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EMPLOYEE HANDBOOK
DRIVER PERSONNEL



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WELCOME

On behalf of the entire Team, welcome to Knight Transportation! Knight is an organization with a rich history. Our tradition of success is the result of the dedication, discipline and hard work of every Knight team member, especially our Driving Associates.

Knight is committed to creating value for our employees, customers and shareholders. And for being a safe and responsible member of the communities in which we work. We have forged a culture rooted in these commitments, discipline, and hard work. We are so glad that you have chosen to join our team and to lend yourself to strengthening our Company and we know that as you contribute to the success of our Company, you will find tremendous professional growth and opportunity.

Understanding company culture and expectations is critical to your success at Knight. We have developed this Handbook to summarize some important information about your employment and address common questions. Additional information and training are provided on Knight University and through resources available to you on the Driver Portal. Please read through this thoroughly. If you have a question about a policy which is not addressed in this Handbook, please ask your leader. As you become familiar with your new position, work closely with your leadership team to understand the performance expectations of your role. Each of us is here to support you in your role.

We’re so glad you’re here!

Dave Jackson, CEO

SAFETY POLICY STATEMENT

Knight is committed to the safety and well-being of our Driving Associates and to the prevention of motor vehicle crashes that affect the motoring public. We expect that you will act safely and take personal responsibility for your safety in the conduct of your work assignments.

Knight strives to provide a safe workplace where all Associates are expected to work safely and to act in the best interest of the Company and their fellow employees. Management will provide the necessary equipment and training to help our associates achieve Knight's safety expectations. It is your responsibility to act safely at all times; keep your commitment to following the Team Rules; inspect and use equipment/tools that are in safe condition and operate them properly; wear appropriate protective clothing and equipment as it applies to your specific work assignment(s); abide by applicable federal and state rules, regulations and laws; and complete training assignments related to your responsibilities. Report incidents and injuries promptly and accurately.

Never compromise your safety or the safety of others. We are committed to continuous improvement. Safety related concerns and feedback should be reported to your leader or other leaders, including Safety Leaders. Choose to make safety a personal value.

We want you to get home safely!

Shane Taylor – Executive VP

Brad Hart – VP Safety

ONE STANDARD OF CONDUCT

At Knight, we believe our employees are responsible, creative problem solvers who care about others and who come to work each day to give their very best. Knight maintains high expectations for its employees and expects employees to reflect Knight's values in everything they do while at work. This means upholding Knight's One Standard of Conduct:

You are expected to act in the best interest of your fellow team members, our company, our customers and our shareholders at all times

To ensure each of us upholds Knight's One Standard of Conduct, Knight utilizes High Performance Coaching ("HPC"). If your work performance does not meet Knight's standards, you will be given an opportunity to understand and correct the performance issue. The HPC process empowers the employee to take responsibility for the performance and correct it or improve upon it. Failure to address and correct a performance problem following coaching may result in termination. Threatening behavior, safety violations, and actions that endanger the health, safety, and/or well-being of Knight's employees, customers, or the public may result in immediate termination regardless of whether a coaching conversation has taken place.

KNIGHT SAFETY TEAM RULES

The role of the driver is important not only to his or her personal safety, but to the safety of other motorists. Knight's Team Rules outline fundamental expectations of you in your role as a Driver. We believe these rules to be so important to your safety and the safety of those around you that, in most cases, a single violation could end your career at Knight. To ensure your success, it is critical that you understand the importance of these rules and personally commit to them:

- A Knight Driving Associate will maintain a proper Following Distance
- A Knight Driving Associate will drive at Speeds Safe for Conditions
- A Knight Driving Associate will not Drive Distracted. Never use a handheld phone or device while driving. *Though regulations may allow you to use a hands-free phone to make and receive calls, the company discourages unnecessary phone use while driving.*
- A Knight Driving Associate will observe the Company's Drug and Alcohol Policy and the Federal Regulations regarding Drug and Alcohol use.
- A Knight Driving Associate will obey traffic control devices and would never receive a citation for "Failing to Obey a Traffic Control Device".
- A Knight Driving Associate will properly wear a Seat Belt any time the truck is moving.
- Though we expect you not to be involved in collisions, a Knight Driving Associate will immediately report any/all Accidents, Incidents or Injuries from the scene (888-489-0911)
- A Knight Driving Associate will inspect all equipment prior to operating it daily. He will not operate it if there is a defect or problem that would make it unsafe to operate and will communicate the findings of the inspection using the electronic inspection process (DVIR). For example: A Knight Driving Associate would never drive on Steer Tires that have steel cords showing.
- A Knight Driving Associate will always lock and seal every load, never drop the load anywhere other than a secure Knight yard or at the Customer after it is signed for. The following areas are prohibited for any parking other than at our Terminals: DALLAS, LAS VEGAS, ATLANTA, MEMPHIS and FLORIDA.
- A Knight Driving Associate will always drive in a Safe and Courteous manner. Knight Driving Associates do not make U-Turns on public roadways, for example.

