided) while performing your job duties. Your responsibility will include strict compliance with Sure-Way Systems, Inc. policy and all traffic regulations of the city, county, and state.

Employees using their own vehicle will be compensated 30 cents per mile or reimbursed for fuel. Employees may chose compensation of 30 cents per mile or fuel reimbursement, but not both.

When operating a vehicle on behalf of Sure-Way Systems, Inc., you must possess a valid operator's license and have proper insurance coverage. Any changes or restrictions regarding your license or insurance must be reported to Sure-Way Systems, Inc. A review of your motor vehicle driving record may be performed annually.

Accidents and/or traffic violations while on Sure-Way Systems, Inc. business must be reported immediately to management. Failure to report accidents and/or traffic violations is cause for disciplinary action and/or termination. Fines and/or penalties resulting from accidents or traffic violations are solely your responsibility and shall not be paid for by SBE or Sure-Way Systems, Inc.

PARKING

Parking on or near Sure-Way Systems, Inc. premises is only permitted in designated areas. Violators will be towed at their own expense.

SOLICITATION

SBE and Sure-Way Systems, Inc. prohibit solicitation, gambling, conducting a lottery, distribution, or similar activity on its premises. Employees and non-employees (except representatives of suppliers properly identified for normal business), are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services.

Employees wishing to conduct fund drives for charitable organizations or employee gifts must request permission from their supervisor.

CUSTOMER CONFIDENTIALITY

You are not to discuss or otherwise divulge any information concerning the business affairs of any customer of Sure-Way Systems, Inc. Any action or expression by an employee considered objectionable by customers, prospective customers, or your supervisor may be cause for disciplinary action including termination.

CUSTOMER RELATIONS

To preserve and foster the public's trust and confidence in Sure-Way Systems, Inc., it is imperative that all employees act with complete honesty and fairness. You are expected to be knowledgeable about your job and applicable laws and regulations pertaining to your job. Whenever you have a question relating to applicable laws or regulations, you should seek out appropriate advice before acting.

In dealing with the public, you are expected to exercise good judgment and common sense. Commitments to others should be made only if such commitments can realistically be met. In this regard, the products and services of Sure-Way Systems, Inc. should be presented accurately and fairly.

If you should become aware of actual or potential problems in any area of the business of Sure-Way Systems, Inc., you are expected to inform your supervisor immediately. If you are aware of improvements to policies, procedures, products and/or possible business opportunities that will contribute to customer satisfaction and enhance Sure-Way Systems, Inc., you are urged to bring those improvements to the attention of your supervisor.

COMPANY CONFIDENTIALITY

You may have access to records and/or other information about Sure-Way Systems, Inc. and/or other workers. This includes proprietary information, operation procedures, trade secrets, and intellectual property. You are not to discuss this information with anyone else without proper authority.

Anything Sure-Way Systems, Inc. does to design, produce and market its products that competitors cannot or do not do, is treated as proprietary information, often called trade secrets. Any information that would damage the business of Sure Way Systems, Inc., if it became public knowledge or was disclosed to a competitor, is considered a trade secret. This includes, but is not limited to, information on production, service, sales, or financial matters.

You are not to discuss proprietary information with any person from outside Sure-Way Systems, Inc. or with other employees in a public place where it is possible to be overheard. Should you leave Sure-Way Systems, Inc. for any reason, the obligation not to disclose proprietary information continues.

CONFLICT OF INTEREST

1. Relationships with Suppliers, Customers, and Competitors

If you hold any position or employment, own or acquire, directly or indirectly, a substantial beneficial interest in any concern you have reason to believe may supply goods or services to, or purchases from, or compete with Sure-Way Systems, Inc., you are required to disclose the full details concerning such interest or relationship. In such circumstances, a conflict may arise if you are in a position to influence decisions with respect to any Sure-Way Systems, Inc. transaction and if your interest of relationship is such that it might bring into question your continued ability to make independent impartial judgments in the best interest of Sure-Way Systems, Inc.

