

City of KCMO Proposed Staffing Model							
	Position	Hrs	Hrs Scheduled	Wage/Salary	Monthly Projection	Annual Projection Year 1	Projected Annual Benefits Cost
MSC	Site Manager	6a-230p	40	\$ 75,475.92	\$ 6,289.66	\$ 75,475.92	\$ 15,095.18
	Asst. Manager	9a-530p	40	\$ 25.74	\$ 4,461.60	\$ 53,539.20	\$ 10,707.84
	Asst. Manager	7a-330p	40	\$ 27.17	\$ 4,709.47	\$ 56,513.60	\$ 11,302.72
	Driver	730a-4p	40	\$ 17.23	\$ 2,986.53	\$ 35,838.40	\$ 7,167.68
	Driver	8a-430p	40	\$ 15.75	\$ 2,730.00	\$ 32,760.00	\$ 6,552.00
	Driver	830a-5p	40	\$ 15.00	\$ 2,600.00	\$ 31,200.00	\$ 6,240.00
Water	Site Manager	6a-230p	40	\$ 78,000.00	\$ 6,500.00	\$ 78,000.00	\$ 15,600.00
	Asst. Manager	7a-330p	40	\$ 30.55	\$ 5,295.33	\$ 63,544.00	\$ 12,708.80
	Asst. Manager	9a-530p	40	\$ 22.00	\$ 3,813.33	\$ 45,760.00	\$ 9,152.00
	Asst. Manager	5p-330a	40	\$ 37.00	\$ 6,413.33	\$ 76,960.00	\$ 15,392.00
	Driver	7a-330p	40	\$ 18.90	\$ 3,276.00	\$ 39,312.00	\$ 7,862.40
	Driver	7a-330p	40	\$ 15.00	\$ 2,600.00	\$ 31,200.00	\$ 6,240.00
	Driver	9a-530p	40	\$ 15.75	\$ 2,730.00	\$ 32,760.00	\$ 6,552.00
	Driver	9a-530p	40	\$ 15.00	\$ 2,600.00	\$ 31,200.00	\$ 6,240.00
Aviation	Site Manager	7a-330p	40	\$ 37.83	\$ 6,557.20	\$ 78,686.40	\$ 15,737.28
	Asst. Manager	730a-4p	40	\$ 27.53	\$ 4,771.87	\$ 57,262.40	\$ 11,452.48
	Driver	730a-4p	40	\$ 15.75	\$ 2,730.00	\$ 32,760.00	\$ 6,552.00
Admir	Contract Compliance	630a-4p	40	\$ 90,005.76	\$ 7,500.48	\$ 90,005.76	\$ 18,001.15
	Floating Manager	7a-430p	40	\$ 25.74	\$ 4,461.60	\$ 53,539.20	\$ 10,707.84
<b>Total Employees</b>		<b>18</b>	<b>Total Staff Cost</b>		<b>\$ 83,026.41</b>	<b>\$ 996,316.88</b>	<b>\$ 199,263.38</b>

**Estimated Annual Payroll Cost w/ Benefits \$ 1,195,580.26**

# REQUEST FOR NON-CITY EMPLOYEE IDENTIFICATION/ACCESS CONTROL CARD

- This document must be completed by a City supervisor/project manager or manager of the department/division contracted to utilize the individual.
- This individual is **NOT** an official full/part-time City employee. This individual may be working through a contracting company /volunteer/intern/limited term contractor or service provider performing a weekly designated routine service for the City.
- The individual assigned must present a valid form of identification (driver's license, birth certificate or passport) to obtain an identification/access card.
- This individual must read, agree to and sign the City's Weapons Policy and Workplace Violence Rules and additional Regulations which must accompany this request.

## PRINT OR TYPE

REQUESTING	ENTITY
DEPARTMENT (making the request)	
CITY OFFICIAL (making the request)	
TELEPHONE NUMBER	
INDIVIDUAL REPORTS TO	
TELEPHONE NUMBER	
ASSIGNMENT	DATES
Beginning and Ending Dates of Assignment	to
ASSIGNMENT LOCATION	LOCATION
BUILDING & FLOOR (Where the individual will be working)	
TYPE OF IDENTIFICATION CARD REQUESTED	Check One
<input type="checkbox"/> Service Provider (all departments)	<input type="checkbox"/> Intern
<input type="checkbox"/> Municipal Court –Service Provider	<input type="checkbox"/> Construction - Contractor
<input type="checkbox"/> Limited Term Contractor	<input type="checkbox"/> Official Volunteer
<input type="checkbox"/> Youth Commissioner	
PRINT LEGIBLY	
LAST	
FIRST	
MIDDLE	
DATE OF BIRTH	
ADDRESS (Street)	
(City)	
(State)	
(Zip)	
NAME OF COMPANY (employing the individual)	
COMPANY TELEPHONE NUMBER	

**CITY OFFICIAL'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

## **Misconduct and Causes for Removal from City Properties**

### **Interns, Personal Service Contractors, Service Providers, Temporary, Part-Time & Seasonal Employees, Youth Commissioners, Volunteers, Limited Term Contractor, Construction Workers**

#### **Requiring Access Control Device(s)**

Circumstances constituting cause for removal action are as follows, although charges may be based upon causes other than those listed. Misconduct includes, but is not limited to, one of the following:

- a. Any action, which reflects discredit upon the City of KC MO or is a direct hindrance to the effective performance of the municipal government functions, shall be considered good cause for removal action against any contractor or vender for stationed at a City facility.
- b. Discourteous to public
- c. Reporting for duty under the influence of drugs or alcohol.
- d. Making a false statement or omission of material fact while obtaining a City identification card.
- e. Violation of Weapons/Dangerous Instruments Policy.
- f. Damage, misuse or negligence in the care and handling or operation of City property.
- e. Violation of any law and reasonable official regulation or order made or given by the contractor/vender's superior, where such violation or failure to obey amounted to an act of insubordination, failing to follow instruction, or a serious breach of proper discipline, or resulted, or might reasonably have been expected to result, in loss or injury to the City or the public.
- g. Offensive conduct or language toward the public or City employee, or commission of acts or omissions unbecoming an incumbent of the particular job/task or position assigned.
- h. Solicitation or receipt from any person, or participation in any fee, gift or other valuable thing that is given in the hope or expectation of receiving a favor or better treatment than that accorded other persons in City service.
- i. Use or attempted use of political influence, bribery or collusion to secure an advantage in an examination, appointment, or promotion.
- j. Failure to cooperate in the conduct of a lawful investigation by the City.
- k. Failure to comply with the code of conduct set forth by the City Ethics Committee.
- l. Violation of the EEO Discrimination/Harassment Policy.

- m.. Any harassment or intimidation, recurrent in nature and/or having a detrimental effect against a member of the public, a fellow contractor/vender or City employee, regardless of whether the actions occurred in the workplace or outside the workplace.
- o. Theft of City funds (by falsification of invoices or time sheets) or physical property, including taking, removing, or salvaging anything other than that authorized and/or required in the line of duty as well as utilizing City equipment for personal use.
- p. Excessive or unauthorized absenteeism, job abandonment, or failure to report.
- q. Misuse of City time.
- r. Insubordination/failure to follow instructions.
- s. Conduct which is disruptive or causes inefficiencies in the workplace.
- t. Discussing or divulging confidential information, including medical/personal information of others, with unauthorized individuals or in an unauthorized manner.
- u. Failure or inability to perform assigned job duties.
- v. Violation of the Nepotism Policy.
- w. Violation of the Zero Tolerance Policy Regarding Threats or Acts of Violence.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**City of Kansas City, Missouri**  
**Weapons/Dangerous Instruments Policy**

**Interns, Personal Service Contractors, Service Providers, Temporary,  
Part-Time & Seasonal Employees, Youth Commissioners, Volunteers,  
Limited Term Contractor, Construction Workers**

**Requiring Access Control Device(s)**

The purpose of this Policy is, pursuant to the City's rights under the law, to control the possession and/or use of weapons and dangerous instruments by its contractors in the workplace and in or on other property owned or controlled by the City.

It is the policy of the City that, notwithstanding any statutory or constitutional right to possess or carry weapons or dangerous instruments that City employed contractors or vendors may enjoy as ordinary citizens, such rights do not extend into the City workplace or into or on property owned or controlled by the City, except as expressly provided for under this policy.

The possession, transfer, sale or use of a deadly weapon or dangerous instrumentality, as defined below (even if licensed to carry the weapon) or any necessary for the use of such weapon or instrumentality or which could be mistaken for a deadly weapon or dangerous instrumentality is prohibited in the workplace and all City facilities, except as may be appropriate in light of the employee's job or otherwise authorized by the Department Director initiating the contract with the contracting vendor. This includes, but is not limited to, City work sites, City sponsored events, and in City vehicles. Violation of this policy may result in removal/ and termination of access to any and all City properties.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

A **deadly weapon** is defined as a firearm (including, **but not limited to**, a BB or pellet gun, loaded or unloaded) knife, baton or nightstick, or other martial arts weapons or electronic defense weapons, capable of delivering deadly force, when possession of the weapon has no authorized use in the workplace.

A **dangerous instrument or instrumentality** is defined as any instrument, instrumentality, article or substance that is capable of delivering deadly force when possession of the instrument has no authorized use in the workplace. Each Department shall have the option to publish a list of items that have an appropriate use and are therefore authorized in the workplace and in or on City property.

Such lists shall be attached to the initiating contract and this policy is to be signed and returned prior to the issuance of any form of City access control device/identification card. After publication of a departmental list, if there is any question regarding whether an instrument, article or substance is considered a weapon or dangerous instrument in violation of this policy, it is the employee's responsibility to seek clarification.

Employees seeking clarification(s) should direct their questions to their Department Director or the City Security Manager at 513-1409 prior to bringing the item(s) to City work sites, and events, as well as City-owned or leased facilities or vehicles. Failure to ask for clarification prior to bringing an article, or substance found to be a weapon or dangerous instrument to the workplace may result in immediate removal from any and all City properties; including termination of any and all access control abilities.

Any weapon or dangerous instrument may be confiscated. There is no reasonable expectation of privacy with respect to such items in the workplace. Contractors or vendors are advised that their person, desks, workstations, offices, tool boxes, food containers and deliveries and/or files may be subject to security searches if probable cause or reasonable suspicion is present.

**I have read and understand the City of Kansas City, Missouri Weapons/Dangerous Instruments Policy.**

**Signature \_\_\_\_\_ Date \_\_\_\_\_**

**I understand that if I fail to comply with this policy I can be removed and expelled from working on City properties.**

**Signature \_\_\_\_\_ Date \_\_\_\_\_**



# Employee Handbook



**October 2023**

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## **WELCOME**

Welcome to the Genuine Parts Company (GPC) family. Since 1928, we have been supplying the parts that keep automotive and industrial machines around the globe running. We've stood the test of time by maintaining an unyielding focus on strong results, doing business responsibly and sustainably and forging long-term bonds with our customers and suppliers. We take pride in our legacy and pass it on to all who join us.

We are pleased you have selected GPC as part of your career path, and we welcome you as one of more than 58,000 teammates around the world. In joining GPC, you have chosen a company that will partner with you to shape your future, while helping you reach your personal and professional goals.

Our founder, Carlyle Fraser, said it best when he said, "*Service is the key to building business.*" Throughout your career with GPC, you will have the opportunity to make a difference in the lives of our customers, fellow teammates and in the communities we serve. People are at the heart of what we do. We don't just provide genuine parts; we're genuine people.

This GPC Employee Handbook contains important information about the responsibilities and the expectations GPC has for you as a new teammate, as well as the commitments we are making to you as your employer. Over the next pages, you will learn about GPC and our current structure, understand our company policies, as well as become familiar with our culture of trust, honesty and respect.

We encourage you to read this Employee Handbook thoroughly, and if you have any questions, speak with your supervisor or Human Resources representative. This Handbook supersedes all previous GPC Handbooks that are in any way inconsistent with the contents of this Handbook.

## **OUR CULTURE**

### **Who We Are**

Founded in 1928, Genuine Parts Company is a global service organization engaged in the distribution of automotive and industrial replacement parts. In total, the company serves its global customers from an extensive network of more than 10,000 locations in 17 countries and has approximately 58,000 employees.

### **Our One GPC Culture**

Since the beginning, our unique company culture has been a competitive advantage and essential to our long-term success. As we continue evolving our business, we believe it's our culture that will help propel us into our next 100 years.

We work together as One GPC Team to deliver exceptional service for our customers and the communities in which we live and work. Our 58,000 teammates rally around the One GPC culture, which includes the following core elements:

**Purpose:** Drives everything we do.

**Mission:** Serves as the guiding force that shapes our decisions, actions and behaviors.

**Vision:** Provides a clear directive for the future so that our teammates know where we are going as a company as they strive for excellence.

**SPIRIT Values:** Ensure we create a positive, productive work environment where our teammates feel supported and engaged in their work.

The One GPC approach is more than just words on a page; it's where our culture and operating strategy intersect. It leverages shared values and teamwork to capture opportunities uniquely available to GPC based on our global business mix and scale that translate into differentiated performance and shareholder value.

Our culture is foundational to how we win and how we accomplish work. Every teammate plays an important role in fostering and promoting our culture through their embodiment of our purpose, mission, vision and values. We will continue supporting a strong culture to attract and develop top talent, build strong relationships with our customers and achieve our goals together.

## **EMPLOYMENT POLICIES & PROCEDURES**

There are many policies and procedures that affect your employment with GPC that will be particular to your location or business. Examples may be attendance, dress code, etc. You will have the opportunity to learn of these business unit and/or location-specific policies during your orientation.

There are also some general policies that are consistent throughout GPC, as outlined herein. If you have questions about any of the policies, whether referenced herein or in any business unit and/or location specific documentation, please contact the Headquarters Human Resources Department for your respective business unit.

## **THE WORKPLACE**

### **Anti-Harassment**

It is the goal of GPC to create and maintain a productive work environment based on mutual respect. In that regard, the company will not tolerate verbal, written or physical conduct by any employee that harasses, disrupts or interferes with another's work performance or that creates an intimidating, offensive or hostile environment.

Workplace harassment can take various forms. It may be, but is not limited to, offensive comments, signs, pictures, posters, jokes, cartoons, pranks, intimidation, physical or verbal assaults or contact, or violence, in any form – verbal, physical or visual (including communications through electronic means such as emails or direct messages). Sexual harassment is one form of harassment, but harassment is not limited to being sexual in nature. Harassment consists of offensive comments, conduct or behavior, including those based on sex, race, creed, color, religion, marital status, national origin, citizenship status, age, pregnancy, sexual orientation, gender identity or expression, genetic information, disability, military status, status as a veteran, or any other protected characteristic.

Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. No employee, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical, including, but not limited to, insulting, lewd, obscene or degrading sexual remarks, jokes, dress, conduct or display of materials. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to sexual behavior that is not welcome, that is personally offensive, that lowers morale and that, therefore, creates an intimidating, hostile or offensive working environment. Moreover, no person shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit and/or an employee's agreement to submit to sexual advances will affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment.

It is the responsibility and obligation of all employees of GPC to promptly and accurately report any acts by a supervisor, manager, other employee or non-employee which the individual believes in good faith constitute harassment on the basis of an applicant, employee or guest's sex, race, creed, color, religion, marital status, national origin, citizenship status, age, pregnancy, sexual orientation, gender identity or expression, genetic information, disability, military status, status as a veteran, or any other protected characteristic. Reports must be made to one of the following: the employee's direct supervisor, the highest ranking member of management at the operation where the employee works, the Human Resources Manager or the Headquarters Human Resources Department for the employee's business unit. If the employee is not comfortable reporting the issue to any of these individuals, the employee should promptly contact the corporate Human Resources Department and/or report the issue to GPC's Ethics Hotline.

It is also the responsibility and obligation of all employees to fully cooperate in any investigation into good faith allegations of harassment. Failure to cooperate in an investigation may result in disciplinary action, up to and including separation from employment.

Retaliation against an employee for filing a good faith complaint or participating in an investigation of discrimination or harassment is strictly prohibited. Acts of retaliation should be reported immediately and will be promptly, thoroughly and impartially investigated and addressed.

Violation of this policy by any GPC employee may result in immediate separation from employment, even for a first offense.

### Attendance

It is the policy of GPC that all employees report to work punctually and work all scheduled hours and any required overtime. Excessive tardiness and poor attendance disrupt workflow and customer service and may result in disciplinary action, including the possibility of termination of employment.

While the company realizes that employees will be absent on occasion due to personal situations, excessive and unexcused employee absences are disruptive to the work environment and compromise customer service. The purpose of GPC's Attendance Policy is to prevent employees with excessive absenteeism from harming other employees and the company's ability to conduct its business.

Employees are expected to be at work on time each day. Hourly employees must clock in and out at the beginning and end of the day and before and after their meal period. They are also required to clock out any time they leave the premises for personal reasons, so long as such practice is not prohibited by law.

Whenever an employee is unable to report to work, the employee is required to personally notify their immediate supervisor. In addition, when an employee is unable to report to work, must report late or must leave early, the employee should physically speak to a supervisor when providing the required notification. Texting and voicemail are generally not acceptable. If the employee is physically unable to call the supervisor personally due to illness, an alternate may call for the employee. Moreover, employees who are absent from work and physically unable to call the supervisor personally as a result of being in jail will be considered unexcused and subject to termination depending on the circumstances of the arrest and the anticipated length of any absence, so long as no local or state laws prohibit such an approach.

The notification should include a reason for the absence and an indication of when the employee can be expected to report to work. If the immediate supervisor is unavailable, notification should be made to a higher ranking management official or to the Human Resources Department. Employees who provide false information regarding an absence are subject to discharge, even for a first offense.

*Certain divisions and/or business units may have different guidelines with respect to attendance expectations.*

### Excused Absences

The following absences are excused, do not count as occurrences and do not subject employees to discipline: jury duty; absences which are protected under the Family and

Medical Leave Act, the Americans with Disabilities Act and/or any local or state equivalents; absences required for uniformed service duty; absences as a result of a company layoff; bereavement leave; time lost due to a disciplinary suspension; vacation; personal days or holidays; absences due to inclement weather and/or major traffic hazards (as detailed below); absences as a result of disasters or widespread community illness “pandemics” (as detailed below); absences as a result of or to seek treatment for an on-the-job injury; absences protected by local or state sick and safe time laws, approved personal leaves of absence and absences otherwise protected by local, state or federal law.

Absences due to a scheduled medical or dental appointment for the employee or the employee’s child will not result in discipline provided the supervisor is given at least 5 days’ notice. Employees will typically be required to provide documentation verifying the medical/dental appointment.

### Excessive Absenteeism

Excessive employee absences, even if due to a “legitimate” reason, are disruptive to the work environment and compromise customer service. Unauthorized or excessive absences or tardiness will result in disciplinary action, up to and including termination of employment. Moreover, the company reserves the right to take into consideration an employee’s attendance record when making decisions regarding employment and promotion or advancement.

Each business unit has in place an Attendance Policy that further details the disciplinary process, how an “occurrence” is defined pursuant to the Attendance Policy, when occurrences will issue and the level of discipline to occur depending on the number of occurrences incurred.

### Job Abandonment

Employees who are absent from work for two consecutive days without giving proper notice to their supervisor or Human Resources will be considered to have voluntarily resigned. Furthermore, any employee who is absent from a normally scheduled workday in order to work for another employer is subject to discharge, even for a first offense.

### Inclement Weather

The company is concerned about the safety and well-being of all our employees. Should weather conditions impact an employee’s ability to report to work, the following policy applies: Employees are generally expected to report to work during inclement weather conditions if GPC does not declare an emergency closing. However, if an employee is unable to report to work because of weather conditions or if the state authorities restrict or prohibit travel, the employee will be granted an excused, unpaid absence. If an employee is late because of weather conditions, the employee will be paid for a full day provided the employee reports to work within two hours of the employee’s scheduled start time. If the decision is made by management not to open or

to curtail operating hours, employees will be paid their regular base pay for the full day provided that the employee works the scheduled day before and after the closed period. In such a circumstance, part-time employees will be paid their regular base pay for the scheduled work time.

### Major Traffic Hazards

In the event of a major traffic hazard, management may excuse any reasonable tardiness of employees affected by the traffic hazard. However, the missed time will be unpaid.

### Disasters or Widespread Community Illness “Pandemics”

In the event of widespread community illnesses, natural disasters, acts of war, terrorist attacks or any other officially declared crisis that may affect the workplace, we will follow guidelines issued by government officials with respect to the level of severity and any impact on the ability to operate our business. If it is deemed necessary to close a location either by government mandate or corporate management decision, compensation and benefits will be reviewed and may be paid at the discretion of the company. If the business location is open, but an employee cannot report to work, pay and benefits will be determined as outlined in the regular policies. If an employee is unable to report to work, particularly due to the illness of the employee’s child(ren), or because the child’s school and/or day-care closes as a result of a wide spread community illness or other extenuating circumstance as outlined above, the employee might not be penalized under the company’s Attendance Policy.

In extreme cases like those outlined above, employees will receive emails and/or text messages from AlertMedia with up-to-date information. In the event an employee is unable to report to work under these circumstances, the employee is still required to call in before the beginning of the employee’s scheduled work time.

### Code of Conduct

GPC conducts its business based on solid business principles. The company has earned the respect and loyalty of our customers by providing quality products, knowledgeable employees and an unwavering commitment to customer satisfaction. These efforts have been guided by basic core values. The company has maintained integrity in our dealings with numerous business partners, treated employees with respect and provided an excellent standard of service and quality products to our customers.

GPC has implemented a Code of Conduct intended to provide employees with the standards of ethical behavior GPC expects of its employees and the employees of its subsidiaries and affiliates. The Code of Conduct outlines GPC policies and guidelines on company confidentiality, use of Corporate Assets (including computers, software and email) and protection of assets and proprietary information.

GPC holds all employees to the highest standards of ethics compliance. It is an expectation that every employee will strive to preserve and protect GPC's assets and resources and will ensure their appropriate and efficient use. All employees are expected to review, abide by and acknowledge receipt of the Code of Conduct.

### Company Events

It is an expectation of GPC that all employees conduct themselves in an ethical and professional manner, at all times. To ensure the ongoing health and safety of all employees and to protect the integrity of the company's public image, employees in attendance at company sponsored events will remain subject to all company policies regarding conduct, ethical behavior, violence and harassment, and will remain subject to the disciplinary/corrective actions contained in those policies in the event of any misconduct.

In the event that the company provides alcoholic beverages at a sponsored event, or where a company sponsored event occurs in an establishment where alcoholic beverages are available, employees who choose to consume alcohol are expected to use reasonable judgment and moderate their alcohol consumption. The company does not condone excessive consumption and expects employees who desire to drink will do so in a safe and responsible manner. In the event that any employee determines that he or she has over-consumed alcoholic beverages to the point that operating a motor vehicle would be impaired, the employee is directed to avoid driving and obtain alternate means of transportation. The company will provide transportation home from a sponsored event for anyone who desires or needs assistance.

### Consensual Relationships

The company does not generally prohibit employees from dating or entering into consensual social relationships with other employees so long as both parties mutually and voluntarily consent to the social relationship and the social relationship does not affect the performance of their duties or negatively impact morale or the company's business. The relationship must be voluntary, and both employees must act responsibly and professionally while at work. Additionally, the company will not tolerate relationships that involve a managerial relationship between two individuals. If a manager relationship exists, one of the involved parties must agree to a transfer to an open available position for which the individual is qualified, that will remove the supervisory relationship. If no position is available, the company may have to take more drastic action to protect against any conflicts of interest which might be created.

To ensure that these relationships do not violate the company's Anti-Harassment Policy, employees who enter into such relationships must notify the Human Resources Department of the relationship, sign a Consensual Relationship Acknowledgment, and comply with all other aspects of the company's Consensual Relationships Policy.

## Diversity

GPC recognizes that all people bring different qualities, skills, experience and attitudes to work. Our commitment to - and appreciation for - diversity and inclusion is a part of everything we do. It can be observed every time we interact with customers, collaborate with colleagues and partner with members of the community.

Across our company, we value diversity and benefit from the exceptional insights, talents and experiences of our workforce. We believe that by embracing the differences and similarities of each individual, the work environment improves for our employees and enhances our overall business performance.

Diversity goes beyond race and gender. It celebrates and values differences in age, outlook, cultural background, lifestyle and physical ability. The company is committed to fostering an environment where everyone can contribute to our collective success. In an effort to achieve this:

- We want the best person for every position.
- We want to provide opportunities for diversity of experience and interaction.
- We want to create an environment of diverse ideas and viewpoints to ultimately arrive at better decisions.

Our commitment to diversity and inclusion honors the power of genuine talent.

## Employee Conduct

Throughout all business units of GPC, there are certain basic rules of conduct that are consistent expectations of all employees. We pride ourselves on maintaining a positive work environment, but when conflicts do arise, these Rules of Conduct are in place to ensure all parties are behaving appropriately with respect for GPC, our customers, visitors and co-workers. The following is a list of expected employee behaviors. This list is for illustrative purposes only and is in no way all inclusive. Failure to abide by these rules of conduct may result in disciplinary action, up to and including termination.

Employees are required to:

- Treat all customers, visitors, co-workers and management in a professional manner;
- Perform assigned tasks efficiently and in accord with established quality standards and performance standards;
- Refrain from behavior or conduct deemed offensive;
- Report to management any suspicious, unethical or illegal conduct by co-workers, customers and/or suppliers and cooperate with company investigations;
- Report to work punctually as scheduled and be at the work station, ready to work, at the assigned starting time;

- Personally notify their supervisor when they will be absent from work, or are unable to report for work before the start of the shift (the level of discipline will be governed by the Attendance Policy);
- Comply with all company safety, health and security regulations;
- Observe no smoking restrictions;
- Wear clothing in accordance with the dress and appearance code and appropriate for the work being performed, including protective apparel or equipment, if required;
- Eat meals only during meal periods and only in designated areas unless expressly authorized by the supervisor;
- Refrain from loafing or wasting time or being absent from their work station during work hours;
- Maintain work place and work area cleanliness and orderliness;
- Refrain from distracting behavior or otherwise interfering with the work of others; and
- Refrain from soliciting or distributing non-work related materials during work time.

Certain conduct is strictly prohibited by GPC and may subject an employee to disciplinary action up to and including termination of employment, even for a first offense. The following list of serious misconduct illustrates the type of behavior that is prohibited:

- Harassing, cursing, threatening, assaulting, intimidating or deliberately abusing customers, visitors or employees including but not limited to offensive comments or insults relating to sex, race, creed, color, religion, marital status, national origin, citizenship status, age, pregnancy, sexual orientation, gender identity or expression, genetic information, disability, military status, status as a veteran, or any other protected characteristic;
- Refusal to follow the instructions of a supervisor or manager concerning a job related matter or insubordination including but not limited to use of profane or abusive language towards a supervisor or manager;
- Provoking or engaging in a fight;
- Sabotaging business operations of the company or its customers by making intentional errors or deliberately restricting output or by deliberately damaging, abusing or attempting to damage company property;
- Dishonest, illegal or indecent conduct;
- Unauthorized removal of company property or the property of co-workers;
- Removal of merchandise from company premises without an invoice or not in accord with the company's security protocol;
- Abuse of the Employee Purchase Program or conducting other unauthorized or improper business transactions;
- Falsification of any company record or report including, but not limited to, applications for employment, production records, sales records, time records, shipping or receiving records, medical reports or expense reports;

- Possession, sale or use of alcoholic beverages and/or controlled substances or weapons while on company time, on company property or in connection with company business;
- Reporting to work while under the influence of alcohol and/or controlled substances (certain prescribed medication would be excluded from this prohibition. In those instances, employees are asked to request an alternative assignment if taking prescribed medication which imposes a safety hazard);
- Sleeping on the job;
- Gambling on company property;
- Engaging in horseplay, playing pranks or practical jokes;
- Working for or on behalf of a competing employer or engaging in any other employment if it conflicts with the company's interest or the disclosure of trade secrets or other confidential company information not otherwise available to persons or entities outside of the company; and
- Engaging in other public conduct which degrades or harms the company or its products.

Violation of these rules of serious misconduct may result in disciplinary action up to and including discharge, even for a first offense.

### Employee Honesty

GPC employees are expected to respect their fellow employees and to be open and honest in their dealings with each other and the company. GPC places high value on our reputation of integrity and fairness. This reputation is only sustainable if all employees meet our expectations of honesty and trustworthiness.

In the course of employment with GPC, employees may have tempting opportunities to profit from taking valuable merchandise or money. Employees will undoubtedly recognize many security precautions the company has taken to reduce temptation and discourage dishonesty. In the final analysis, however, employees are responsible for their own honest conduct.