- A Knight Driving Associate does not stop/park on the side of the road (“sitting duck”) unless disabled or in an emergency. If you must stop/park, deploy your warning devices.
- A Knight Driving Associate will always have a valid CDL and Medical Card with them and will immediately report every citation or event that affects their CDL driving privileges.
- All Pets and Passengers must be approved and authorized prior to transport.

For further information on each of these Rules or other policies and expectations not addressed here, please refer to Knight’s Driver Portal. You can also contact your Driver Manager, Driver Development Manager, Safety Leader, or Terminal Leader. The entire Knight team is committed to supporting you in achieving professional success. Together we can ensure that you and those around you get home safely.

KNIGHT SAFE DRIVING PRINCIPLES

Knight drivers should follow safe driving practices. To avoid accidents and incidents caused by unsafe driving and to give emphasis to some of the most important safe driving behaviors, Drivers are reminded to focus on the S.M.A.R.T principles:

Safe speed for conditions

Maintain a safe following distance

Avoid distracted Driving

Resist driving when excessively fatigued

Take your time and **Get Out And Look (G.O.A.L.)** before backing

DEFENSIVE DRIVING

Knight teaches its Driving Associates the Smith System® of Defensive Driving principles. For more information, please refer to your Smith System Training and Knight University training materials. The Five Keys of Smith System® are helpful principles to assist you in your driving duties.

DISTRACTED DRIVING

Distracted Driving is a significant public safety issue. Distractions include those which cause you to remove your hands from the driving wheel; and/or your eyes from the roadway and scanning around your vehicle; and/or your mind from the driving task. We expect that you will not drive while distracted and to minimize potential distractions while driving. For more information about the Company’s Distracted Driving policy, please refer to the Driver Portal.

DRESS COMMITMENT

Knight believes employees will make responsible and appropriate decisions about their manner of dress and appearance to reflect the professional image of the Company. For your own safety, Drivers are expected to wear closed toe, slip resistant rubber soled shoes or boots when on duty and when entering or exiting Knight equipment.

COMPUTER, EMAIL AND INTERNET USE

Knight provides various technology resources to assist you in performing your job duties. The Company has full visibility into how the provided technology, including the internet, is used and as such, employees have no

expectation of privacy when utilizing Knight provided resources. Employees are responsible to ensure their use of any/all technology resources uphold the values and expectations of the Company and its image, including upholding Knight's One Standard of Conduct. This also applies to business conducted on behalf of the Company.

PROTECTION OF PERSONAL IDENTIFIABLE INFORMATION

The Company collects and retains employee information required to pursue its business operations and to comply with government reporting and disclosure requirements. Examples of personal information may include, but is not limited to, employee names, addresses, telephone numbers, e-mail addresses, social security numbers, date of birth, EEO data, emergency contact information and the like. The Company respects the confidentiality of such information and endeavors to safeguard information in its possession.

Departments that maintain such information (Payroll, I/T, Security, Safety, Human Resources, etc.) shall employ practices to secure the data, whether in hard copy or digital form, using appropriate system applications or retention systems. Similarly, transmission of information will be safeguarded through appropriate security, encryption or other means, and only transmitted to those persons or entities as required or who have a need to access such information. It is the responsibility of the department to identify the practices required to protect data to which they have access.

If an employee becomes aware of a material breach in maintaining the confidentiality of his or her personal information, the employee should report the incident to Human Resources. The Human Resources department has the responsibility to investigate the incident and take corrective action, commensurate with findings.

DRIVER CLASSIFICATION

Knight Driving positions are classified according to the Motor Carriers Act (MCA) and/or the Fair Labor Standards Act (FLSA).

FULL-TIME DRIVERS:

Hourly or salaried Drivers normally scheduled to work at least 30 hours in a designated workweek and are required to report time worked.

PART-TIME DRIVERS:

Hourly or salaried Drivers scheduled to work less than 30 hours in a designated workweek. Part-time non-exempt Drivers may be assigned a regular work schedule or may work on an "as-needed" basis and are required to report time worked. Part-time Drivers are not eligible for benefits, except as required by applicable law. Part-time Drivers must report their time worked during the prior seven days to the Log Compliance Department.

TEMPORARY DRIVERS:

Temporary Drivers are those who are employed for short-term assignments. Short-term assignments will generally be periods of three months or less. Temporary Drivers are not eligible for Driver benefits, except as required by applicable law.

PUNCTUALITY AND ATTENDANCE

Prompt attendance is an essential expectation of every position here at Knight. Tardiness and absenteeism are disruptive to your fellow co-workers and the organization at large. It is expected that you will come to work on time, as scheduled. The late delivery of freight (Service Failure) causes problems for Knight's customers. If you foresee being absent on a future date, please notify your Driver Manager in advance of your absence. If an absence is unexpected, and you cannot provide advance notice, please notify your Driver Manager as soon as possible prior to the time you are scheduled to begin working. Drivers should contact their Driver Manager each day they are scheduled to work but unable to report to work and communicate the expected duration of any

absence. If you fail to report to work without any communication to your Driver Manager for three or more consecutive shifts, you may be considered to have voluntarily resigned your position with the Company.

WORKING HOURS AND SCHEDULE

Driver work schedules are affected by several factors and will be determined by Company requirements, customer commitments, freight availability, and DOT regulations.