2. Gifts or Favors

Acceptance of money, gifts or favors from any individual or concern which you have reason to believe may transact business, or may seek to transact business, with Sure-Way Systems, Inc. will constitute a violation of this policy, unless such gift or favor involves no more than an ordinary social amenity. All offers of gifts or favors of more than nominal value should be immediately reported to your supervisor.

3. Proprietary and other Confidential Information

Unless duly authorized, you may not provide information to any outside organization or individual about bids, specifications, financial data or transactions, product features, process details or other matters (including computer-generated information of any nature), where such disclosure involves confidential or proprietary information or might otherwise be contrary to the best interests of Sure-Way Systems, Inc.

4. Use of Company Assets and Resources

You may not engage in activities during work time, or use or cause to be used, Sure-Way Systems, Inc. facilities, equipment, (including any computer resources), materials or supplies for your personal convenience or profit; nor may you take advantage in this manner of outside individuals or organizations doing business, or seeking business, with Sure-Way Systems, Inc. Sure-Way Systems, Inc. resources also may not be utilized for non-profit organizations such as trade professional associates without appropriate management approval.

REPRESENTATION OF SERVICES

Employees will, during their assigned duties, perform services in the name of Sure-Way Systems, Inc. Upon termination of employment (either voluntarily or involuntarily) employee shall not falsely represent said services to a new employer and/or customer. All work/services provided by Sure-Way Systems, Inc. is in the name of Sure-Way Systems, Inc. Any individual who seeks personal ownership/authorship in said services will be in violation of Sure-Way Systems, Inc.'s proprietary information. These violations will be taken seriously.

CODE OF CONDUCT

You should always be mindful of the position of Sure-Way Systems, Inc. in the community. Good reputation and success requires continuing adherence to high standards.

- **Language:**
All employees are required to refrain from using slang, profanity, and/or offensive remarks concerning age, sex, race, religion, marital status, disability, and national origin.
- **Attire:**
Each employee reflects the image of Sure-Way Systems, Inc. and is required to wear suitable attire. See management for details.
- **Hygiene:**
All employees must maintain personal grooming habits that reflect a presentable image for yourself and Sure-Way Systems, Inc.
- **Behavior:**
All employees are required to refrain from fighting or physical assault (whether serious or playful) on or with a customer or co-worker.
- **Smoking:**
Smoking is not permitted on Sure-Way Systems, Inc. premises or while in contact with customers.
- **Smokeless Tobacco:**
Smokeless Tobacco is permitted in the work area, but requires proper hygiene.

DISCIPLINE/TERMINATION

SBE and Sure-Way Systems, Inc. believe you should be given the opportunity to satisfactorily perform in your job. In the event of failure to perform you may be disciplined and/or terminated. When termination/separation occurs, payment of final wages will be made at the time of the next regularly scheduled pay period or within 15 days of the resignation date, whichever is earlier.

After you have completed the provisional employment period you may be disciplined and/or terminated for job-related reasons including a failure to satisfactorily perform job duties, disruption of business operations, failure to comply with employment rules and regulations, including business changes in the operation of Sure-Way Systems, Inc. When termination occurs, payment of final wages will be made at the time of the next regularly scheduled pay period or within 15 days of the resignation date, whichever is earlier.

ABUSE/VIOLENCE

Small Business Exchange mandates a "zero tolerance for violence." It is specifically emphasized that violent acts or incidents in any form are expressly prohibited. Each employee has a responsibility to help prevent violence by reporting what he or she see in the workplace that could be interpreted as a violent or abusive act or incident. A violent act or incident is defined as, "any action of behavior that can be viewed as ill-treatment or abuse towards another." A violent act includes physically harming another, shouting, shoving, pushing, harassment, intimidation, coercion, brandishing weapons, and physical or verbal threats.

Prompt and accurate reporting of all violent acts or incidents, whether or not physical injury has occurred, is required. Any person witnessing a violent act or incident is responsible for immediately reporting the act or incident to their supervisor. Any violent act by an employee will result in immediate discipline and/or termination.

HARASSMENT/SEXUAL HARASSMENT

All forms of harassment including any degrading work assignment(s), word(s), or action(s) toward an individual or an individual's race, color, religion, sex, age, or national origin are prohibited.

