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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.

Motor Vehicle Records (MVRs) will be obtained for all new drivers at the time of hire or upon transition into a driving position, and will be reviewed every two years thereafter. An online defensive driving course is also required at the time of hire and must be completed every two years. The Company reserves the sole discretion to evaluate each driver's MVR and determine eligibility to operate a vehicle for Company business. New hires must have an MVR that meets Company standards in order to be approved as a Company Driver. Current drivers are subject to ongoing MVR evaluations. Based on the results, management may take actions including—but not limited to—restricting driving privileges, requiring additional training or monitoring, or suspending driving duties.

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.** Employee drivers must report all major driving-related infractions that may impact their ability to legally or safely operate a vehicle on behalf of the Company. This includes any pending DWI/DUI charges or license suspensions. Such issues must be reported to management prior to conviction when possible, and may result in disciplinary action, up to and including termination. Work-related driving incidents, including accidents or citations occurring while operating a vehicle for Company purposes, must be reported to management immediately—even if the employee is off the clock at the time of the report.

All employees authorized to travel for Company business must provide the VP of Finance 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 certification of violations, annual MVR reviews, warnings and corrective action taken will be retained in the employee's personnel file.

INSPIRE. DESIGN. DELIVER.

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 Human Resources 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