Hourly paid, city or local Drivers, are to record time worked for payroll purposes. Knight expects all Drivers comply with the Hours of Service Regulations and you are expected to report your time with accuracy. Any changes to your reported time worked MUST be approved by your Driver Manager.

For more information regarding your individual work schedule, please speak to your Driver Manager.

HOURS OF SERVICE

The Hours of Service (HOS) rules governing drivers are part of the Federal Motor Carrier Safety Regulations (FMCSR's), Part 395. You are expected to know and understand the HOS rules prior to operating your vehicle.

As a reminder, the HOS Rules generally apply to motor carriers and commercial drivers involved in the transportation of property or passengers while conducting interstate or foreign commerce.

For more information regarding hours of service, please visit Knight's Driver Portal or the Federal Motor Carrier Safety Administration website: <https://www.fmcsa.dot.gov>.

OFF DUTY TIME

Once a driver has completed on-duty activity (for example driving, yard moves, and/or on-duty-not-driving activities), the driver may switch duty status to "sleeper berth" for the time the driver is physically resting in the sleeper berth, or to "off duty" in accordance with 49 CFR 395. A driver has not completed on-duty activity until the driver has secured the equipment and cargo in accordance with the company's security requirements and completed all on-duty activity associated with the current shift and/or all applicable regulatory requirements are satisfied, e.g. making required entries on documents, submitting documents, Daily Vehicle Inspection and Report, and et cetera. Once a driver changes duty status to "Off-Duty", the driver is released from duty and may engage in personal activity that is not regulated or supervised by the Company.

Drivers may log "off-duty" and indicate such on their Record of Duty Status (ELD) during their work shift in accordance with 49 CFR 395. If a driver is waiting, for example at a customer location, and the driver is not performing any work activities, and the equipment is secured in accordance with company policy, you may be relieved of duty and may log off-duty in accordance with the definition of On-Duty Time in 49 CFR 395. If you are performing any work activity while waiting you must log that time as On-Duty, Not-Driving.

While a driver is off-duty, the Company does not regulate his/her personal activity. Drivers must however ensure they comply with any/all applicable federal regulations and the Company's Drug and Alcohol policy while Off-Duty. Drivers who are in control and custody of company equipment and/or cargo, for example while parked overnight at a truck stop, though Off-Duty, must be prepared and physically able to report and return to duty as long as such requirements comply with 49 CFR 395 Hours of Service limits and requirements.

49 CFR 395 permits brief and routine communications between the motor carrier and an off-duty driver without such communication affecting or interrupting the driver's Off-Duty status. The regulations do not permit a driver to log off duty if the driver is required repeatedly to respond to voice or text communications during a Ten-hour off-duty break. To clarify for purposes of this policy, Drivers are not obligated to respond to

a particular communication. If a driver does not believe the communication fits the description of “brief” and/or “routine”, the driver may switch duty status to “On-Duty, Not-Driving” and complete an Off-Duty Compensation Request Form. **Reminder:** switching duty status may affect your required HOS rest break and may require additional Off-Duty and/or Sleeper Berth time to satisfy break requirements.

FATIGUE

The Hours of Service rules do not guarantee your safety. Drivers are expected to report to duty rested and ready to work. You are expected to stop driving and find a safe place to park and rest if you are too tired to safely drive, and you as the driver are fully empowered to make that decision. If you do pull over to rest and stopping may affect your scheduled appointments, please contact your Driver Manager and advise him or her of the potential delay.

SLEEP APNEA

As part of the Company’s commitment to safety we screen prospective drivers to identify significant health conditions such as Sleep Apnea which may contribute to fatigue and fatigued driving. Sleep Apnea, if left undiagnosed and untreated, may result in serious health problems. Federal Regulations do not permit a driver to be physically qualified (49 CFR 391) if that driver suffers from untreated sleep apnea. Drivers who are treating must comply with their Doctor’s prescribed treatment plan. If you fail to properly treat the condition in accordance with your Doctor’s prescription, you may not be physically qualified at your next recertification. The Company will make a reasonable accommodation by permitting the use of an approved CPAP machine in the cab of the tractor to facilitate proper rest. Not all CPAP machines are approved. To be approved, the machine must meet the following specifications:

- Fixed Pressure Machine
- Bluetooth / Cellular / Wi-Fi capabilities (4G required)
- SD card
- 80W power supply or less
- Power cord (AC and DC capabilities)

Additionally, you may need to restrict the use of other appliances in order to preserve enough battery power to properly operate the equipment and meet your treatment requirements. The Company’s accommodation does not permit for unrestricted idling or the installation of additional equipment beyond the inverter the Company has already installed to facilitate the use of personal appliances in the cab of the tractor, though you may power your CPAP machine with your own approved portable power source.