In this regard, all employees are expected to perform assigned duties and conduct themselves to the best of their knowledge with complete honesty at all times when working for or representing the company. The following instances are not an all-inclusive list but provide examples of the company's expectations:

- Honesty is expected in the presentation of any materials, memoranda, electronic or paper written communications, or oral communication in the course of applying for a position or in the course of doing one's job, including accuracy in completion of time records and/or any other company paperwork;
- Honesty and trustworthiness are expected in all matters of work including oral and written communication and general work relationships with others, including where required, honesty in reporting work arrival times and departure times, and other attendance issues;

- Respect is expected for the ownership of any property by the company or co-workers;
- Employees are expected to respect expectations of confidentiality of company information not otherwise available to persons or firms outside of GPC received and/or exposed to in the course of employment;
- Employees are expected to maintain the highest level of integrity in all matters relating to customer interactions; and
- Employees are expected to abide by all company policies and procedures.

Any intentional falsification or omission, lying, misrepresentation or untrue oral, written, or other communication using any means of communication will be considered dishonest behavior. GPC has a very firm policy about honesty and will not hesitate to discharge and prosecute in court any member of the organization who takes any merchandise, money, or property belonging to the company, its employees, customers, or suppliers.

### Employment of Relatives

There are certain circumstances that may be acceptable to hire relatives of current employees. However, in order to avoid conflicts of interest and to guard against the perception of favoritism within the workplace, relatives should not be employed when: (1) the persons concerned will work in a direct supervisory relationship; and (2) the employment will pose difficulties for supervision, security, safety or morale. "Relatives" in this context are defined as spouses, children/step-children, sisters, brothers, mothers, fathers, step-parents, legal guardians, grandparents, grandchildren, step-siblings and in-laws (i.e., mother in-law, father in-law, sister in-law, brother in-law, daughter-in-law or son-in-law).

With this said, current employees who marry will typically be permitted to continue employment with the company provided they don't work in a direct supervisory relationship with one another, or otherwise pose difficulties for supervision, security, safety or morale. If employees who marry or live together do work in a supervisory relationship with one another, the company will attempt to reassign one of the employees to another position for which he or she is qualified, if such a position is available. If no such position is available, then one of the employees may be required to cease employment with the company.

### Equal Employment Opportunity/Non-Discrimination

GPC's continued success depends on having a diverse workforce. The company also recognizes the importance of promoting and maintaining a cooperative working environment based on mutual respect. To that end, the company will not unlawfully consider an applicant's or an employee's sex, race, creed, color, religion, marital status, national origin, citizenship status, age, pregnancy, sexual orientation, gender identity or expression, genetic information, disability, military status, status as a veteran, or any other protected characteristic in any decision relating to hiring, employment or separation from employment. Furthermore, employees and management are prohibited

from acting in ways which harass or degrade an employee or guest based on the employee or guest's protected status.

The company recognizes that certain states and municipalities provide additional protections for other identified protected characteristics such as an employee's or the employee's dependents' reproductive health decisions and employees' natural hairstyles (protecting traits historically associated with race including, but not limited, hair texture, hair type and natural hair hairstyles) and the company fully intends to comply with these provisions as well. Employees who believe they have been discriminated or retaliated against as the result of such characteristics should promptly and accurately report such concerns to the highest ranking manager at the operation, to the Human Resources Manager or to the business unit's Headquarters Human Resources Department. Employees can pursue certain remedies (e.g., a civil action, damages, injunctive relief, liquidated damages, etc.) should the employee believe he or she has been discriminated or retaliated against with respect to certain protected characteristics.

It is further the policy of the company not to discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the company, or (c) consistent with the company's legal duty to furnish information.

It is the responsibility and obligation of all employees of GPC to promptly and accurately report any acts by a supervisor, manager, other employee or non-employee towards an applicant, employee or guest which might constitute unlawful discrimination or harassment. Reports must be made to the highest ranking manager at the operation, to the Human Resources Manager or to the business unit's Headquarters Human Resources Department or any other member of the senior management team within the business unit where the employee is employed.

It is also the responsibility of all employees to fully cooperate in any investigation into allegations of discrimination or harassment. Failure to cooperate in an investigation may result in disciplinary action, up to and including separation from employment. Moreover, if an investigation of a complaint shows that the information provided or the complaint reported was intentionally false, such conduct will be subject to disciplinary action, up to and including separation from employment. GPC will not tolerate retaliation of any form against any employee for filing a good faith complaint or participating in an investigation into work-related misconduct. All employees play an important role in maintaining an environment of equal opportunity and must treat all colleagues and those associated

with the organization with respect and professionalism. GPC is committed to equal employment opportunity and will hold every employee accountable for the achievement of this objective.

### Human Rights Policy

GPC has an established Human Rights Policy in which the company commits to respect the fundamental principles of Human Rights as defined by the Universal Declaration of Human Rights. GPC's approach to Human Rights begins with understanding how our activities, and the activities of our business partners, may impact, either positively or negatively, our stakeholders. These stakeholders include our customers, employees, suppliers, supply chain workers, local communities, and our society as a whole. GPC also expects its suppliers, partners, and affiliates to respect Human Rights. As part of GPC's commitment to equal treatment, the company strives to provide an inclusive, safe, and rewarding work environment for all of its employees. GPC is further committed to ending Human Rights abuses in every aspect of its business. GPC will not tolerate child labor, forced labor, or human trafficking, and we do not purchase parts or services from or maintain relationships with companies that do. The complete Human Rights Policy can be found on the company's intranet.

### Non-Solicitation

It is the policy of the company to prohibit solicitation by employees for any group or organization, including charitable organizations, during working time (i.e., when the employees are on duty and are performing their job duties).

Further, the company prohibits the distribution of literature or other materials by employees for any group or organization, including charitable organizations, in work areas, at all times.

The company maintains bulletin boards to communicate company information to employees and to post notices required by law. An unauthorized posting of notices, photographs or other printed or written materials on bulletin boards or any other company property is prohibited. Employees may post items on the company bulletin board only if posting is approved in advance by the Human Resources Department.

### Nursing Mothers

The company provides reasonable breaks during the work day for employees who are nursing mothers to express milk for their infants up to one year after the birth of their child, or longer should local or state law provide for an additional period of time. Nursing mothers should discuss the necessity and timing of such breaks with their immediate supervisor.

The company fully intends to provide a supportive work environment to enable nursing mothers to breastfeed or express milk during working hours. The company will provide a clean, private and secure lactation location, other than a bathroom, in close proximity to

the employee's work area that includes access to an electrical outlet, is shielded from view and free from intrusion from co-workers and the public, and provides access to a sink with running water and a refrigerator where the employee can store breast milk. The company will also provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's child. The break time will, if possible, run concurrently with any break time already provided to the employee. Break time for an employee that does not run concurrently with the rest time authorized for the employee pursuant to other applicable laws may be unpaid, subject to applicable law. For more information regarding the company's Lactation policy and requesting an accommodation pursuant to that policy, employees should speak with a representative of the Human Resources Department.

### Personal Appearance

A professional appearance and appropriate personal hygiene are an expectation of GPC. Employees are expected to report to work personally clean and wearing clothes that are in good repair and compliant with any uniform standards and all safety requirements. Employees must be sensitive to the needs of co-workers regarding perfumes, colognes and personal body odor. An employee's appearance is expected to be professional in dress, hairstyle, accessories and make-up. Employees should not wear clothing that is revealing, overly tight or which has offensive wording or graphics. Should management determine that an employee is not in compliance with these standards, the employee may be sent home without pay.

More specific rules and guidelines based on the employee's job duties or business unit may also apply.

### Reasonable Accommodation

GPC complies with applicable local, state and federal laws regarding anti-discrimination and reasonable accommodation for disabled individuals. GPC will not discriminate against any qualified employee or job applicant with respect to any terms, privileges or conditions of employment because of a person's disability. The company will make reasonable accommodations designed to assist qualified individuals with known disabilities in the performance of their position, so long as it does not place an undue hardship on GPC or pose a direct threat to the employee or others. The company will determine whether accommodations are reasonable on a case by case basis.

Qualified employees will also be provided with reasonable accommodation for medical needs related to pregnancy or childbirth, breastfeeding or related medical conditions unless doing so would create an undue hardship. Such accommodations may include, but not be limited to, more frequent or longer breaks, seating, limits to heavy lifting, temporary transfer to another position, temporary leave of absence or modification in work schedule or tasks. An employee cannot be required to take a leave or accept an accommodation.

The company will also provide reasonable accommodations to applicants and

employees who have a sincere religious belief that conflicts with a job requirement, so long as providing such an accommodation does not create an undue hardship to company business.

Finally, the company provides reasonable accommodations to employees who are victims or whose family members are victims of domestic violence, a sexual offense, or stalking in compliance with state and local law and so long as providing such an accommodation does not create an undue hardship to company business.

To request an accommodation, an applicant or employee should notify the General Manager, District Manager, Store Manager, local Human Resources Manager or highest ranking member of management of the local operation of the need for an accommodation. If the request involves an accommodation based on an individual's disability, pregnancy or related conditions, the employee will then be asked to submit a Request for Accommodation form to the Human Resources representative. Requests should be as specific as possible. All information obtained by the company concerning the medical condition or history of an individual will be treated as confidential and disclosed only to individuals as needed.

An accommodation request will be evaluated respective to the essential job functions of the employee's position. It is the company's desire to identify reasonable accommodations which will enable employees who are qualified individuals with disabilities to be successful in the performance of their job functions. The applicant or employee may be asked to participate in a fact finding meeting to explore all possible reasonable accommodations.

If an applicant or employee feels that an accommodation has been unreasonably denied, these concerns should be communicated directly to the business unit's Headquarters Human Resources Department. Information provided by the employee will be held in confidence and only disclosed to individuals who have a need for the information.

### Return of Property

Any company property obtained by an employee in connection with his or her employment and/or provided to the employee in connection with his or her employment including, but not limited to, cell phone, computer equipment, keys, company credit card, swipe card, business records, reports, documents, etc. must be returned to GPC as applicable and in accordance with company policy, upon request and/or at the time of termination.

Moreover, upon request or at the time of termination, employees must promptly deliver to the company all documents of any nature, whether stored electronically (e.g., on a laptop, thumb drive, tablet, etc.) or in hard copy, acquired or created as a result of the employment with GPC related to the present or future business of the company or the actual or anticipated technological and business activities of the company, including anything developed or made by the employee in the course and scope of employment.

Employees may not retain any copies of any such documents. In addition, upon cessation of employment, employees are not permitted to remove any electronic information (e.g., contacts) that the employee believes to be personal in nature without first consulting with and seeking agreement from GPC that such electronic information is the employees to take. Upon request, in any state that makes such inspection or authorization possible, employees will provide for inspection by the company any personal electronic storage device (e.g., smart phone, tablet, thumb drive, etc.) that was connected to any GPC computer or network and that GPC believes may contain confidential company information not otherwise available to persons or firms outside of GPC.

### Smoking in the Workplace

The health and well-being of our employees is important to the company. As such, smoking (to include both smoking and smokeless tobacco materials, as well as e-cigarettes and/or any other mechanism that allows for vapor smoking) within a company owned or leased facility is strictly prohibited. Smoking is also prohibited in a company owned vehicle excluding company cars provided to our employees for both business and personal use. Outdoor smoking is acceptable in company designated areas that will not significantly impact non-smoking employees or visitors/customers.

### Substance Abuse Policy

GPC is committed to providing, with cooperation from all members of the GPC family, a working environment that is free of the problems associated with alcohol and controlled substance abuse.

Therefore, one of the first steps in the pre-employment process is substance abuse testing. We are taking the appropriate steps to work together to maintain a safe and healthy working environment for all employees.

To continue this process, GPC also reserves the right, where permitted by law, to test an employee that is involved in a work-related accident or injury that requires medical treatment away from the workplace, as more specifically detailed in the Safety Policy below. GPC also, where permitted by law, performs random drug testing as well as tests an employee if the company has reasonable suspicion that an employee is intoxicated or otherwise impaired by alcohol or controlled substances at work. Certain safety sensitive positions, such as drivers or forklift operators, are also subject to random substance abuse testing. Testing positive for drugs or alcohol while at work may result in termination of employment, except where prohibited by applicable law.

Please know that the company is concerned about all our employees. If an employee has a substance abuse problem, we urge the employee to come forward in advance to request help. Employees who request help will generally be allowed to participate in an employee assistance program without penalty. Employees may not, however, use a request for employee assistance to avoid disciplinary action once an investigation has begun or a report has been received regarding inappropriate conduct or a rule violation.

It will be the employee's responsibility to successfully complete any such program. Failure to comply with and successfully complete a mandated program will be cause for disciplinary action, up to and including termination.

For specific information regarding the GPC Substance Abuse Policy, please refer to the Drug and Substance Abuse Policy and/or contact the appropriate business unit Human Resources Department.

### Workplace Violence

We are concerned about employee safety and want to provide employees with a secure working environment. In this regard, GPC prohibits any individual from using, carrying, or possessing deadly weapons or destructive devices while on company property or during the course of employment.

Moreover, violence, threats, harassment, intimidation and other disruptive behavior committed by or against our employees will not be tolerated. The below list of behaviors, while not inclusive, provides examples of conduct that is prohibited:

- Causing physical injury to another person;
- Assaulting another employee or customer;
- Making terroristic threats against any person, department and/or facility;
- Making threatening remarks, verbal or written, in person, by telephone, fax, email or any other electronic means of communication;
- Stalking;
- Making threatening gestures;
- Aggressive or hostile behavior that might create a reasonable fear for one's safety;
- Intentionally damaging company property or the property of another employee;
- Possession of a weapon while on company property, to the extent prohibited by applicable law. "Weapons" as used herein includes, but is not limited to, firearms, handguns, rifles, pellet guns, and similar devices; knives, with the exception of pocket knives; instruments capable of inflicting a heavy blow such as nightsticks, clubs, and similar devices; explosive devices, such as bombs, grenades, and similar devices; and other devices whose primary purpose is the infliction of bodily harm;
- Possession of a weapon in a company owned, leased or rented vehicle or while on company business;
- Committing acts motivated by, or related to, domestic violence; or
- Committing acts motivated by, or related to, any type of harassment.

When such behavior is brought to the company's attention, it is our commitment to promptly investigate and take whatever measures are necessary to provide for the safety of our employees. Any potentially dangerous situation or any suspicious behavior must be reported immediately to: the highest ranking member of management or Human Resources. Reports or incidents warranting confidentiality will be handled

appropriately and information will be disclosed to others only on a need-to-know basis.