It is specifically emphasized that sexual harassment in any form is expressly prohibited. Conduct of any kind that is perceived to be sexual harassment by a supervisor or employee will not be tolerated. Sexual harassment conduct includes, but is not limited to: explicitly or implicitly subjecting an employee to sexual advances as a condition of the employee's employment, evaluation, salary, advancement, assigned duties, shifts, or any other condition of employment; sexual flirtations, touching, advances, or proposition; the development of a perceived flirtatious personal relationship between two employees where one employee is in a position to assign or review the work of the other; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; the display in the work place of sexually suggestive objects or pictures, including nude photographs; and/or any unwelcome conduct which unreasonably interferes with the employees job performance or creates a hostile or offensive work environment.

Any employee who engages in conduct of harassment will be subject to discipline and/or termination.

HARASSMENT HOTLINE

Small Business Exchange and Sure-Way Systems, Inc. have a zero tolerance policy regarding any discriminatory, harassing, or retaliatory conduct in the workplace. Pursuant to that policy, we have subscribed to a telephone reporting/complaint service called the Harassment Hotline so that our employees can readily report such acts, including theft and safety matters without fear of retaliation, job loss, or embarrassment.

The Hotline is an unbiased, third party reporting system and satisfies the United States Supreme Court's position that companies must "...clearly show they provide a simple complaint process that is calculated to encourage victims of harassment to come forward."

We do not anticipate that our employees will need to use the Harassment Hotline, as we expect and assume that all of our employees will conduct themselves free of harassment. Still, if it is needed, the service is available and allows ANY employee to report any allegation of sexual harassment, discrimination, retaliation, theft, or any safety concern that occurs in the workplace, or any harassment by a third party.

Sexual harassment, discrimination, retaliation, and other dysfunctional behavior cannot and will not be tolerated under any circumstances. The only way we can stop such behavior in the workplace is bring it out in the open by communication and total employee/employer commitment

REPORTING AN ACT OF HARASSMENT

You are requested and strongly urged to report immediately to your supervisor any act of harassment. All complaints of harassment will be treated seriously and employee confidentiality will be respected.

For the convenience of our employees, the Hotline can be accessed 24 hours per day, seven days per week. The toll free number is **1-800-97-STOP IT** which is **1-800-977-8674**. Our company has a unique identification number, which is **990039**. Remember that any employee may call the toll-free number at any time and report harassment, discrimination, retaliation, theft, or any safety concern without fear of retaliation.

Remember that the company management cannot correct any situation that is of concern to you unless it knows about it. In this regard, your cooperation is needed and appreciated.

PROBLEM RESOLUTION

It is the intent of SBE and Sure-Way Systems, Inc. to assure you that it is interested in your ideas, suggestions, as well as your questions, concerns, problems or grievances. You should feel free to communicate your ideas, suggestions, concerns, problems or grievances to management.

An appropriate problem or grievance is defined as, "An employee's expressed feeling of dissatisfaction concerning an application or interpretation of work related matters." If you have a grievance, you must follow the procedure contained in this Employee handbook. This procedure is your exclusive remedy for any dispute resolution. You will not be penalized for proper use of the procedure. However, it is not proper to use the procedure by presenting a grievance in bad faith or for the purpose of delay or harassment, or by presenting a problem or grievance that a reasonable person would judge to have no merit.

PROBLEM RESOLUTION PROCEDURE

If you feel you have a problem or appropriate grievance, you must proceed as follows:

- Step One:** Immediately bring the problem or grievance to the attention of your immediate supervisor and attempt to resolve it *informally*.
- Step Two:** If you are unable to resolve your problem or grievance informally, present it in writing to your immediate supervisor within ten days of the occurrence of the matter. Your supervisor will have ten days in which to respond to you in writing. (If you are not able to communicate to your supervisor, you may present your problem or grievance in writing to another supervisor).
- Step Three:** If your problem or grievance is not resolved to your satisfaction, present it in writing to the Owner within ten days of the supervisor's written response. Your grievance will be reviewed and a final decision will be made within ten days.
- Step Four:** If your problem or grievance is not resolved to your satisfaction, present it in writing to SBE, Department of Human Resources within ten days of the owner's written response. Your grievance will be reviewed and a final decision will be made within ten days.
- Step Five:** In cases involving long term suspension, termination, or alleged discrimination where you are dissatisfied with the final decision, you may request in writing within ten days of the decision to have the decision reviewed by a panel consisting of the supervisor, yourself, an officer from SBE, and another employee chosen by you. The review panel shall schedule a meeting within ten days of your request and make a decision within the time frame governed by appropriate state law.