COMPENSATION

Weekly Pay (residents outside CA, WA, and OR)- Pay Period begins Wednesday and ends Tuesday at 10am AZ. Check Date is Thursday

Weekly Pay (residents of CA, WA, and OR)- Pay Period begins Sunday and ends Saturday. Check Date is Thursday

Daily Pay (Residents outside CA, WA, and OR)- Period ends each day at 10am AZ. Check Date is next Business Day

These schedules are subject to change depending on Holidays or unique situations that may necessitate a check date needing to be changed

You have the option to receive your net pay via direct deposit to your bank account, or to your EFS Card

Direct Deposit can be set up at https://knighttransportation.formstack.com/forms/driver_direct_deposit

If you have not yet elected the manner by which your payroll is received, net pay will be credited to the Driver's EFS Card. EFS Cards can be used to purchase fuel, advances for company expenses, pay, and personal advances. Detailed information regarding how to utilize your EFS card is available in the Instruction brochure distributed during Driver orientation, at terminal locations, online at <https://www.efslc.com/>, or by calling the customer service number on the back of the EFS Card. Pay statements can be viewed online at <https://myportal.drivекnight.com/wps/portal> or by contacting the Payroll Department.

If your mailing address changes, it is your responsibility to notify Knight of your new address within 48 hours of the change. Knight is not responsible for a Driver's failure to receive mail as a result of the Driver not notifying Knight of any address changes.

DRIVER PAY PACKAGES

Trip pay is based upon dispatched miles according to the Rand McNally Household Goods Guide, unless otherwise specified.

A Driver's rate of pay is based on position and experience. Dedicated fleets may have rates of pay based on the specific needs or contractual requirements of the customer.

PERSONAL ADVANCES

Drivers can take up to \$65.00 personal advance each week. This is an advance from future pay. Personal advances are attached to the trip number the employee is dispatched on at the time the advance is requested. When the trip pay processes, the personal advance will be deducted in the same period. This can result in multiple deductions for advances per pay period.

PER DIEM PAY

Knight offers a voluntary per diem program to Drivers who are paid trip pay based on miles. This is a tax savings plan, approved by the IRS. By enrolling in the program, Drivers may see an increase in net pay each week (this is based on your tax filing status). The per diem program reduces your mileage rate by \$0.14 per mile for solo Drivers (\$0.07 per mile for team Drivers) therefore reducing your gross taxable wages. Knight then reimburses Drivers tax free, \$0.12 per mile for solo Drivers (\$0.06 for team Drivers) thereby increasing net pay.

The per diem program does reduce gross taxable wages for social security, worker's compensation and unemployment purposes. Knight recommends contacting your tax preparer to evaluate if this program could be a benefit to you.

SUBMITTING TRIP DOCUMENTS

The bill of lading and proof of delivery documents received and signed by customers are a requirement for Knight to be paid for services performed. Obviously, the income received for the services we provide is what permits the company to pay its bills and to pay wages. Consequently, it is critical that you provide these documents in a timely manner and that they are accurate and complete.

If you have any receipts for reimbursement, scan them with your trip documents. Write your driver code, trip number, and PO number (if one was issued) on the front of each receipt.

For loads other than those transferred to another driver (t-called), deadhead loads (DH), and empty trailer moves, you must submit all proof of delivery documents. There are three available options for Drivers to submit documents:

Kiosk Scanning: Kiosks and scanning stations are available at multiple Knight terminals.

Truck Stop Scanning: Knight utilizes Transflo for this scanning option, available at truck stops across the country. To find the nearest location, log onto <http://transfloexpress.com/locations/>.

Mobile Scanning Application: Knight's Driver application allows you to capture images of documents using an Apple or Android device. Download the free app "KT Mobile" via the Apple store or Google Play. This method does not require a trip scan sheet to be completed. It is the easiest and most convenient way for most drivers to provide trip documentation.

TRIP PAY OR "PIECE RATE" COMPENSATION

Driving Associates are generally compensated by the trip as is customary in our industry. The trip pay you receive is based on a rate per mile and compensates you for all work that is performed as part of your routine duties as a commercial truck driver. Such work may include weighing loads, filling out paperwork, time spent conducting pre and post trip vehicle inspections, securing and caring for cargo, equipment maintenance, fueling the equipment, activities required by the federal DOT or other regulatory agencies, the first two hours waiting to load or unload or any other routine duties related to transporting cargo from origin to destination. "Dispatched Miles" for all trip pay calculation purposes shall be calculated on the basis of the distance set forth in Knight's most current version of the Rand McNally Household Goods Carriers Bureau Mileage Guide "(Bureau Miles)" from the point at which the shipment originates, via any intermediate points where required pickups or deliveries are made, to the point at which the shipment is delivered even if the actual miles traveled over the route by the driver are less or more than the Dispatched Miles. Trip pay based on dispatched empty miles will be made on the basis of the Bureau Miles between the points at which the driver begins and ends an empty trip authorized and approved by Knight. Knight shall make available particular point to point mileage calculations during normal business hours, upon request submitted to Knight's Driver Payroll Department in Phoenix.

BENEFITS

Knight Transportation offers a variety of benefits to eligible employees. All full-time employees who regularly work 30 hours or more per week are eligible to enroll in benefits.

Experienced Drivers are eligible on the 1st of the month following 60 days of continuous full-time employment for most benefits plans.

Trainee Drivers are eligible on the 1st of the month following 60 days of continuous full-time employment for most benefits plans.