Individuals who are found to have committed such acts may be removed from the premises and may be subject to disciplinary action including immediate termination, criminal penalties or both.

## **SAFETY**

It is company policy to provide a safe and healthy working environment for our employees. While the company takes every precaution to provide a safe workplace, it is imperative that all employees act with the utmost regard for the safety and health of their co-workers and themselves at all times. Failure to comply with company safety policies can result in disciplinary action, up to and including immediate discharge.

To ensure employee and co-worker safety, the company has developed general safety rules and guidelines that, while not all inclusive, will provide guidance on the company's expectations. Each employee should read, become familiar with and observe the following rules and guidelines:

- Observe and practice the safety procedures established for the position and refrain from engaging in reckless or negligent conduct.
- Report any observed unsafe conditions or acts immediately to a manager.
- Refrain from engaging in horseplay or running in the workplace.
- Refrain from throwing objects.
- If an employee has not completed first aid training, the employee should not move or treat an injured person unless there is an immediate peril, such as profuse bleeding or stoppage of breathing.
- Appropriate clothing and footwear must be worn on the job at all times. In this regard, loose clothing or jewelry should not be worn around machinery as it may catch on the equipment and cause a serious injury.
- Wear a full body harness whenever working in a cherry picker, reach truck or any other situation warranting the harness.
- Only operate powered industrial equipment (e.g., forklifts, powered pallet jacks, etc.) if certified and properly trained.
- If the hazard of falling objects exists, an approved hardhat must be worn.
- Refrain from performing any task unless trained to do so and aware of the hazards associated with that task.
- Refrain from operating machinery or equipment until having been properly instructed and authorized by a company representative.
- Never consume or be under the influence of alcohol or drugs in the workplace or while performing work on behalf of the company.
- Never distract the attention of another employee, as it might cause the employee to become injured. If necessary to get the attention of another employee, wait until it can be done safely.
- Ensure that personal protective safety equipment such as goggles, safety glasses, gloves, restraints, etc. fit properly, are maintained in good condition, and

worn when required.

- Learn safe work practices. When in doubt about performing a task safely, contact a manager for instruction and training.
- Riding or climbing on equipment not designed for such purposes is prohibited at all times.
- Ensure that materials and equipment do not block aisles, exits, firefighting equipment, ramps, passageways, power panels, etc. Fire exits and aisles must be kept clear at all times.
- Use designated passages when moving from one place to another; never take hazardous shortcuts.
- Never remove or by-pass safety devices.
- Follow safe lifting procedures - keep a wide base of support, feet should be shoulder-width apart with one foot slightly ahead of the other (karate stance). Squat down, bending at the hips and knees only. For heavier/bulkier loads, ask for assistance.
- Select, load and operate hand trucks, dollies and other equipment properly.
- Clean up spilled liquids, oil, grease and trash immediately.
- Do not approach operating machinery from the blind side. Stay within sight of the operator when approaching.
- Learn where fire extinguishers and first aid kits are located.
- Maintain a general condition of good housekeeping in all work areas at all times.
- Obey all traffic regulations when operating vehicles on public highways.
- When operating or riding in company vehicles, or using a personal vehicle for business purposes, the vehicle's seat belt must be worn.
- Do not engage in such other practices as may be inconsistent with ordinary and reasonable common sense safety rules.

### Safety Protocol and Housekeeping

Good housekeeping can prevent many costly accidents, such as slips, trips and falls. Every employee is expected to remain attentive and exhibit good housekeeping in the workplace and correct or report any safety or housekeeping violations immediately. If an employee observes any of the conditions on the below list, or any other possible hazardous situation, it must be reported to the employee's supervisor immediately:

- Slippery floors, parking lots, sidewalks or other walking surfaces
- Tripping hazards, such as electrical cords, hose, trash, debris, etc.
- Worn or frayed carpet, open seams, or curled edges
- Loose floor tiles or mats
- Poor lighting in work locations, stairways, exits or other areas within the workplace
- Inoperative entrance or exit signage
- Loose handrails, guard rails or windows
- Unlocked doors, gates, windows or other areas that should be properly secured
- Improperly stored merchandise, supplies or equipment

- Walking surfaces covered in debris, lint, dust, oil, paint, or spray residue, granular materials, sand, mud, ice, or other slippery, traction-robbing materials
- Electrical equipment left operating or overheating
- Open doors on electrical panels
- Leaks of water, oil, etc. in the workplace or from roofs
- Blocked aisles, exits, aisle spaces or firefighting equipment
- Any combustible materials not properly stored

Compliance with company safety policies and practices is required of all employees as a condition of employment. Failure to do so will subject employees to disciplinary action, up to and including immediate termination of employment.

While the company takes every precaution to provide a safe workplace, injuries can still occur. If an employee is injured at work, no matter how slightly, the accident must be reported to management as soon as reasonably possible after it occurs. In some instances, an employee may not immediately realize that he or she has been injured or made ill. In such circumstances, the employee must report the injury or illness to the employee's supervisor as soon as reasonably possible after becoming aware of the injury or illness, but in no event later than leaving the worksite or eight (8) hours after becoming aware of the injury or illness, whichever is earlier. If an employee is not at work when he or she becomes aware of an injury or illness, it must be reported to the employee's supervisor as soon as reasonably possible, but in no event later than eight (8) hours after becoming aware of the injury or illness. If an employee's immediate supervisor is unavailable or unresponsive, the employee should report the injury or illness to any other member of management. Of course, if the employee believes the injury or condition requires immediate medical attention, the employee should not wait to report the injury or illness before seeking medical attention.

When a report is made, employees will be asked to provide information about the injury or illness and how it happened. If the employee requires medical treatment away from the facility, the employee will be sent to an approved workers' compensation provider. Serious conditions can arise from small injuries if they are not addressed immediately. Seek prompt medical care when injured. Any care other than minor first aid should be provided by a professional.

Employees have the right to report workplace injury or illnesses and will not be discriminated against or discharged for following this Policy and making a good faith report of a work-related injury or illness.

As a part of our Substance Abuse Program, employees who report a workplace injury or illness may be required to submit to a drug test, unless there is not a reasonable possibility that drug use by the reporting employee was a contributing factor to the reported injury or illness. Some examples of reported incidents that likely would not require a drug test, unless local, state or federal law otherwise requires such a test, include repetitive motion injuries, bee stings, injuries caused by machine or tool malfunction and/or injuries or illnesses caused through no fault of the employee.

## **EMPLOYMENT AND OPPORTUNITIES**

### **At-Will Employment**

GPC is an at-will employer. This means that neither the employee nor GPC has entered into a contract regarding the duration of employment. Employees are free to terminate their employment with GPC at any time, with or without reason. Likewise, GPC has the right to terminate an employee, or otherwise discipline, transfer, or demote an employee at any time, with or without reason, at the discretion of GPC.

No employee of GPC can enter into an employment contract for a specified period of time, or make any agreement contrary to this Policy, without written approval from the President of the business unit within which the employee is employed.

### **Internal Job Postings**

The company is dedicated to assisting employees in reaching their professional goals through internal promotion and transfer opportunities. To help facilitate this, all employees are encouraged to discuss career opportunities with their supervisor, department head and/or the Human Resources Department. Open positions typically can be found by visiting Career Opportunities on GPC Connect or the posting document on the bulletin board in areas normally used for employee communication in the employee's work location. Before expressing an interest in an internal job posting, employees should ensure that they meet the following eligibility requirements:

- the employee is a current, regular full-time or part-time GPC employee;
- the employee has been in his or her current position for at least six months and with the company for a minimum of 1 year;
- the employee's performance currently meets or exceeds expectations on the employee's review;
- the employee is not currently on a Performance Improvement Plan;
- the employee has not been placed on written or final warning within the last 12 months; and
- the employee meets the qualifications listed for the position on the job posting.

All interested employees must complete and submit an Internal Job Application through the Job Opportunities page via GPC Connect indicating their interest in the position before the end of the posting period. Once the posting period has ended, candidates will be evaluated for eligibility based on work performance, disciplinary record, experience and qualifications.

Exceptions to the eligibility requirements must be approved by Human Resources or local management. Moreover, the company reserves the right not to post positions at its discretion. While it is the company's philosophy to promote from within whenever

possible, there may be business conditions that warrant a position to be filled without posting or to post the position while simultaneously conducting external recruiting activity.

### Introductory Period

The company recognizes that the employment relationship must meet the needs of the employee and the company. As such, the first 90 days of employment for a full-time employee (and the first 120 days of employment for a part-time employee) have been designated as an Introductory Period during which both the employee and the company can evaluate the employee/employer relationship. During this Introductory Period, hourly employees will be subject to periodic evaluations.

Employees are subject to performance and behavior standards commensurate with their tenure in the new position. Failure to comply with these standards will result in disciplinary action, up to and including termination of employment. It should be noted that progressive discipline steps may be accelerated or skipped as deemed appropriate during the Introductory Period.

### Outside Employment

The company recognizes that certain employees may seek additional employment during their off hours and does not object to this practice provided it does not interfere with the employee's employment with GPC. All employees holding outside employment must inform their Human Resources Department of the nature of the work and the hours when they work. For those employees who do engage in work outside the company, employees are reminded that, despite any outside employment, the job with GPC is the primary responsibility.

GPC does not consider outside employment to be an excuse for poor job performance, tardiness, absenteeism, or refusal to work overtime, attend training and/or participate in travel required by an employee's position with GPC. If outside employment leads to these problems, GPC will take appropriate action, up to and including termination. Moreover, all employees will be judged by the same performance standards and will be subject to GPC's scheduling demands, regardless of any existing outside work requirements.

If it is determined that the outside employment interferes with an employee's performance, creates a potential safety concern or creates an actual or apparent conflict of interest, the employee may be asked to terminate the outside employment. In addition, failure to disclose outside employment or continuing outside employment despite that it has been determined by the company that the employment will interfere with the employee's position with GPC in some way may result in disciplinary action, up to and including immediate termination.

## COMPENSATION

The goal of GPC's compensation program is to attract qualified applicants, meet the needs of current employees and encourage well-performing employees to stay with the company.

GPC reviews compensation levels on an ongoing basis through wage surveys. Wages and salaries may be adjusted periodically to remain competitive within our industry.

### Employee Classifications

Company employees are classified depending on the job duties and responsibilities performed and the number of hours worked as follows:

- Full-Time – Employees who regularly work at least 40 hours per week. Benefits eligibility for full-time employees is outlined in detail in the applicable summary plan descriptions.
- Part-Time – Benefits Eligible – Employees classified as part-time who have actual hours worked of 1,560 or more during their first year of employment or who have actual hours worked of 1,560 or more in a subsequent calendar year.
- Part-Time – Not Benefits Eligible – Employees classified as part-time who have actual hours worked of less than 1,560 during their first year of employment or who have actual hours worked of less than 1,560 in a subsequent calendar year.
- Non-Exempt Employee – Non-exempt employees are eligible for overtime if they work more than 40 hours in a work week. Non-exempt employees also may be subject to additional local and/or state regulations governing work conditions and compensation.
- Exempt Employee – Exempt employees are considered exempt from minimum wage and/or overtime pay provisions of the law. This determination is made on a position by position basis and an analysis of actual duties performed.

### Meals and Breaks

Depending on the number of hours worked in a day, employees may be entitled to paid breaks and/or a longer unpaid meal period(s). The timing of these breaks and meal periods will depend on applicable law, the employee's position and business demands and/or as determined by management.

### Working Hours and Overtime

It is company policy to properly compensate employees in compliance with all applicable local, state and federal laws. To ensure that employees are paid properly for all time worked and that no improper deductions are made, employees are required to record correctly all-time worked (hourly employees) and review their paychecks promptly and to report any errors (all employees). Deductions from pay which violate local, state or federal laws are not permitted. In this regard, the company encourages all

employees to report any concerns with their paychecks, or suspected unpaid wages, to Human Resources immediately. Employees also have the right to file a complaint or report unpaid wages, including to the appropriate local or state authorities, without a fear of retaliation.

Hourly employees must maintain an accurate record of the total hours worked each day for the company. These hours must be accurately recorded through time records. If an employee is an hourly employee, he or she must “clock in or out” in the following circumstances: upon arrival at work, at the beginning of the employee’s meal break, at the end of the employee’s meal break, when leaving for the day, and if the employee leaves the work premises other than on company business. When employees receive each paycheck, they should verify immediately that they were paid correctly for all hours worked during the applicable pay period. Occasionally, inadvertent mistakes may occur with respect to employee compensation. If an employee believes his or her pay is inaccurate or has questions regarding deductions from his or her pay, the employee should contact his or her supervisor or Human Resources Department immediately. Every report will be fully investigated, and corrective action will be promptly taken where appropriate.

Company policy strictly prohibits falsification of an employee’s own time records, or the alteration of another employee's time record. It is also a serious violation of company policy for any employee or manager to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time record. Employees should not clock in or out for anyone other than themselves. Employees also may not work any hours that are “off the clock.” Any such conduct should be reported immediately to the Human Resources Department. In addition, employees should not work any hours that are not authorized by their supervisor. Employees are not to start work early, finish work late, work during a meal break or perform any other overtime work unless authorized to do so and that time is recorded through the time-keeping system.

## **BENEFITS**

GPC is proud to offer a comprehensive benefits package for its employees. There are many different types of benefits for which employees may be eligible in connection with their employment with GPC. The scope of benefits offered to company employees may include:

- Medical, Dental and Vision Insurance
- Basic Life and AD&D Insurance
- 401(k) Savings Plan
- Tuition Reimbursement
- Vacation or equivalent PTO
- Paid Holidays
- Paid Personal Days
- Short-Term and Long-Term Disability Benefits

- Service Awards
- Carlyle Fraser Fund
- Paid Time Off (e.g., medical appointments, bereavement leave, jury duty, voting time)

For more information regarding the scope of benefits offered and eligibility requirements, employees should refer to the various policies and summary plan descriptions received upon hire. In addition, certain of the benefits offered to eligible employees are detailed more fully below.

### Bereavement

The company recognizes the need for compassion and sensitivity during periods of loss for our employees. As such, paid bereavement leave is available to employees under the circumstances described below.

Employees will be provided up to three consecutive working days of paid leave in the event of the death of an immediate family member of the employee or spouse, provided one of the three days is the day of the funeral. Additional time may be available without pay, subject to the approval by the company. "Immediate Family" is defined to include: Spouse, Child/Step-child, Father/Step-father, Mother/Step-mother, Legal Guardian, Sister/Step-sister, Brother/Step-brother, Grandparent, Grandchild, Father-in-law, Mother-in-law, Daughter-in-law, Son-in-law, Brother-in-law or Sister-in-law.