DRUG AND ALCOHOL POLICY

PURPOSE

The purpose of this policy is to assure worker fitness for duty and to protect employees, customers, and the public from the risks posed by employee use of alcohol and controlled substances. The Federal Highway Administration (FHWA) of the U.S. Department of Transportation has enacted 49 CFR Part 382, which mandates urine controlled substance testing and breathalyzer alcohol testing for commercial vehicle operators and prevents performance of safety-sensitive functions when there is a positive test result as defined in the policy. The U.S. Department of Transportation (DOT) has also enacted 49 CFR Part 40, as amended that sets standards for the collection and testing of urine and breath specimens.

POLICY

Personal use, sale, purchase, transfer, manufacture, distribution or possession of alcohol or any illegal drug while performing job duties, while on Sure-Way Systems, Inc. grounds or in a Sure-Way Systems, Inc. vehicle, is prohibited. The presence, in any detectable amount, of alcohol or any illegal drug while performing job duties or while on Sure-Way Systems, Inc. premises or in a Sure-Way Systems, Inc. vehicle is prohibited. Violation of this regulation is cause for discipline including termination.

This policy applies to all employees and includes any leased contractor who operates a commercial motor vehicle in interstate or intrastate commerce and is subject to the commercial driver's license requirements. It further applies to employees who are defined as performing Safety-Sensitive Functions in the Safety-Sensitive Function paragraph of this policy. Pursuant to the Company's "Work Force Drug & Alcohol Testing Act", all employees must comply with this policy.

SAFETY-SENSITIVE FUNCTION

As defined in the Company's "Work Force Drug & Alcohol Testing Act", this includes employees who engage in the performance, supervision, or management of work in a hazardous work environment, security position, position affecting public safety or fiduciary position. A safety-sensitive function is defined in 49 CFR Part 382.107 as any of those on duty functions that are set forth in 49 CFR, Part 395.2 On-Duty Time, paragraphs (1) through (6).

TESTING REQUIREMENTS

A urinalysis or other drug/alcohol test may be required where circumstances or work place conditions justify it and in conformance with applicable state law. Your consent to submit to such a test is required as a condition of employment. Pre-employment testing is mandated for all persons who operate a commercial motor vehicle on behalf of Sure-Way Systems, Inc.

TESTING PROCEDURES AND CONFIDENTIALITY

Sure-Way Systems, Inc. affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. Information obtained through testing that is unrelated to the use of a controlled substance or alcohol will be held in strict confidentiality by the medical review officer and may not be released to the employer.

Analytical urine drug testing and breath testing for alcohol may be conducted as required by Federal and State regulations. All applicable employees shall be subject to testing prior to employment randomly (unannounced basis) for reasonable suspicions and following a commercial

motor vehicle accident. Employees will be tested prior to and after returning to duty following a positive drug or alcohol test.

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities, which have been approved by the U.S. Department of Health and Human Services (DHHS). All collection and testing will be conducted consistent with the procedure put for this 49 CFR Part 40.

The urine sample will be tested for marijuana, cocaine, opiates, amphetamines, and phencyclidine. An initial drug screen will be conducted on each specimen. For those specimens that are not negative, a confirmatory gas Chromatography/Mass Spectrometry (GC/ms) test will be performed. The test will be considered positive if the amounts present are above the minimum thresholds established in 49 CFR Part 40.