You must affirmatively enroll by the enrollment deadline to obtain coverage. Online enrollment provides you with the best view of our offerings. We also have a Benefits Service Center available for your specific questions that can be reached at P: 844-564-4482.



If you are a rehired employee, you will need to re-enroll in all benefits and satisfy a new waiting period except for the 401(k) plan. You will be provided an overview of the benefits offered and instructions on how and when to enroll during DQP. Benefits information is always available 24/7 in the Benefits section of our Company's online portal.

You are eligible for Knight's 401(k) retirement plan after 90 days of service including past history with Knight Transportation or the KNX subsidiary companies.

Please note: employees hired or rehired on or after 1/1/2020 will be automatically enrolled in the Knight 401(k) plan if you do not affirmatively enroll in the plan on your own. We will start your contribution at 3% of eligible pay and automatically increase your contribution by 1% annually to help you prepare for retirement. You can opt out of automatic contributions and automatic increases at any time by contacting Principal Financial Group at **P:800-547-7754**.

If you are rehired, you do not need to satisfy a new waiting period for the 401(k) plan.

Benefits offered include:

- Medical with Prescription Drug
- 401(k) Retirement Plan
- Employee Stock Purchase Plan
- Dental
- Vision
- Flexible Spending Accounts – Health Care and Dependent Care (offered once a year at Annual Enrollment only)
- Basic Life Insurance policy paid for by Knight
- Supplemental Life and Accidental Death and Dismemberment Insurance
- Short Term and Long-Term Disability Insurance
- Critical Illness
- Hospital Indemnity
- Accidental Injury
- Employee Assistance Program – free and confidential counselling and assistance for you and your family
- Wellness Program with Incentives

Please note that if you are going to be out on a leave of absence, benefit premiums are still due, and you will accrue an arrears balance for each pay period that there aren't funds to apply towards your premiums. If your premiums go into an arrears balance that exceed the thirty-day premium total, they will be subject to cancellation. You will be able to pay for your premiums and keep them active by sending in payment to the

Benefits team.

If sending in payment, please mail check, money order or cashier's check paid to the order of Knight Transportation to the address below. You can also contact the Benefits team at Benefits@knighttrans.com for an electronic payment option.

Knight Transportation
Attn: Benefits Department
2002 W Wahalla Ln
Phoenix, AZ 85027

VACATION/PTO

PTO pay will be earned at the completion of each year of full-time employment. Full-time employment is defined as twelve (12) months of active, consecutive months of employment.

To request PTO, contact your Terminal and inform them the week you wish to be compensated. A request will be sent to the Payroll Department, at which time will calculate any PTO accrued (if any)

PTO pay is paid in separate pay cycle on the week it is requested. Requests must be sent in prior to Monday and noon AZ time to pay the same week.

A Driver will be eligible for paid vacation according to the following schedule, unless otherwise specified. The Daily rate is calculated by taking the average gross income and per diem paid in the past 90 days.

| | |
|--|---------|
| Completion of 90 Days of service | 3 Days |
| Completion of 1-2 years of service | 5 Days |
| Completion of 3-6 years of service | 10 days |
| Completion of 7 or more years of service | 15 days |

LEAVES OF ABSENCE

Knight understands that certain events may require a Driver to take an extended leave of absence. It is important to request any leave of absence in advance whenever possible. A summary of leave of absence options is listed below:

Where do I start?

To take any type of Leave of Absence (LOA), please send a formal request to the Employee Relations team who processes and approves all LOA's. To submit a formal request, please email employeerelations@knighttrans.com.

***Requests must be submitted as soon as possible as it can take a few weeks to get approval. If your leave is needed immediately, you must submit your request within 24 hours of learning that leave is needed.

What does the request process look like?

1. Formal request sent to employeerelations@knighttrans.com with the below information:
 - a. Name and Driver Code
 - b. Updated personal contact information
 - c. Reason for leave of absence
 - d. Expected time frame for the leave
 - e. Leader's name

2. Employee Relations will review the request and reach out via phone or email to ask questions, clarify information, etc.
3. After the type of leave is determined, Employee Relations will send the appropriate eligibility paperwork along with any required forms to be completed by yourself and or your doctor.
4. After completion of forms by you/your doctor, forms must be returned to Employee Relations, by email, fax, or mailed in.
 - a. The forms must be returned within the timeframe allotted as specified in the Request emails. Failure to do so may result in denial of your LOA.
5. Employee Relations will review the submitted forms and respond appropriately.

***While on leave, our expectation is that you keep in touch with your Terminal Manager, Driver Manager, and the Employee Relations Team to provide prompt notice if there is any change in your status or expected return date.

***Depending on type of leave taken, there is a formal return to work process as well.

AMERICANS WITH DISABILITIES ACT

Knight complies with all relevant and applicable provisions of the Americans with Disabilities Act (“ADA”) and the ADA Amendments Act of 2008 (“ADAAA”) as well as applicable state and local laws relating to disability in employment. In this regard, Knight will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of his or her physical or mental disability. Knight will also reasonably accommodate all employees and/or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the position and provided further that any such accommodation does not present an undue hardship to the Company.