The company recognizes that employees may have additional bereavement leave entitlement pursuant to certain state specific laws and intends to comply with any such requirements.

A copy of supporting documentation, such as a funeral program, may be requested by the location manager or Human Resources.

### Carlyle Fraser Fund

Started by the founder of GPC, the Carlyle Fraser Fund was established and is operated solely for the benefit of past, present and future employees of GPC. Over the years, the Fund has provided financial assistance to many of our employees and their families, who have experienced unusual problems through no fault of their own (e.g., serious illness, natural disasters, etc.). Eligibility is determined at the sole discretion of the company and the Trustees.

### Doctor and Dentist Appointments

GPC recognizes that the health and well-being of employees is of paramount importance. Furthermore, the company recognizes that it is often difficult to arrange doctor and dentist appointments outside of working hours. As such, full-time employees (other than those subject to a PTO plan) who miss work due to personal doctor or

dentist appointment will be paid up to 12 hours per calendar year for the time missed. Documentation of the appointment and time actually spent completing the appointment is required. In addition, 5 days' notice of the appointment must be provided, except in cases of emergency.

*Some business units may provide different guidelines with respect to medical appointments and/or the number of hours permitted per year for such visits.*

### Jury Duty

GPC encourages employees to fulfill their civic responsibilities by performing jury and witness duty, as required. An employee who is called and selected for jury duty will be paid his/her base rate of pay (for the actual time missed from work due to jury duty) up to a maximum of 2 weeks per year. An employee who is subpoenaed to appear as a witness for a criminal or civil trial will be paid his/her base rate of pay up to a maximum of 1 week per year (for the actual time missed due to the trial). Pay for the appearance as a witness will not be made if the employee is a party in the case, a relative by blood or marriage of a party in the case, or if the employee has engaged in wrongdoing that has necessitated the testimony.

Employees are required to provide advance notice of their obligations under the jury or witness subpoena, whenever practical. Documentation verifying the employee's attendance at trial is required upon return to work.

If an employee is required to serve as a witness or on jury duty for more than the time allowed above, such time will be granted without pay. After the completion of jury or witness duty, the employee will be entitled to return to his/her position or a comparable position within the company. Failure to return to work promptly after the completion of jury or witness duty will be considered an unexcused absence and will render the employee subject to discipline in accordance with the applicable Attendance Policy.

### Leave of Absence

GPC recognizes the need for its employees to balance the demands of the workplace and their personal needs. There may be times where circumstances require an employee to be absent from work for an extended period of time. As such, an unpaid leave of absence may be available.

GPC generally provides the following types of unpaid leave:

- Uniformed Services Leave of Absence
- Personal Leave of Absence
- Family and Medical Leave of Absence
- California Pregnancy Disability Leave (applicable to those individuals employed in California)
- New York Paid Family Leave (applicable to those individuals employed in New York)

- Bloomington, Minnesota Sick & Safe Leave (applicable to those individuals employed in Bloomington, Minnesota)
- Other Local and/or State provided Leave

The general eligibility requirements for each type of leave are described in each section below. Certain local and/or state laws may provide for additional types of leave and employees should discuss those options with local management and/or their business unit Human Resources Department.

### Uniformed Services Leave of Absence

Any part-time or full-time employee who enlists or is inducted, drafted or called for active duty, training or other Uniformed Services obligation is eligible for unpaid leave. "Uniformed Services" for purposes of this policy can include service in the Armed Forces or Reserves, the National Guard, Commissioned Corps, any state National Guard (including for a state other than the state of employment), Space Force or Civil Air Patrol, or any other category of persons designated by the President in time of war or national emergency. Upon return from Uniformed Service, an eligible employee will be reinstated pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), or other applicable law, provided the employee meets the provisions detailed therein.

The uniformed service leave of absence is unpaid. However, employees can choose to use vacation or other paid time off during a period of service. With this said, employees would never be required to use paid leave to substitute for unpaid uniformed service leave.

As soon as an employee receives orders or makes plans which will necessitate a uniformed services leave of absence, a Uniformed Services Leave of Absence Request form should be completed and notification should be provided to management. If the requested leave is for a period less than 30 days, employees are not required to provide supporting documentation beyond voluntarily completing the Leave of Absence Request form.

With respect to the amount of uniformed service leave available to employees, the cumulative length of the leave combined with all prior absences for uniformed service must not exceed 5 years, except where the employee's continued service is required. If that is the case, documentation verifying that any extension beyond 5 years is compulsory will be required.

Provided that the provisions outlined above have been met and the employee has a creditable military record, an employee is eligible for reinstatement upon the conclusion of the leave. Employees will be required to timely apply for reinstatement, pursuant to the provisions of USERRA or other applicable law. Returning employees will also be required to provide documentation of the employee's release date to verify compliance with the timeframes provided for in USERRA.

Upon return from uniformed service, an eligible employee will be reinstated into either his or her former position or a position with equivalent seniority, status and pay, depending on the amount of leave taken and the applicable law. In the rare event that the company's circumstances change so as to make an employee's reemployment impossible or unreasonable, the company is not obligated to reemploy the employee.

For more details regarding Uniformed Services Leave, employees should seek guidance from the local Human Resources Manager and/or the business unit's Headquarters Human Resources Department.

### Personal Leave of Absence

Full-time employees may be eligible for up to 4 weeks of Personal Leave per rolling 12-month period for personal emergencies and extenuating circumstances. To be eligible, full-time employees must have worked for at least 12 months of continuous employment. Employees are required to first take all earned but unused vacation, personal days and other paid leave to which the employee is entitled before applying for a Personal Leave of Absence. An employee who has received a written warning or more serious disciplinary action within the 12-month period immediately prior to the request for leave is not eligible for a Personal Leave of Absence.

Employees who wish to be considered for a Personal Leave must request the leave in writing using the Personal Leave of Absence Request form, at least 30 days in advance except in the case of an emergency. The leave request is subject to the approval of the employee's supervisor, senior management and Human Resources, and will be based on employee status and business demands of the company.

Personal Leave may not be used to take employment elsewhere. Personal Leave also cannot be used to extend Family and Medical Leave Act leave or similar local or state mandated leave.

For a Personal Leave greater than 2 weeks, the company does not guarantee reinstatement; however, reasonable efforts will be taken to place employees in an equivalent position if such a position is available and the employee is qualified for the position. Furthermore, failure to return to work from a Personal Leave on the scheduled date of return shall be considered job abandonment.

For more details regarding Personal Leave and its impact on benefits and/or employment status, employees should seek guidance from the local Human Resources Manager and/or the business unit's Headquarters Human Resources Department.

### Family and Medical Leave

GPC is a covered employer under the Family and Medical Leave Act (FMLA). Employees who have worked at least 1,250 hours during the 12-month period preceding the desired leave period, who have completed at least 12 months of employment, and who work at a location where at least 50 employees are employed by

the company within a 75-mile radius of the employee's worksite, are eligible for FMLA leave. The granting and duration of any leave will be determined by the company in conjunction with appropriate local, state and federal laws. For instance, in certain states, employees with fewer than 1,250 hours worked in the prior 12-month period will still be eligible for family and medical leave.

FMLA leave will run concurrently with any benefits for which an employee is eligible under the Short-Term Disability Plan, with any absence due to an on-the-job injury provided the qualifications of a serious health condition as defined by the FMLA and/or other applicable law are met and/or with any other leave taken, as permitted by applicable law. In addition, employees are required to use any available Paid Time Off (e.g., vacation time, personal days and paid sick time/leave) as a part of a Family and Medical Leave of Absence and this paid time will run concurrently with the employee's FMLA leave, except where such a mandate is not permissible by state or local law.

If an employee is in need of family and medical leave, but is not eligible for FMLA or separate job reinstatement rights under applicable state law, or an employee has exhausted or anticipates exhausting all such guaranteed leave, the company will evaluate whether an accommodation of leave/additional leave can be provided.

An unpaid leave of absence taken pursuant to the FMLA may be taken for the following reasons:

1. For the birth of a son or daughter and to care for the newborn child;
2. For the placement with the employee of a son or daughter for adoption or foster care;
3. To care for the employee's son, daughter, spouse or parent with a serious health condition;
4. Because of a serious health condition that makes the employee unable to perform the essential functions of his/her job;
5. Because of any qualifying exigency arising out of the fact that the spouse, or a son (of any age), daughter (of any age), or parent of the employee is a covered military member on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation; or
6. For an employee who is the spouse, son, daughter, parent, or next of kin of a service-member, to care for the service-member while the service-member is undergoing medical treatment, recuperation, or therapy, or is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

Eligible employees may take up to 12 weeks of job-protected unpaid leave within any rolling 12-month period, for reasons referred to in numbers 1 through 5 above, unless otherwise provided by local or state law. In the case of birth, adoption or foster placement of a child, the leave must be completed within 12 months after the birth, adoption or placement of the child. Eligible employees may take up to 26 weeks of unpaid leave during any single 12-month period for the reason referred to in number 6 above, to care for a covered service-member. During this single 12-month period, an

eligible employee is entitled to a combined total of 26 weeks of unpaid leave for the reasons referred to in numbers 1 through 6 above.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

As detailed above, for long-term non-intermittent leave, the employee will be required to first take all earned but unused vacation, Personal Days and other Paid Time Off to which the employee is entitled as part of the 12 or 26-week Family and Medical Leave, unless the employee is entitled to benefits under workers' compensation or the company's Short-Term Disability Plan. Any paid leave taken under workers' compensation counts as part of the 12 or 26-week leave entitlement when taken for one's own serious health condition. Moreover, any Short-Term Disability benefits provided run concurrently with the FMLA leave taken.

While an employee is on family medical leave, he or she may continue coverage under the Group Health and Life Insurance Plan(s) provided by the company. The employee must continue to make premium payments on a monthly basis. Failure to make premium payments will result in cancellation of coverage.

Employees are required to request Family and Medical Leave or any extension of a leave to the employee's supervisor or Human Resources Manager 30 days prior to the commencement of the leave if the need for leave is foreseeable. Failure to provide 30 days' notice may result in the delay of the commencement of the leave. In the case of a medical emergency or change in circumstance, the employee is required to give verbal notice to the employee's supervisor or Human Resources as soon as practicable. When the need for leave is not foreseeable, an employee must comply with the company's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances. Notice may be given by the employee's spokesperson (e.g., spouse, adult family member, or other responsible party) only if the employee is unable to do so personally.

When requesting leave, employees do not have to share a medical diagnosis, but must provide enough information to the company so it can determine if the leave qualifies for FMLA, or other local or state protection. Sufficient information could include informing the company that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities or that hospitalization or continuing medical treatment is necessary. Employees must inform the company if the need for leave is for a reason for which FMLA leave was previously taken or certified.

The company requires certification of an employee's need for leave due to a serious medical condition of either the employee or the employee's child, spouse or parent, for an employee's need for leave due to a qualifying exigency and for an employee's need for leave due to the serious illness or injury of a covered service-member, both before the leave begins and on a periodic basis thereafter, as permitted by applicable law. If the certification provided is deemed incomplete, the employee will be provided a written

notice indicating what additional information is needed. In addition, the company may require second or third medical opinions and periodic recertification, in certain circumstances and then at the company's expense.

Where possible, employees are required to provide at least 1 week of advance notice of their intent to return to work to their department supervisor and to their Human Resources Department. Employees who are returning from a leave of absence resulting from their own serious medical condition will be required to provide a medical certification from their health care provider to resume duties prior to being allowed to return to work. The certification must specifically address the employee's ability to perform the essential functions of the specific job and any restrictions that may be in place. Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions. The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

The company will not interfere with an employee's FMLA rights or retaliate against an employee for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

For more details regarding FMLA leave, eligibility and certification requirements, and its impact on benefits and/or employment status, employees should seek guidance from their local Human Resources Manager and/or the business unit's Headquarters Human Resources Department.

### California's Pregnancy Disability Leave

For those employees employed in California, California's Pregnancy Disability Leave law provides that employees disabled by pregnancy, childbirth or related medical conditions are eligible for up to 4 months of pregnancy-related disability leave (PDL). PDL may include, but is not limited to, additional or more frequent breaks, time for prenatal or postnatal medical appointments, doctor-ordered bed rest, severe "morning sickness," gestational diabetes, pregnancy-induced hypertension, preeclampsia, recovery from childbirth or loss or end of pregnancy, and/or post-partum depression.

Employees who wish to be considered for PDL must request the leave in writing to the employee's supervisor or Human Resources 30 days prior to the commencement of the leave, if the need for leave is foreseeable. GPC will respond to the PDL request as soon as practicable, and always within 10 days, and the employee will be referred to GPC's then-current PDL policy.

PDL is not for an automatic period of time, but for the period of time that the employee is disabled by pregnancy. The employee's health care provider determines how much time the employee will need, or if intermittent or a reduced leave schedule is appropriate. PDL does not need to be taken all at once, but can be taken on an as-needed basis as required per the employee's health care provider, including intermittent leave or a reduced work schedule, all of which counts against the employee's four-

month entitlement to leave. "Four months" means the number of days the employee would normally work within 4 months.

If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, the employee may be transferred temporarily to an available alternative position for which the employee is qualified that has equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular position.

Except in a medical emergency where there is no time to obtain it, an employee must supply a written medical certification from her health care provider of the medical need for PDL or other pregnancy-related reasonable accommodation or transfer. If the need is an emergency or unforeseeable, the employee must provide this certification as soon as it becomes practicable to do so. If an employee fails to provide reasonable advance notice or written medical certification of the medical need, GPC may be justified in delaying any reasonable accommodation, transfer or PDL.

Leaves of absence taken for PDL are unpaid, but the employee may be eligible for state disability insurance or Paid Family Leave (PFL), administered by the California Employment Development Department. In addition, during PDL, employees may continue coverage under the Group Health and Life Insurance Plan(s) provided by the company. The employee must continue to make premium payments on a monthly basis. Failure to make premium payments will result in cancellation of coverage. However, the employee would be eligible for reinstatement in the company provided Group Health and Life Insurance Plan immediately upon return to work.

Employees shall retain their status with the company during the PDL, and the leave shall not constitute a break in service. An employee who exercises her right to take pregnancy disability leave is guaranteed a right to return to the same position, or in certain circumstances, to a comparable job. Taking PDL, however, does not protect against non-leave related employment actions, such as layoffs. Further, should the employee be unable to return to work at the end of the designated leave period, the company does not guarantee reinstatement. The company will, however, attempt to place the employee in an available equivalent position for which the employee is qualified where such a position is available.