Tests for alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved evidential breath-testing device (EBT) operated by a trained breath alcohol-screening device approved by NHTSA and operated by a screening test technician (STT). Any positive alcohol screen will be confirmed using an EBT. Employees are subject to alcohol testing four hours prior to work, while on call, while performing or immediately following performance of work duties. If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. An employee who has confirmed alcohol concentration of greater than 0.02 but less than 0.04 will be removed from duty for a minimum of 24 hours. An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy and subject to sanction up to and including termination.

ANY EMPLOYEE WHO HAS A CONFIRMED POSITIVE DRUG OR ALCOHOL TEST (GREATER THAN 0.04) MUST BE EVALUATED BY A SUBSTANCE ABUSE PROFESSIONAL (SAP) AND WILL BE REMOVED FROM DUTY.

TYPES OF TESTING

1. Pre-Employment

A positive drug test will disqualify an applicant for employment. Perspective employees may be required to pay for this test by shall be reimbursed upon hire. Pre-employment testing is mandatory for all job positions requiring the operation of a commercial vehicle and may be required for safety sensitive positions.

2. Reasonable Suspicion

Employees may be subject to a fitness for duty evaluation, to include appropriate urine and/or breath testing when there are reasons to believe that drug or alcohol use is adversely affecting job performance. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances, which are consistent with the long or short-term effects of substance abuse. Examples of reasonable suspicion include, but are not limited to, the following:

- a. Adequate documentation of unsatisfactory work performance or on the job behavior.
- b. Physical signs and symptoms consistent with prohibited substance use.
- c. Evidence of the manufacture, distribution, dispensing, possession, or use of controlled substances, drugs, alcohol, or other prohibited substance.
- d. Occurrence of a serious or potentially serious accident that may have been caused by human error.
- e. Fights (to mean physical contact), assaults, and flagrant disregard or violations of established safety, security, or other operating procedures.

Reasonable suspicion determinations will be made by two managers or supervisors or a combination thereof, who detect the signs and/or symptoms of drug and/or alcohol use and who reasonably conclude that an employee may be adversely affected or impaired in their work performance.

3. Post-Accident

Employees will be required to undergo urine and breath testing if they are involved in an accident that results in:

- a. Injuries to any individual involved which requires medical treatment away from the scene.
- b. An involved vehicle incurs disabling damage that requires towing from the scene.
- c. Property damage in excess of \$1500.00
- d. An employee receives a citation under State or Local law for a traffic violation in connection with an accident or a fatality.

When required, the employee will be tested as soon as possible, but not to exceed eight hours. An employee involved in an accident must refrain from alcohol use for eight hours following the accident or until they undergo a post-accident alcohol test. Any employee who leaves the scene of the accident without appropriate authorization prior to submission to drug and alcohol testing will be considered to have refused the test and subject to disciplinary action including termination.

4. Random

All employees may be subject to random, unannounced testing. This will be done using a scientifically proven method of selection at a rate of 50% annually for controlled substances and 10% annually for alcohol. These quotas will be spread out over a minimum of four unannounced selections throughout the year and will be conducted by the Chemnet Consortium.

5. Return to Duty

Employees who previously tested positive on a drug or alcohol test must test negative and be evaluated and released to duty by a Substance Abuse Professional. If an employee is accepted for rehire under these conditions, the employee may be asked to pay for this test.

6. Follow-up

Any employee who tested positive for drugs or alcohol will be subject to drug and/or alcohol testing upon their return to work.

7. Split Sample

An employee who questions the results of a required drug test may request that an additional test be conducted. This test may be conducted at a different testing DHHS-certified laboratory. The test must be conducted on the split sample that was provided at the same time as the original sample. The employee pays all costs for such testing unless the second test invalidates the original test. Sure-Way Systems, Inc. will seek reimbursement from the employee up to withholding the costs from a paycheck. The method of collecting, storing and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40. The employee's request for a re-test must be made to the MRO within 72 hours of notice of the initial test result. Request after 72 hours will only be accepted if they delay was due to documented facts that were beyond the control of the employee.

TESTING COMPLIANCE

Any employee who refuses to comply with a request for testing, who provides false information in connection with a test, or who attempts to falsify test results through tampering, contamination, altering, adulteration, or substitution shall be removed from duty immediately and subject to disciplinary action, up to and including termination. Refusal can include an inability to provide adequate specimen or breath sample without a valid medical explanation as well as a verbal declaration, obstructive behavior or physical absence resulting in the inability to conduct the test.