REASONABLE ACCOMMODATION

The Company will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability unless it would result in an undue hardship on business operations or a direct threat to safety or unless such limitations preclude your fitness for duty under medical qualifications as outlined in FMCSR 49 CFR part 391.

An employee who requires an accommodation in order to perform the essential functions of the job he or she holds should contact the Employee Relations team to request an accommodation. A request for accommodation may be made by the employee, or by someone else on behalf of the employee. All requests for accommodation made by an employee will be forwarded to Employee Relations for consideration.

The accommodation request should specify the accommodation(s) the employee needs to perform the job. The Company will engage in dialogue with the employee and ask that relevant medical documentation be provided to Employee Relations to support the accommodation request. As part of the interactive process, the Company may propose an alternative to the requested accommodation(s), may substitute one reasonable accommodation for another and retains the ultimate discretion to choose between or among reasonable accommodations. The interactive process is a two-way street, and employees are expected to participate in the process.

WORKPLACE INJURIES

Knight believes employees should work in a safe and injury-free environment. Our expectation is that if you see

something unsafe, that you report it (888-489-0911). You are protected by work injury (worker compensation) insurance while in the course and scope of your work activities with the company, at no cost to you. The policy covers you in case of workplace injury or illness by providing proper medical care, compensation or time off based on your qualifying circumstances. It is our expectation that you report any workplace injury immediately to the Claims department. Employees are advised that the Company is required by law to notify the work injury carrier/provider and state of any concerns of false or fraudulent claims. As described in our Team Rules, please promptly report any accident or incident.

OTHER TIME OFF

Civic Duty – Upon receipt of verified jury duty service, Knight will grant Drivers’ time off to serve on jury duty or when served by subpoena to appear as a witness. Driver’s will be given time off without pay in accordance with applicable state law.

DRUG AND ALCOHOL-FREE WORKPLACE

Knight is dedicated to the health and safety of our Drivers, employees, and the motoring public and is committed to maintaining a workplace which is free from the use of controlled substances and the misuse of alcohol.

The serious impact of drug and alcohol use has been recognized by the federal government. The Federal Motor Carrier Safety Administration (FMCSA) has issued regulations which require the Company to implement an alcohol and controlled substances testing program. The purpose of the regulations issued by the FMCSA is to establish a program designed to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by Drivers of commercial motor vehicles. Knight complies with these regulations.

Knight has adopted this Drug and Alcohol Policy that meets or, in certain instances, exceeds the standards imposed by federal regulations. FMCSA regulations specifically allow companies to implement policies that exceed the standards imposed by its regulations.

KNIGHT IS A ZERO TOLERANCE COMPANY

Knight employs a zero-tolerance policy. Violation of Knight’s Policy will result in immediate termination of employment.

DRUG AND ALCOHOL PROCEDURES

All drivers who operate commercial motor vehicles that require a commercial Driver’s license under 49 CFR Part 383 are subject to the FMCSA’s drug and alcohol regulations, 49 CFR Part 382.

FMCSR’s set the minimum requirements for testing. Knight’s policy in certain instances may be more stringent than the FMCSR’s. Any differences between the FMCSR’s and Knight policy are noted in the Policy.

The Driver is responsible for complying with the requirements set forth in this Policy. For full detail of this policy, including: Definitions, Testing Procedures, Refusal to Submit, Consequences of a Positive Alcohol or Drug Test, Negative Dilute, Use of CBD Oil, Hemp or similar products, Accommodation of Drivers Seeking Treatment or Rehabilitation, Confidentiality and Record Keeping, and Driver Assistance, please visit the Knight Driver Portal.

EMPLOYMENT “AT-WILL”

All team members are free to leave Knight at any time, with or without cause or notice. Knight also has a right

to end employment of any team member with or without cause or notice.

While employment at Knight is “at will,” terminating someone’s employment without cause is not part of our philosophy and values. It is expected that our leaders will work to collaboratively solve employment-related problems. We believe in creating an environment where there is a mutual desire for the company and its team members to work together successfully.

EQUAL EMPLOYMENT PRACTICES

We believe in creating a diverse, high performing workforce where employment decisions are determined based on merit. Our company is strengthened by the diversity of our people and their thoughts. We recruit, hire and develop employees without regard to race, color, religion, age, sex, national origin, disability, veteran status, genetic ancestry, family history, or any other classification protected by federal, state and local laws. Knight is committed to compliance with all applicable laws providing equal employment opportunities.

HARASSMENT AND DISCRIMINATION

Knight is committed to providing an environment free of harassment and discrimination and takes all reasonable steps to prevent such conduct from occurring. Harassment and/or discrimination based on race, color, national origin, ancestry, religion, veteran status, creed, disability, age, genetic information or any other basis protected by applicable federal, state or local law is strictly prohibited.

An employee who believes he/she has been subject to, or is aware of others being subject to, any form of harassment or discrimination should notify his/her leader and/or Employment Relations as soon as possible. All incidents of harassment and/or discrimination that are reported will be investigated.

Leaders learning of or observing conduct which may constitute any type of harassment and/or discrimination must immediately notify Human Resources of the concerns. If the Company determines that harassment and/or discrimination has occurred, it will take corrective action commensurate with the circumstances. Other action may also be taken to deter any future harassment or discrimination.