Pregnancy Disability Leave will run concurrently with any FMLA leave or other local or state leave/time for which the employee may be eligible. However, employees may be entitled to additional rights under the California Family Rights Act of 1993 (CFRA), which is available to employees who have worked at least 1,250 hours in the 12-month period before the desired leave date. Employees are entitled to 12 work weeks of CFRA leave in a single 12-month period.

Employees will be required to use any available paid sick time/leave during the otherwise unpaid portion of their Pregnancy Disability Leave and this paid time will run

concurrently with the employee's leave. Employees may elect to use other available Paid Time Off (e.g., vacation or Personal Days) in conjunction with their unpaid Pregnancy Disability Leave.

Employees on pregnancy disability leave will be required to obtain a release to return to work from their health care provider. If the employee can return to work with limitations, GPC will evaluate those limitations and, if possible, will accommodate the employee as required by law.

### New York Paid Family Leave

Employees employed in New York may be eligible to take a certain amount of paid family leave pursuant to New York's Paid Family Leave Benefits Law (NYPFLBL), if the employee is regularly scheduled to work at least 20 hours per week and has completed 26 or more consecutive weeks of service or if the employee is regularly scheduled to work less than 20 hours per week and has worked a minimum of 175 days with the company.

The maximum length of available leave benefits, and the amount of weekly leave benefits, for any 52-consecutive week period depends on the date of the leave and has been detailed for covered employees in written correspondence and/or relevant postings. Paid family leave benefits will be administered by MetLife who will make benefit eligibility determinations in accordance with the terms of NYPFLBL.

If an employee wishes to take paid family leave, the employee will need to contact the Employee Service Center at least 30 days before the date family leave is expected to begin, or as soon as possible if the need is not foreseeable. Employees will be requested to complete a Request for Paid Family Leave form and will be required to provide proof of the need for family leave for submission to MetLife for review.

For the duration of any paid family leave taken, employees may continue coverage under the Group Health and Life Insurance plan(s) provided by the company. Employees will be required to make applicable employee contributions on a monthly basis. Failure to make contributions will result in cancellation of coverage.

NYPFLBL leave runs concurrently with any leave under the federal FMLA. In addition, if employees are also eligible for disability benefits under New York law, employees may only take a combined maximum of 26 weeks of leave during any 52-consecutive week period.

On an employee's return from NYPFLBL leave, employees will be reinstated to their original position, or if no longer available, an equivalent position with equivalent terms and conditions of employment, including pay and employment benefits. Use of NYPFLBL leave will not result in the loss of any employment benefit that accrued before the start of an employee's paid family leave that was not used during your leave.

### Bloomington, Minnesota Sick & Safe Leave

Employees employed in Bloomington, Minnesota may be eligible to take a certain amount of paid sick and safe leave pursuant to Bloomington's Earned Sick and Safe Leave (ESSL) Ordinance. Full-time, part-time, and seasonal employees working in Bloomington for 80+ hours a year typically qualify for the leave. ESSL can be used for (a) medical, physical, mental or health needs; (b) school or workplace closures, and (c) when an employee or a family member is a victim of domestic violence, sexual assault, or stalking. See the company's Bloomington, Minnesota Earned Sick and Safe Leave Ordinance and Coordination with GPC Paid Time Off document for more specific details regarding this leave. See *also* Coordination with Paid Sick or Safe Time/Leave Laws below.

### Other Local and/or State Provided Leave

The company complies with all other local and state leave requirements as well. By way of example only, certain states allow for employees who meet minimum hours and tenure requirements to take leave for reasons of blood, organ and/or bone marrow donation, for Safe Time and as an accommodation as it relates to domestic violence.

### Service Awards

GPC's growth and success are the direct result of the dedicated efforts of many individuals. While it is impossible to quantify the value of those employees who have served the company for many years, this Program was established to attempt, in a small way, to recognize those employees whose time and long-term service have enabled GPC to achieve its remarkable success.

GPC appreciates the years of valued service by the employees of the company. The awards given under this Program have been designed and produced exclusively for GPC. They are symbolic of each 5 years of service. The selection and value of the awards, of course, increase with each additional 5 years of service.

Every employee eligible for a service award will receive a brochure that details the awards available at each service award interval. Employees are responsible for choosing their own award through GPC's outside service award provider.

### Short-Term Disability Benefits

To support employees during periods of an employee's illness or injury, GPC provides Short-Term Disability benefits at no cost to full-time employees. These benefits are designed to replace a portion of the income an employee will lose for a limited period of time as a result of his/her inability to work. Benefits are based on employment status and length of service with GPC.

The amount of benefits, waiting period, documentation requirements, conditions for payment, exclusions, interrelationship with other company policies and related information is outlined in the applicable summary plan description.

### Paid Personal Days

GPC understands that it can be difficult to handle the demands of everyday life without missing work. To this end, GPC provides 2 paid personal days for full-time employees.

Full-Time employees who have completed 60 days of employment may take 2 days off, with pay, per calendar year. These days are in addition to any vacation and holidays to which the employee may be entitled.

Personal days may be taken in half-day or full-day increments. Employees must provide at least 5 working days advance notice in order to schedule personal days off except in the case of emergency or illness. Personal days must be used in the year they are earned.

Employees cannot roll over any unused personal days into the next year, unless required by state law.

Again, employees should refer to the business unit summary plan descriptions for further explanation of and eligibility requirements for paid personal days and/or paid time off.

### Vacation and Holidays

GPC believes that time away from work in the form of vacation and holidays is essential to an employee's work-life balance and success at work.

Full-time and part-time employees who work at least 1,560 actual hours during a preceding 12-month measurement period are eligible for vacation time. Full-time employees become eligible for vacation time after 90 days of employment. Part-time employees are eligible to receive vacation time after 12 months of continuous employment from their most recent date of hire provided they have worked at least 1,560 hours during that 12-month period.

Vacations are scheduled on a seniority basis. All efforts will be made to honor the vacation request provided business needs allow for the absence. Payment for vacation time taken will be received on the normal payday. Payment cannot be received in lieu of time off unless expressly approved by the company.

It is the wish of GPC to grant each employee time off for holidays to take time away from work and rest and rejuvenate. We must, however, remember that service is our business and any practice, whether a holiday or not, which detracts from that purpose, is to be given serious consideration.

Employee vacation and holiday benefits are determined by the business unit, as well as the state in which an employee is employed. In all cases, it is essential that employees follow the scheduling requirements of the business unit, department and/or manager. In order to ensure continuity of our operations, vacation time must be requested in advance and is subject to management approval.

Employees should refer to the applicable Vacation Policy, which governs their business unit and state of employment for further explanation of and eligibility requirements of vacation or paid time off benefits.

#### Coordination with Paid Sick or Safe Time/Leave Laws

Certain state and local laws across the country require employers to provide paid sick or safe time/leave. In general, most employees working in these locations are eligible to take paid time/leave for the purposes covered by those laws. However, employees should generally expect that such time/leave will count against their Paid Time Off (e.g., vacation, personal days and paid sick time/leave), and that the use of vacation time or Personal Days can count against any paid sick or safe time/leave entitlement. For more details, employees should refer to local Paid Sick or Safe Time/Leave coordination documents.

#### Voting Leave

The company encourages all employees to participate in the electoral process. To that end, employees are provided a reasonable time for voting provided that the employee is unable to vote during non-working hours due to the employee's work schedule. Whether the time is paid or unpaid will be governed by applicable local and/or state law.

#### Workers' Compensation

All employees are eligible to apply for workers' compensation benefits. This coverage is typically automatic and immediate and protects an employee who incurs an on-the-job injury. An on-the-job injury is defined as an accidental injury suffered in the course of work, or an illness which is directly related to the employee's performance of assigned job duties. All injuries or illnesses arising out of the scope of employment must be promptly reported to a member of management, as more specifically detailed in the Safety Policy above.

## **IT SECURITY POLICIES**

GPC makes efforts to provide technology to those performing services for the company. Employees of GPC may have access to the company's computers, email, phone systems and voicemail in the course of employment. This is GPC property and should only be used for conducting company business. Although GPC provides certain codes to restrict access to computers, voicemail and electronic mail to protect these systems against external parties or entities obtaining unauthorized access, employees should understand that these systems are intended for business use, and all computer

information, voicemail and electronic mail messages are to be considered company property.

### No Expectation of Privacy

Employees are expressly advised that GPC reserves the right, where permitted by law and at its sole discretion, to monitor, intercept and review, without further notice, every employee's activities while utilizing the company's IT resources and communications systems (including an employee's mailbox, information stored on company equipment, web browsing activity or file transfers). This might include, without limitation, the monitoring, interception, accessing, recording, disclosing, inspecting, reviewing, retrieving and printing of transactions, messages, communications, postings, logins, recordings and other uses of the company systems, as well as other network monitoring of company systems, where permitted by law. The company may also store copies of such data and communications for a period of time after they are created and may delete such copies from time to time without notice.

Below provides a summary of the conduct expected from all employees as it relates to information technology as utilized in the context of employment.

### IT Information Security Framework Policy

The framework defines the acceptable use of GPC information resources, which applies to:

- All employees, visitors and contractors; external parties that provide services to GPC; and physical locations from which GPC operates.
- Any systems or device that accesses the GPC computer or telephone networks.
- Any application supplied by GPC.
- Any communications sent to or from GPC.
- Any GPC data on systems external to the GPC network.
- All GPC information systems, data and media that is transmitted, stored or processed by GPC whether electronic or paper form.
- Any method or practice used to gather, create, transfer, process or dispose of systems, media or data.

### Acceptable Use Policy

Employees are responsible for exercising good judgment regarding appropriate use of GPC data and resources (e.g., email, web sites, Internet services, phone systems, etc.). GPC resources may not be used inappropriately.

Employees must ensure, through practice or technical means, that "Sensitive Information" as defined below remains within the control of GPC at all times. Employees are responsible for ensuring secure practices are utilized when conducting business with or on behalf of the company. Examples include the comprehensive use of:

- Strong Passwords
- Encryption for data both stored and transmitted
- Anti-virus

As detailed above, employees acknowledge and understand that all uses of GPC resources are subject to monitoring and there is no right to privacy when utilizing GPC resources.

Employees are prohibited from using GPC equipment, email and/or the Internet to engage in activities or transmit content that is harassing, discriminatory, threatening, obscene, pornographic or defamatory. This includes, but is not limited to, content that is inconsistent with the company's Equal Employment Opportunity/Non-Discrimination and Anti-Harassment policies. Messages or images that are intended to harm or intimidate others or negatively impact employee productivity are also prohibited.

"Sensitive Information" includes, but is not limited to, customer lists, pricing information, the nature of products and services provided to GPC's customers and the costs thereof; agreements and practices with respect to the terms, rates and service provided; intellectual property; methodologies; processes; financial, sales, marketing data, plans and strategies, pricing lists; policies; credit card numbers; or personal information (including, but not limited to, performance reviews, social security numbers, insurance numbers, bank accounts or health related information).

Except where authorized by GPC IT Security or other appropriate management, employees must not share or communicate any system access information including, but not limited to, passwords or security codes with any other person. Deliberately attempting to discover another user's password to gain unauthorized access is strictly prohibited.

An employee's GPC email address and email box must be the only email address and email box used by the employee for conducting official company related business. The use of other addresses and accounts (such as Internet service providers, personal accounts, Hotmail, instant messaging, BLOGs, customers' messaging systems, etc.) to conduct business is prohibited.

Malicious attempts to effect security breaches or disruptions of networks or systems will result in immediate job termination.

Installing additional software or any hardware component without express, advance permission is prohibited. Such requests must be approved by management and submitted to the GPC IT Security team for consideration. The use of document sharing services not approved by GPC (e.g., Dropbox, Google Drive), is prohibited.

Employees are also prohibited from utilizing GPC's IT resources and communications systems in any manner that would infringe or violate the proprietary rights of third parties. Electronic communications systems provide easy access to vast amounts of information, including material that is protected by copyright, trademark, patent, and/or

trade secret law. Employees should not knowingly download, distribute, transfer, install, or otherwise cause any such material to be stored on GPC's systems.

All information assets provided by GPC remain the sole property of GPC. Any data or intellectual property created by the user remains the property of GPC and should not be removed, copied or shared with any person or entity outside of the user's normal job responsibilities.

Personal computers must have current virus detection running at all times when interacting with GPC data and email.

Prohibited activities with email include, but are not limited to, sending or forwarding:

- Jokes or language, that may be considered discriminatory, harassing, threatening, defamatory or obscene (this includes, but is not limited to, messages about sex, race, creed, color, religion, marital status, national origin, citizenship status, age, pregnancy, sexual orientation, gender identity or expression, genetic information, disability, military status, status as a veteran, or any other protected characteristic).
- Pornographic or sexually explicit materials.
- Chain letters.
- Information related to religious materials, activities or causes, including inspirational messages.
- Charitable solicitations unless sanctioned by GPC.
- Gambling.
- Auction-related information or materials unless sanctioned by GPC.
- Games or other software or copyrighted materials without a legitimate business or instructional purpose (and then only according to the rights and licenses granted by the owner of the games, software or copyrighted material).
- Messages that disparage other companies or products.
- Large personal files containing graphics materials or audio files (such as photographs and music).
- Materials related to personal commercial ventures or solicitations for personal gain (for example, messages that could be considered pyramid schemes).
- Trade secrets, proprietary financial information of the company, or similar materials without prior authorization.
- Any other materials that would be improper pursuant to other GPC policies.

Prohibited use of the Internet includes, but is not limited to, accessing, sending or forwarding information about, or downloading (from):

- Sexually explicit, harassing or pornographic sites.
- Hate sites.
- Gambling sites.
- Non-GPC business-related chat sites.

- Underground or other security sites which contain malicious software and/or instructions for compromising GPC security.
- Games, software, audio or video that we are not licensed or legally permitted to use or transmit, or not required by, GPC business or instruction.
- Materials inconsistent with GPC policy, such as sexually or racially oriented topics.
- Intentional importation of viruses.
- Registering Internet domain names of GPC or those of third parties without authorization from GPC IT Security.
- Excessive personal surfing, utilizing streaming services for personal use such as listening to music or watching video, and downloading of music and video files.
- Authorized personal use that interferes with an employee's work responsibilities or business/instructional operations.
- Any other activities that would be improper under this policy or other GPC policies.