PROHIBITED SUBSTANCES

1. Illegal Drugs and Controlled Substance

Any illegal drug or any substance identified in Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), also found in Appendix D of the Federal Motor Carrier Safety Regulations. This includes, but is not limited to: marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration.

2. Legal Drugs

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to the supervisory personnel and medical advice must be sought, as appropriate, before performing a safety-sensitive function. A legally prescribed drug means that an individual has a prescription or other written approval from a physician for the use of a drug in the course of medical treatment. It must include the patient's name, the name of the substance, dosage, and the period of authorization. The misuse or abuse of legal drugs is prohibited.

3. Alcohol

The use of beverages or substances containing alcohol including any medication such that alcohol is present in the body is prohibited. The concentration of alcohol is expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath-testing device (EBT).

PROHIBITED CONDUCT

"Prohibited Conduct" addressed by this policy includes the following:

1. Manufacturing, Trafficking, Possession, and Use

Any employee engaging in the manufacture, distribution, dispensing, possession, or use of prohibited substances on company premises, in company vehicles, or while on company business will be subject to disciplinary action up to and including termination. Law enforcement shall be notified, as appropriate, where criminal activity is suspected.

2. Intoxication/Under the Influence

Any employee performing, about to perform, or having just completed performing a safety-sensitive function, who is reasonably suspected of being intoxicated, impaired, under the influence of a prohibited substance, or not fit for duty shall be suspended from job duties pending an investigation and verification of condition. Employees found to be under the influence of a prohibited substance, who fail to pass a drug or alcohol test, shall be removed from duty and subject to disciplinary action, up to and including termination. A drug or alcohol test is considered positive if the individual is found to have a quantitative presence of a prohibited substance in the body above the minimum thresholds as defined in 49 CFR Part 40; or an employee's refusal to test.

3. Alcohol Use

No subject employee should report for duty, or remain on duty when their ability to perform assigned functions is adversely affected by alcohol or when their blood alcohol concentration is 0.02 or greater. No employee shall use alcohol while on duty. No employee shall have used alcohol within four hours of reporting for duty. Violations of these provisions are prohibited and punishable by disciplinary action up to and including termination.

4. Illegal Use

Illegal use includes use of any illegal drugs, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs.

EMPLOYMENT ASSESSMENT

Any employee who tests positive for the presence of illegal drugs or alcohol above the minimum thresholds set forth in 49 CFR Part 40 will be evaluated by a Substance Abuse Professional (SAP). A SAP is a licensed physical psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of any clinical experience in the diagnosis and treatment of alcohol related disorders. The SAP will evaluate each employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited substance abuse or misuse. Assistance by a SAP does not shield an employee from disciplinary action or guarantee employment or reinstatement with this company.

If any employee is allowed to return to duty to perform safety sensitive functions; they must properly follow the rehabilitation program prescribed by the SAP, must pass "return to duty" drug and alcohol tests, and be subject to unannounced follow-up tests for a period of one to five years. The cost of any treatment of rehabilitation services will be paid directly by the employee or their insurance provider. Employees will be allowed to take accumulated sick leave and vacation leave to participate in the prescribed rehabilitation program.

TREATMENT

All employees are encouraged to make use of available resources for treatment of alcohol and substance abuse problems. Under certain circumstances, employees may be required to undergo treatment for substance abuse. Any employee who refuses or fails to comply with the Substance Abuse Professional's and Sure-Way Systems, Inc. requirements for treatment either after care or return to duty shall be subject to disciplinary action, including termination.

SUPERVISOR RESPONSIBILITY

Sure-Way Systems, Inc. is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.

INFORMATION

Employees may request information concerning the effects of alcohol and controlled substances on an employee's health, work, and personal life; signs and symptoms of a problem; and rehabilitation.

Copies of 49 CFR Part 40 are available for review from Sure-Way Systems, Inc.

COMPANY CONTACT

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