SEXUAL HARASSMENT DEFINED

Federal law defines sexual harassment as unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made a term or condition of employment; or (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee’s work performance or creating an intimidating, hostile or offensive working environment. Sexual harassment is unlawful regardless of the genders of the parties involved (e.g. male/female, male/male, female/female). Sexual harassment on the job is unlawful whether it involves co-worker harassment, harassment by a leader, or by persons doing business with or for the Company.

Other examples of sexual harassment include, but are not limited to, unwanted sexual advances or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior. The following is a partial list:

- Unwelcome sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons or posters.
- Verbal conduct such as making or using derogatory comments, slurs or jokes about an employee’s body or dress.

- Physical conduct such as touching, assaulting, impeding or blocking movements.

This applies but is not limited to all electronic means of communication such as telephones, voicemail, cellular phones, e-mail, text messages and on-board telematics (e.g. Zonar).

INTERNAL COMPLAINT PROCEDURES

Knight promotes open lines of communication to provide you an effective method to resolve work-related problems. We encourage open, honest, direct communication amongst all employees and leaders. No problem is too small to be discussed or too large to be resolved.

Individuals who believe they have been the victims of conduct prohibited by Knight, should bring their concerns to their immediate leader or Employment Relations. When possible, Knight encourages individuals who believe they have been subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request it to be discontinued as a first step. Knight recognizes, however, that an individual may prefer to pursue the matter through the complaint process.

Knight strongly urges the prompt reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to Knight's policy or who have concerns about such matters should file their complaints with their immediate supervisor or to Employment Relations. Individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of one of the other Knight designated representatives identified above. This policy does not require reporting harassment to any individual who is creating the harassment.

Complaints may be made orally or in writing. If a complaint is made orally, the employee may be asked for a written statement during the investigation. All complaints, to the extent possible, should include dates, times, location, details of the incident(s), names of the individuals involved and the names of witnesses to the incident(s).

Employees who have experienced conduct they believe is contrary to Knight's policies can take advantage of this complaint procedure. Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe to the Employment Relations Department. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Knight strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Knight will make every effort to stop alleged harassment before it becomes severe or pervasive but can only do so with the cooperation of its employees. Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly, and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Additionally, the investigation may include a review of relevant documents, emails or phone records, as applicable.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action. We urge any individuals who participate in the investigative process to keep all information confidential. All employees and third parties doing business with Knight are expected to cooperate in any investigations conducted by or on behalf of Knight.

When Knight has completed its investigation, it will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of the investigation. Misconduct

constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. If Knight determines that an employee is guilty of harassing another individual, appropriate action will be taken against the offending employee up to and including termination of employment.

Retaliatory treatment of any employee for reporting discrimination, harassment or other prohibited behavior or for cooperating in a harassment investigation is strictly prohibited. All employees who experience or witness any conduct they believe to be retaliatory should immediately report such conduct to their immediate supervisor, or to any member of the Employment Relations Department. Concerns can be directed to employeerelations@knighttrans.com. False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate action.

PROTECTION AGAINST RETALIATION

Applicable law also prohibits retaliation against any employee by another employee or by the Company for reporting an incident of harassment, discrimination, and/or perceived illegal conduct, or for participating in any manner in any investigation, proceeding or hearing conducted by the Company or a federal or state enforcement agency regarding a claim of harassment, discrimination, and/or illegal conduct. Please report any retaliation to an Employment Relations representative or leader of the Company. Leaders learning of, or observing, conduct which may constitute retaliation, regardless of whether it's their employee or whether he or she is in their department, must promptly advise an Employment Relations representative. If a report of retaliation is found to be in violation of this policy, appropriate action will be taken.

SOCIAL MEDIA

Knight has guidelines for functioning in an electronic world. It is expected conduct in social media forums will be reflective of Knight's One Standard of Conduct. Employee responsibility extends to time beyond work hours. Knight's Social Media Policy applies to both Company sponsored social media and personal use if it relates to Knight.

Social media expectations include:

Disclosing your affiliation: If you talk about work related matters that are within your area of job responsibility, you must disclose your affiliation with Knight.

State that your posting is YOUR opinion: When commenting on the business, unless authorized to speak on behalf of Knight, you must state that the views expressed are your own. Hourly employees should not speak on behalf of Knight when they are off the clock.

Protect yourself: Be cautious about what personal information you share online.

Act responsibly and ethically: When participating in online communities, do not misrepresent yourself or the organization. If representing Knight, do so in accordance with Knight's One Standard of Conduct.

Honor Knight's differences: Live the One Standard of Conduct. Knight is uniquely diverse and discrimination (including age, sex, race, color, creed, religion, ethnicity, sexual orientation, gender identity, national origin, citizenship, disability, marital status, or any other legally recognized protected basis under federal, state or local laws, regulations, and ordinances) will not be tolerated.

If you see something, say something: If you see something being shared related to Knight on a social media platform that shouldn't be happening, immediately notify your leadership.

Social media don'ts includes:

Non-public information: Do not share Knight financial or operational information. This includes strategies, forecasts and most anything with a dollar-figure. Confidential information should never be shared or released.