Prohibited use of GPC resources includes, but is not limited to:

- Use of document sharing services not approved by GPC for "Sensitive Data", unless the contract includes cloud computing terms and conditions approved by GPC IT Security.
- Sharing of passwords and/or accounts.

#### Personal Use Restrictions:

- GPC systems are intended for primarily business/instructional purposes, but limited (incidental and occasional) personal use may be permissible when authorized by an employee's management and it does not:
  - Interfere with work responsibilities or business/instructional operations.
  - Violate any of the standards contained in any GPC Code of Conduct or other company policies.
  - Lead to costs to GPC (e.g., excessive personal surfing, utilizing streaming services for personal use such as listening to music or watching video, and downloading of music and video files are specifically forbidden).

Moreover, any electronic equipment (PC, laptop, iPad, iPod, etc.) that is not owned by GPC should not connect from an internal source (inside the firewall) to GPC's network.

#### Phishing Awareness Policy

The company expects all employees who are provided access to the company's email systems and/or other IT assets to be aware of the risks of phishing attacks, and how to avoid those risks. "Phishing" is a technique that cybercriminals use to deceive victims to give out sensitive information, provide access to a resource, or install malicious code. In order to reduce the risks associated with phishing attacks, GPC employees must be knowledgeable of the best practices for identifying and avoiding such attacks. In this

regard, the company has instituted a Phishing Awareness Policy that applies to all employees with a company email address.

### Access Control Policy

Employee access to confidential, restricted and protected company information will be limited to what is required by their job responsibilities. Although technical and physical safeguards are utilized to help prevent inappropriate access, an employee's mere ability to access certain company systems should not be interpreted as authorization to do so. Rather, employees must not access, or attempt to access, confidential, restricted or protected company information that is not related to their job responsibilities.

- Requests for access to be granted, changed or revoked must be made in writing to the Service Desk.
- When an employee changes roles, the employee's access rights must also change to reflect the requirements of their new role.
- If misuse of a user ID is suspected, the user ID will be disabled immediately.

### Data Retention and Destruction Policy

Employees with access to company business records must ensure that such records are preserved for the period of their immediate or current use, unless a longer retention period is necessary for historical reference or to comply with contractual or legal requirements.

When a business record/media/resource is beyond the retention period, it should be properly destroyed and the destruction should be documented.

Employees should comply with the applicable Retention Schedule when specified to meet GPC requirements for the defined record types. In this regard, the HR Record Retention and the Finance Records Retention policies provide further guidance on retention schedules.

### Incident Response Policy

The company has in place an Incident Response Policy which is used to manage any unplanned computer system events. This includes:

- Network intrusions or denial of service
- Computer virus outbreaks
- Other security related outages that can negatively impact the availability of GPC's systems

Employees should report any suspected security breach to GPC IT Security Management by emailing [Secure\\_GPC@Genpt.com](mailto:Secure_GPC@Genpt.com).

## Mobile Computing Policy

Many of our employees utilize mobile devices in the performance of their duties for the company. In this regard, mobile devices, whether smartphone, tablet or cell phone, should be secured from unauthorized access.

Additional guidelines for employees utilizing mobile devices in the context of employment include:

- All mobile devices must be approved for job provisioning and configuration according to company standards before accessing the network;
- Mobile device management software must be installed on the user device accessing the company network;
- All GPC business data should be stored in a GPC managed encrypted partition;
- Lost or stolen devices must be reported to GPC Security by emailing [Secure\\_GPC@Genpt.com](mailto:Secure_GPC@Genpt.com) within 24 hours;
- Employees should not share company data not otherwise available to persons or firms outside of GPC on mobile devices with family members and guests; and
- Employees should not store sensitive or any confidential internal company data not otherwise available to persons or firms outside of GPC on their device without the approved GPC managed and encrypted partition being used for such storage (Example: PCI, PII, sales data) and the data should be deleted when it is no longer needed.

## Mobile Devices

The use of electronic devices (such as cell phones and electronic mail devices) has become an integral part of business and personal life. However, these tools of convenience should be used cautiously. If electronic devices are used when operating a motor vehicle for company business, it is the responsibility of the employees to use the devices in a safe manner and comply with any applicable law.

GPC regularly takes precautions to protect sensitive information from disclosure to third parties. Furthermore, the company values the privacy of all employees, suppliers, and customers of GPC. Accordingly, to protect these privacy concerns, the use of electronic devices that take pictures or record video is prohibited at GPC locations during an employee's working time unless prior authorization is obtained from the location's management.

Employees must understand that company managed wireless phones and mobile data devices are to be used primarily for company business. The company recognizes a need for a small amount of reasonable personal use. Moreover, employees are prohibited from creating, sending, accessing, storing or viewing messages on company provided mobile devices or mobile devices being used in connection with employment with the company that are inconsistent with the company's Equal Opportunity Employment/Non-Discrimination and Anti-Harassment policies.

Company wireless phones and mobile data devices are the property of the company, as are the wireless phone numbers assigned to a company device. Upon leaving company service, employees are responsible for returning this equipment to the company and relinquishing use of the carrier service number.

### Social Computing Policy

GPC fully respects the legal rights of our employees in all countries in which we operate. In general, what employees do on their own time is their affair. However, activities in or outside of work that affect job performance, the performance of others, or company business interests are a proper focus for company policy. The company has a responsibility to our employees, customers and shareholders to protect our brand identity, integrity and reputation.

The company regards all forms of online discourse as primarily a form of communication among individuals. When the company wishes to communicate publicly as a company, it has well established means to do so. Only those officially designated by the company have the authorization to speak on behalf of the company. Employees are expected to protect the privacy of the company, its employees, its customers and its suppliers and are prohibited from disclosing confidential information not otherwise available to persons or firms outside of GPC to which employees may have access.

Employees are cautioned that they should have no expectation of privacy while using the Internet. Postings can be reviewed by anyone, including the company, and will be public for an indefinite period of time. GPC reserves the right to monitor comments or discussions about the company, its employees, customers and the industry, including products and competitors, posted on the Internet by anyone, including employees and non-employees.

Our goal of social networking and blogging should be to become a part of the industry conversation and promote web-based sharing of ideas and exchange of information. When social networking, blogging or using other forms of web-based forums, the company must ensure that use of these communications maintains our brand identity, integrity and reputation while minimizing actual or potential legal risks, whether used inside or outside the workplace.

Whether or not a company employee chooses to create or participate in a blog, wiki, online social network or any other form of online publishing or discussion is his or her own decision. Company employees are personally responsible for the content they publish on blogs, wikis, Facebook accounts or any other form of user-generated media.

Company employees must be familiar with and follow the company's Code of Conduct and the GPC Acceptable Use Policy. The same principles that apply to employee activities in general, apply to employee activities online. If an employee has any confusion about whether publishing something online is appropriate, chances are the Code of Conduct and the GPC Acceptable Use Policy will resolve it. If, after checking

the Code of Conduct and the GPC Acceptable Use Policy, an employee is still unclear as to the propriety of a post, it is best to refrain and seek the advice of management.

If an employee chooses to identify him or herself as a GPC employee, we ask that the employee add a disclaimer to the publication indicating that the views expressed are the employee's and not those of the company, nor of any person or organization affiliated or doing business with the company.

Employees cannot use social media to harass, threaten or discriminate against employees or anyone associated with or doing business with GPC or engage in any conduct that would not be acceptable in the workplace.

Employees should always be respectful of every individual's legal right to express their opinions, whether those opinions are complimentary or critical. GPC recognizes and appreciates the rights of individuals to free speech. By respectfulness, we mean tolerance and consideration for the opinions and positions of others.

Employees should be aware of their association with the company in online social networks. When an employee identifies himself/herself as a company employee, the employee's profile and related content should be consistent with how the employee wishes to be viewed by colleagues and customers.

The company requests and strongly encourages employees to report any violations to supervisors, managers, the Human Resources Department or the GPC Security Team. Any employee who is found to have violated the Social Computing Policy will be subject to appropriate disciplinary action, up to and including termination of employment.

### Strong Password Standard

The company has implemented a strong password standard requirement to help protect information and resources from unauthorized access. The password standard requires that any password created by employees must:

- Have a minimum of 8 characters, and
- Contain characters from at least 3 of the 4 classes below:

<u>Class</u>	<u>Examples</u>
Upper case letters	A, B, C...Z
Lower case letters	a, b, c...z
Numbers	0,1,2....9
Special characters	#, \$, %, &, etc.

Additional guidelines for employees with the ability to create passwords on behalf of the company and in the context of employment with GPC include:

- Passwords will expire every 90 days and must not be changed more than once every 10 days;

- An employee's previous 24 passwords may not be reused;
- Passwords should not contain the employee's name, user name or common words; and
- Passwords should not repeat adjacent portions of a recently used password.
  - (Example: First using a password like 'TooThbrush1', and then followed by 'toothpastE2').

### VPN Policy

Virtual Private Network (VPN) remote access controls are in place for use by certain employees to have remote connectivity to company resources. All employees accessing company networks and resources must only do so with approved equipment.

Employees should not:

- Use personal equipment to access the company network unless Executive consent is granted; or
- Connect to non-GPC networks while also connected to the GPC network.

Additional guidelines for employees who are accessing company networks via the VPN include:

- Remote access credentials must be immediately changed if known or suspected of being disclosed;
- Users who utilize remote access privileges are responsible for the activity performed with their user IDs; and
- User IDs should only be used by the individuals to whom the user ID has been issued.

### Wireless Policy

All wireless access points within company facilities must be approved and centrally managed by GPC. By way of further guidance, employees must ensure:

- Only wireless devices installed, supported, and maintained by the company should be used for wireless access.
- No personally-owned wireless access points are to be connected to the company network.
- Use of illegal file-sharing and downloading of non-GPC security approved programs by wireless users is specifically prohibited and will cause access to be terminated and will subject employees to disciplinary action, up to and including immediate termination.
- GPC Shared Services reserves the right to turn off any access point connected to the network that may put GPC systems, data, and users at risk.

### Use of Artificial Intelligence (AI) Technologies

In order to reduce the risk to our business and privacy of our employees and customers, the use of Artificial Intelligence (AI) technologies including, but not limited to, use of models to create human-level text (e.g., GPT-4, ChatGPT, Luminous, Bard,), images (e.g., Stable Diffusion, DALL·E 2), videos (e.g., Synthesia), or audio (e.g., MusicLM), is strictly prohibited without prior written approval from both GPC's General Counsel and GPC's Chief Information Security Officer (CISO).

#### Creation of Future Public-Facing Websites

The creation of future public facing websites must be approved by both GPC's General Counsel and GPC's Chief Information Security Officer (CISO). Further, all public facing websites must comply with the provisions of the GPC Website Governance Standard, or risk being disapproved and shut down.

Violations of the company's IT policies and practices may result in disciplinary action, up to and including termination of employment and legal action.

For more information regarding these IT policies and practices, and to view the full policies referenced herein, employees should refer to the GPC Connect employee intranet.

## **COMMUNICATIONS**

### Confidential Information

Employees may, by virtue of their employment with GPC, obtain access to trade secrets and confidential information (business, financial and marketing strategies, computer programs, designs, technology, processes, methods, formulas, compositions, data, techniques, improvements, inventions (whether patentable or not), works of authorship, or other information) not otherwise available to persons or firms outside of GPC. Such confidential information shall be used solely by employees in the performance of their job duties for GPC. Employees shall not misuse or make an unauthorized disclosure to others of any such confidential information acquired in the course of their employment. Such confidential information is the exclusive property of GPC and under no circumstances whatsoever shall employees have any rights to use, disclose or publish to others such confidential information subsequent to the termination of their employment.

Upon termination of employment, or at any other time upon request, employees must immediately deliver to GPC any and all company property, including all confidential information, in the employee's possession or control. Such property includes all paper and electronic copies of such property and information that was obtained, prepared or produced in connection with the employee's employment with GPC pertaining to company business or the employee's services for GPC.

Nothing in this policy or Handbook prohibits an employee from reporting possible violations of law or regulation to any government agency or entity or making other disclosures that are protected under the whistleblower provisions of federal, state, or

local law or regulation. Solely in connection with such reporting, an employee may disclose confidential information, in confidence, to a government official or to an attorney to address possible violations of law; however, any disclosure of confidential information must be in good faith and effectuated in a manner that prevents the dissemination of confidential information beyond those persons necessary to make the report or filing, such as filing the confidential information under seal and otherwise preventing it from being publicly disclosed. While employees are encouraged to bring any such possible violation to the attention of GPC, an employee does not need the prior authorization of GPC to make any such reports or disclosures to these entities.

### Employee Service Center

The Employee Service Center is a centralized source for assistance with any benefits or payroll-related questions that employees may have. Call 1-800-393-1998 and a service representative will be happy to assist any employee.

### GPC Connect

GPC Connect is our internal intranet for company news and information. When an employee logs on to this internal website, the employee can access information about benefit plans, payroll, and company purchasing partnership plans, as well as links to the employee's retirement plan, our travel company, expense reimbursement and more.

### Privacy Notice to California Employees

Under the California Consumer Privacy Act ("CCPA"), GPC is required to inform California residents who are our employees about the categories of personal information we collect about you, and the purposes for which we will use this information. Information about our privacy practices, beyond what is already stated in this Handbook, can be found on GPC Connect.

### Open Door Policy

GPC encourages open communications between employees and managers at all of its locations. Employees who have a problem or complaint regarding the policies and procedures outlined herein, or any other matter involving their employment with GPC, should explain the situation to their immediate manager. Employees who are uncomfortable discussing a situation with their immediate manager or are not satisfied with the results of the discussion with their immediate manager, should take their concerns to their Human Resources Department or any other member of the senior management team within the business unit.

While we would always prefer to handle any work-related issues in person and at a local level, there are situations where in-person conversation may be difficult for some reason. For these purposes, GPC has established a hotline with Navex, an independent company that is available 24 hours a day, 7 days a week to take employee calls. When an employee accesses GPC's Ethics Hotline at [gpc.ethicspoint.com](http://gpc.ethicspoint.com), a

professional interviewer documents the concern and relays the information to the appropriate business unit. Employees are able to report workplace concerns anonymously, and do not have to give their name to the interviewer.

Typically, the most effective way for employees to handle most work-related problems will be to talk with their immediate manager, as he or she is in the best position to assist in resolving the situation. However, there are other options, including talking to someone in the Human Resources Department and/or contacting the GPC Ethics Hotline.

