

**Taurus Technologies, INC.**  
**Employee Handbook**

**Acknowledgment of Receipt and Understanding of Motor Vehicle Report (MVR) Policy**

I understand that effective as of August 1, 2018, Taurus Technologies, INC. (the "Company") has added a new employment policy to the Company's Employee Handbook (the "Handbook"), entitled Motor Vehicle Report (MVR) Policy (the "MVR Policy"). I acknowledge that I have received a copy of the MVR Policy, which provides important information about the Company's policies and practices related to Company Drivers.

I understand that neither the Company's Handbook nor MVR Policy are intended to cover every situation which may arise during my at-will employment, but is simply a general guide covering the Company's existing policies, procedures, and practices of employment.

I understand that from time-to-time the Company may need to add to, change and otherwise amend the information contained in its Handbook or the MVR Policy, and that the Company will inform me when these changes are made.

I understand that nothing in the Company's Handbook or the MVR Policy is intended to create, or will be construed as creating, an express or implied contract or guarantee of employment for a definite or indefinite term. I understand that my employment with the Company is "at-will," and that either I or the Company may terminate our at-will employment relationship, with or without cause, at any time, for any reason or no reason.

I understand that I should consult my Manager or the Company's Business Manager if I have questions regarding the Company's Handbook or MVR Policy.

Additionally, I understand that this signed form will be retained in my personnel file.

I have received, read and understand the information outlined in the MVR Policy. I understand that this Policy is effective as of August 1, 2018. I have asked any questions that I may have concerning its contents, and will comply with this Policy and procedures to the best of my ability.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Management Signature

\_\_\_\_\_  
Date

## **Motor Vehicle Report (MVR) Policy**

All Taurus Technologies, INC. (the "Company") drivers must have a valid driver's license with the proper class and appropriate endorsements for the vehicles they are operating; must have a satisfactory driving record; must meet all state law age requirements for operating a vehicle; and must be insurable. Drivers must not drive if their license has been suspended or revoked. A person not meeting any of the above criteria will not be allowed to operate a Company-owned or personal vehicle for Company business. If the employee's position requires use of a Company or personal vehicle, and the employee does not meet the required criteria for operating a vehicle, the employee may be terminated.

MVRs will be obtained on new drivers at the time of employment or when transitioning into a driving position and annually thereafter. Additionally, an online defensive driving course is required at time of hire and every (2) two years subsequently. Management will determine the acceptability of a driver's MVR in its sole discretion. New hires must have an MVR that is CLEAR or ACCEPTABLE in order to be a Company Driver. Current Company Drivers must have an MVR record that is CLEAR, ACCEPTABLE, or BORDERLINE. Management may restrict the driving privileges of an individual with BORDERLINE MVR records or require drivers to receive additional training or monitoring. Drivers with POOR MVR records will be suspended from driving on Company business.

Traffic tickets or parking citations will not be paid by the Company and are the responsibility of the employee. All employees shall obey all local, county, state and federal laws concerning the use of all motor vehicles. **The Company strictly prohibits text messaging or using a cell phone without a hands-free device while operating a motor vehicle for Company business.** All employee drivers must report all accidents, moving violations and license suspensions to their Manager immediately.

All employees authorized to travel for Company business must provide the Business Manager with proof of current insurance coverage when using their personal vehicles and will be subject to the same driving record review as Company Drivers.

An employee who misleads or fails to disclose his or her inability to meet the required criteria for operating a vehicle under this Policy, and operates or continues to operate a vehicle, may be subject to employment termination.

Under no circumstances may a Company vehicle be used for personal transportation or personal business of the employee without Manager's approval.

All documents including without limitation, applicant release forms, the actual MVR, annual certified of violations, annual MVR reviews, warnings and corrective action taken will be retained in the employee's personnel file.