Customer information: Never share information about our customers.

Legal information: Do not share anything related to legal issues, legal cases, or attorneys without first checking

with Knight's legal team.

Sharing information: Only post your own creations and ideas. Do not illegally share music or copyrighted publications, to include logos or other images that are trademarked by Knight.

When making social media posts, be smart and be respectful. If in the event, a social media post does not align with Knight's One Standard of Conduct, leadership, in partnership with Human Resources, will review and address accordingly.

RELATIVES AND INTIMATE RELATIONSHIPS AT WORK

A familial or intimate relationship among employees can create an actual, potential or perceived conflict of interest in the employment setting, especially where one relative, spouse, partner, etc., supervises another relative, spouse, partner, etc. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

To avoid this problem, the Company may refuse to hire or place a relative or other intimately associated individual in a position where the potential for favoritism or conflict exists. The Company does not allow a leader to directly supervise a relative or intimately associated individual.

SOLICITATION, DISTRIBUTION OF LITERATURE AND POLITICAL ADVOCACY

The Company has expectations of all employees and non-employees which govern solicitation, distribution of written material, political advocacy, bulletin board postings and access to Company property.

Employees may not solicit (sale or promotion of products, school, sports, club fundraisers, etc.) during their working time.

Employees may not distribute written or printed material in work areas at any time. Employees cannot post on Company bulletin boards, as they are reserved exclusively for the Company for posting work-related notices or notices required by local, state and/or federal law. Employees are prohibited from engaging in political advocacy in a manner that is disruptive to Company operations.

As used in this policy, "working time" does not include break periods, meal periods, or periods in which an employee is not scheduled to be performing work for the Company.

SECURITY AND LOSS PREVENTION

For any questions or to report theft related concerns, please contact Knight's 24/7 Security Operations Center at 623-907-7744.

Additional information regarding Knight's Cargo and Asset Loss Prevention expectations and policies are located in Knight University. Knight's basic Cargo and Asset Protection requirements:

- Lock and seal every load. Do not break a seal on a loaded trailer without express permission or unless the customer breaks the seal or requires you to break the seal in their presence and with permission.
- Do not drop or disconnect from a loaded trailer at any location other than (1) a Knight Secured location; (2) the Customer's facility once the Customer has signed for the load; or (3) at another Secured location with the express permission of your Safety Manager
- If in a High Theft Area: Dallas, Las Vegas, Atlanta, Memphis, Florida you may only park at a secure Knight location. Truck Stops in these locations are off limits for parking.
- When you leave your vehicle, always turn off the engine, lock the doors, and keep your keys with you.

- If your truck is equipped with an anti-theft device, always ensure it is activated and keep the security code confidential
- Do not take your equipment or load home. You must have express permission, in advance from your Safety Manager to park a loaded rig at home.

PERMITTED RIDER PROGRAM

Unless specifically authorized in writing by Knight, or only in an emergency as described in 49 CFR 392, a Driver shall not transport a person or permit any person to be transported in any Company vehicle nor should they be permitted to board the vehicle. Upon securing the appropriate approvals, a Driver may only have one rider on his/her truck at any time. Only full-time Knight Drivers may participate in the Permitted Rider Program.

For more information regarding Knight's Permitted Rider Program or to obtain a copy of the Rider Application, please visit the Knight Driver Portal.

DOG POLICY

Drivers may transport up to one approved dog in the cab of the tractor. Prior to transporting a dog, the driver must do the following:

Complete the Application to Transport Dog on Truck and have it reviewed and approved by a Knight Terminal Leader. (The Application to Transport Dog on Truck is located on the Driver Portal).

Complete the Acknowledgement of Knight Transportation's Dog Policy, Authorization for Deduction of Fee, and Dog Assumption of Risk and Release of Liability Agreement. (These documents are located on the Driver Portal). Provide proof the dog has been immunized to include its rabies certificate.

This policy shall not apply to drivers with approved ADA accommodations granted by Knight Transportation's HR Department that authorize them to have a service animal on their truck.

For more information regarding Knight's Dog Policy, to include terms and conditions, or to obtain a copy of the application, please visit the Knight Driver Portal.

CONCLUSION

At Knight, our success is achieved through the hard work and dedication of our employees. We believe you will thrive in our culture of mutual trust, respect, positive assumptions, and high expectations. We hope information and guidelines provided here are helpful to you. For additional information or should you have questions, please ask your leader for help or contact Human Resources.

ACKNOWLEDGEMENT AND AGREEMENT

By my signature below, I confirm I have been provided a copy of the Knight Driver Handbook. I understand that the Company may revise, delete or add expectations to the Handbook in the future, but nothing alters my employment at-will status and nothing in this handbook creates a contract for employment, express or implied. I further understand that not all company policies and procedures are set forth in this handbook. I acknowledge that a current copy of the Handbook and other key organizational practices and expectations, are always available to me via the Knight Driver Portal. I also agree that if I need clarification about any policies or expectations of me during my employment, that I will seek help from my leadership or Human Resources. By typing your name in the box below, you acknowledge that you have read and received Knight's Employee Handbook.

Employee Name: _____

Date: _____