## **CONCLUSION**

We hope that reading this Employee Handbook has provided our new employees with a strong groundwork to begin a relationship with GPC and our existing teammates information helpful in continuing a solid relationship with GPC. We look forward to each employee's contributions and a strong partnership moving forward.

Please note that neither this Handbook, nor any other document or publication, establishes a contract of employment between an employee and the company. No person, other than a corporate officer, has the authority to enter into any agreement, oral or written, for employment for any specific period of time or to make any agreement contrary to the foregoing. For those at-will employees, either the company or the employee can terminate employment at any time for any reason.

As detailed previously herein, this Handbook is intended to outline certain general principles and policies that are consistent throughout GPC. By its nature, this Handbook does not contain the complete policies and procedures of GPC. There are many policies and procedures which affect employment with GPC that will be particular to specific locations or business units, examples of which may include: attendance, dress code, etc. This is true because each business unit and/or location retains the ability to develop and implement business unit and/or location-specific employment policies tailored to the needs of that business unit and/or location. Contact the business unit's Human Resources Department to obtain business unit and/or location-specific policies.

Furthermore, while this Handbook was prepared carefully, errors can occur. If an employee has questions about the accuracy of any of the policies contained herein or any of the specific policies, whether referenced herein or in any business unit and/or location specific documentation, please contact the business unit's Human Resources Department.

To the extent that a conflict exists between this Handbook and local, state or federal laws, any portion contrary to the law of a specific jurisdiction in which this Handbook is in effect will be controlled by the applicable local, state or federal law, and only such portions of this Handbook that are in conflict with the law or regulation will be modified. Moreover, nothing in this Handbook is intended to nor shall be interpreted as interfering with, constraining or preventing employee activities protected by the National Labor Relations Act, including but not limited to communications and protected concerted

activities regarding wages, working conditions and any other terms and conditions of employment.

Moreover, nothing in this Handbook prohibits employees from reporting possible violations of federal, state or local law or regulation to any government agency or entity, including but not limited to the National Labor Relations Board, the Department of Justice, the Securities and Exchange Commission, the Occupational Safety and Health Administration, the Congress, and any agency inspector general, or making other disclosures that are protected under the whistleblower provisions of local, state or federal law or regulation. Employees do not need the prior authorization of GPC to make any such reports or disclosures to these entities.

GPC reserves the exclusive right to change or modify the policies contained herein at any time and advance notice may not always be possible. As changes or modifications do occur, they will be communicated through standard communication channels.



Projected Expenses	NAPA Monthly Parts and Operational Projections	% To Sales	Target Year One	* Target Year Two Escalation 3%	Target Year Three Escalation 3%	Target Year Four Escalation 3%	Target Year Five Escalation 3%
Parts Purchases	595,000	100.00%	7,140,000	7,354,200	7,574,826	7,802,071	8,036,133
Cost of Goods	595,000	100.00%	7,140,000	7,354,200	7,574,826	7,802,071	8,036,133
Markup on Parts	0	0.00%	-	-	-	-	-
<b>GROSS PROFIT</b>	<b>0</b>	<b>0.00%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Accounting Fees</b>	<b>5,891</b>	<b>0.99%</b>	<b>70,686</b>	<b>72,807</b>	<b>74,991</b>	<b>77,241</b>	<b>79,558</b>
<b>PAYROLL:</b>							
Manager/Counter Salaries	62,680	10.53%	752,160	774,725	797,967	821,906	846,563
Delivery Driver Salaries	19,418	3.26%	233,016	240,006	247,207	254,623	262,262
Pension	2,450	0.45%	29,400	30,282	31,190	32,126	33,090
Insurance	7,972	1.34%	95,664	98,534	101,490	104,535	107,671
Workers Comp Insurance	0	0.00%	-	-	-	-	-
FICA/SECA/FUI/SUI	5,998	1.01%	71,976	74,135	76,359	78,650	81,010
<b>Total IBS Payroll</b>	<b>98,518</b>	<b>16.56%</b>	<b>1,182,216</b>	<b>1,217,682</b>	<b>1,254,213</b>	<b>1,291,839</b>	<b>1,330,595</b>
<b>Miscellaneous Expenses</b>							
Delivery Truck Insurance	800	0.13%	9,600	9,888	10,185	10,490	10,805
Delivery Maintenance/Gas	3,100	0.52%	37,200	38,316	39,465	40,649	41,869
Truck Payment	2,100	0.35%	25,200	25,956	26,735	27,537	28,363
Shelving/Cage Depreciation	164	0.03%	1,968	2,027	2,088	2,150	2,215
Freight & Postage	500	0.08%	6,000	6,180	6,365	6,556	6,753
General Liability Insurance	1,400	0.24%	16,800	17,304	17,823	18,358	18,909
Interest	-	0.00%	-	-	-	-	-
Light, Heat, Water	-	0.00%	-	-	-	-	-
Rent	-	0.00%	-	-	-	-	-
Stationary, Shipping Supplies	-	0.00%	-	-	-	-	-
Stock Loss	-	0.00%	-	-	-	-	-
Store Expenses	2,500	0.42%	30,000	30,900	31,827	32,782	33,765
Personal Property Taxes	-	0.00%	-	-	-	-	-
Telephone	-	0.00%	-	-	-	-	-
Inventory Computer	3,700	0.62%	44,400	45,732	47,104	48,517	49,973
Training	-	0.00%	-	-	-	-	-
<b>TOTAL MISC. EXP.</b>	<b>14,264</b>	<b>2.40%</b>	<b>171,168</b>	<b>176,303</b>	<b>181,592</b>	<b>187,040</b>	<b>192,651</b>
<b>TOTAL EXPENSES</b>	<b>118,673</b>	<b>19.94%</b>	<b>1,424,070</b>	<b>1,466,792</b>	<b>1,510,796</b>	<b>1,556,120</b>	<b>1,602,803</b>
Gross Profit Less Expenses	(118,673)	-19.94%	(1,424,070)	(1,466,792)	(1,510,796)	(1,556,120)	(1,602,803)
Miscellaneous Discounts	0	0.00%	-	-	-	-	-
<b>MGMT FEE</b>	<b>178,173</b>	<b>29.94%</b>	<b>2,138,070</b>	<b>2,202,212</b>	<b>2,268,278</b>	<b>2,336,327</b>	<b>2,406,417</b>
<b>NET PROFIT</b>	<b>59,500</b>	<b>10.00%</b>	<b>714,000</b>	<b>735,420</b>	<b>757,483</b>	<b>780,207</b>	<b>803,613</b>

# City of Kansas City IBS

## Inventory Stocking Additions Review

Store	Line	Stripped part	Part desc	Min	Max	Freq	Cost	Exposure	Comments	<input checked="" type="checkbox"/>
21	5FS	SYFLAT6A	Strobe,12-24V	4	4	1	53.75	215.00		<input type="checkbox"/>
								<b>Site Additions</b>	<b>215.00</b>	
24	2ES	43947	SWIVEL,1 1/4	2	2	4	296.84	593.68		<input type="checkbox"/>
24	2IH	3711355C92	BUCKLE END,SEAT BEL	1	1	6	68.97	68.97		<input type="checkbox"/>
24	2IH	5010733R92	PUMP KIT, ELECTRIC FL	1	1	3	649.22	649.22		<input type="checkbox"/>
24	2IH	3589278C3	RAD CAP	1	1	1	28.03	28.03		<input type="checkbox"/>
24	2PF	RSC7220	BATTERY,PALF.REMOTI	2	2	1	36.57	73.14		<input type="checkbox"/>
24	2PF	EEA3835	BATTERY,PALF,REMOTI	2	2	0	88.63	177.25		<input type="checkbox"/>
24	4TO	1312380	ASSY,TIRE AND WHEEL	2	4	4	516.24	2,064.96		<input type="checkbox"/>
24	9HD	40576E	HANDLE,BALL VALVE	1	2	1	34.11	68.22		<input type="checkbox"/>
24	TIR	748104572	TIR, 245/75R17 WRL AT	6	6	3	160.00	960.00		<input type="checkbox"/>
24	TIR	1701230	TIR,235/65R16,COURSE	4	8	2	154.65	1,237.20		<input type="checkbox"/>
24	TIR	410422176	TIRE,P265/70R17,WRAN	4	4	2	127.09	508.36		<input type="checkbox"/>
24	TIR	738026571	TIR,215/55R16 ASSUR	4	4	2	85.81	343.24		<input type="checkbox"/>
24	TIR	183106418	TIRE,P26570R17SRA	4	4	0	131.40	525.60		<input type="checkbox"/>
								<b>Site Additions</b>	<b>7,297.87</b>	
25	1FD	TPMS12	SENSOR, TPMS	2	5	11	52.89	264.45		<input type="checkbox"/>
25	1FD	A2263898000	GAUGE,FUEL LEVEL	1	1	0	105.87	105.87		<input type="checkbox"/>
25	2FL	223465V	VALVE	1	1	0	14.43	14.43		<input type="checkbox"/>
25	2IH	2516116C91	ROTOR,BRAKE	4	4	2	717.29	2,869.16		<input type="checkbox"/>
25	2IH	2516321C91	ROTOR, FRONT BRAKE	2	2	1	709.86	1,419.72		<input type="checkbox"/>
25	9FM	941B0159C	RING,4.00 FILL	1	2	0	44.00	88.00		<input type="checkbox"/>
25	9HY	FF240810	PLUG,SZ10 FF MALE	2	4	1	2.23	8.92		<input type="checkbox"/>
25	9HY	FF240812	PLUG,SZ12 FEMALE	2	2	0	2.09	4.18		<input type="checkbox"/>
25	9OP	W0	DECAL,WHITE 0	25	100	239	0.78	77.50		<input type="checkbox"/>
25	9OP	DC	DECAL,DAILY CHECLIST	5	20	199	0.31	6.20		<input type="checkbox"/>
25	9OP	CV	DECAL,CIRCLE YOUR V	5	20	196	0.31	6.20		<input type="checkbox"/>
25	9OP	W2	DECAL,WHITE 2	25	100	155	0.78	77.50		<input type="checkbox"/>
25	9OP	W1	DECAL,WHITE1	25	100	154	0.78	77.50		<input type="checkbox"/>
25	9OP	W4	DECAL,WHITE 4	25	100	105	0.71	71.10		<input type="checkbox"/>
25	9OP	W3	DECAL,WHITE 3	25	100	103	0.71	71.10		<input type="checkbox"/>
25	9OP	W8	DECAL,WHITE 8	25	100	103	0.78	77.50		<input type="checkbox"/>
25	9OP	WD12	DECAL,12" LOGO	25	100	75	8.20	820.00		<input type="checkbox"/>
25	9OP	W7	DECAL,WHITE 7	25	100	73	0.71	71.10		<input type="checkbox"/>
25	9OP	W69	DECAL,WHITE 69	50	200	71	0.69	138.00		<input type="checkbox"/>
25	9OP	B0	DECAL, BLACK 0	25	100	62	0.71	71.10		<input type="checkbox"/>
25	9OP	33500	DECAL,13X13 BLK KC- I	5	20	60	15.50	310.00		<input type="checkbox"/>
25	9OP	B4	DECAL,BLACK 4	25	100	56	0.71	71.10		<input type="checkbox"/>
25	9OP	B2	DECAL,BLACK 2	25	100	48	0.78	77.50		<input type="checkbox"/>

# Inventory Stocking Additions Review

<u>Store</u>	<u>Line</u>	<u>Stripped part</u>	<u>Part desc</u>	<u>Min</u>	<u>Max</u>	<u>Freq</u>	<u>Cost</u>	<u>Exposure</u>	<u>Comments</u>	<input checked="" type="checkbox"/>
25	9OP	W5	DECAL,WHITE 5	25	100	48	0.69	69.00		<input type="checkbox"/>
25	9OP	18750	DECAL,14X13.5 WHITE P	5	20	41	7.90	158.00		<input type="checkbox"/>
25	9OP	WD18	DECAL,18"LOGO	25	100	39	18.40	1,840.00		<input type="checkbox"/>
25	9OP	33502	DECAL,3X9 BLK PUBLIC	5	20	33	3.81	76.20		<input type="checkbox"/>
25	9OP	3X22HMD	STICKER,BUMPER HMD	100	100	32	0.39	39.00		<input type="checkbox"/>
25	9OP	B1	DECAL,BLACK 1	25	100	32	0.71	71.10		<input type="checkbox"/>
25	9OP	B3	DECAL,BLACK 3	25	100	31	0.71	71.10		<input type="checkbox"/>
25	9OP	33504	DECAL,4X13 WHITE PAF	5	20	26	4.31	86.20		<input type="checkbox"/>
25	9OP	B69	DECAL,BLACK 69	50	200	22	0.71	142.20		<input type="checkbox"/>
25	9OP	B5	DECAL,BLACK 5	25	100	11	0.71	71.10		<input type="checkbox"/>
25	9OP	B8	DECAL,BLACK 8	25	100	11	0.71	71.10		<input type="checkbox"/>
25	9OP	WDB12	DECAL,BLUE LOGO 12"	15	25	11	8.60	215.00		<input type="checkbox"/>
25	9OP	33503	DECAL,4X12 WHITE CIT	5	20	10	7.32	146.40		<input type="checkbox"/>
25	9OP	B7	DECAL,BLACK 7	25	100	8	0.71	71.10		<input type="checkbox"/>
25	9OP	33505	DECAL,4X13.82 BLK SOI	5	20	7	6.00	119.98		<input type="checkbox"/>
25	9OP	33512	DECAL, BLK PARKS & R	5	20	2	14.08	281.60		<input type="checkbox"/>
25	9OP	WDB18	DECAL,BLUE18"LOGO	15	25	2	18.40	460.00		<input type="checkbox"/>
25	9OP	12FOUNTAIN	FOUNTAIN 12 INCH	5	10	1	4.94	49.40		<input type="checkbox"/>
25	9OP	KCMOBLACK	BLACK LETTERSSAC	5	25	1	8.00	200.00		<input type="checkbox"/>
25	9OP	UNLEADED	DECAL,UNLEADED GAS	1	5	1	3.00	15.00		<input type="checkbox"/>
25	9OP	33501	DECALS, PUBLIC WORK	5	20	0	9.85	197.00		<input type="checkbox"/>
25	9OP	DIESEL	DECAL,DIESEL FUEL	1	5	0	3.00	15.00		<input type="checkbox"/>
25	9SP	SG07050247	CABLE,SNOW PLOW	1	4	3	188.18	752.72		<input type="checkbox"/>
								<b>12,016.33</b>		
								<b>19,529.20</b>		