



PRICE ENTERPRISES
INC

Price Enterprises, Inc. Employee Handbook

Revised April 09, 2026



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www.carwash808.express

www.pauhana.express



PRICE ENTERPRISES
INC

Mission Statement

We are dedicated to making Price Enterprises, Inc. and its subsidiaries, CarWash808 Express, Pau Hana Express, and Island Express Distribution number one in professional service in the State of Hawaii.

That is:

Number One in
SAFETY

Number One in
QUALITY

Number One in
CUSTOMER SATISFACTION

Number One in
EMPLOYEE SATISFACTION

THE FOUR-WAY TEST

of the things we think, say or do...

first

Is it the TRUTH?

second

Is it FAIR to all concerned?

third

Will it build GOOD WILL and
BETTER FRIENDSHIPS?

fourth

Will it be BENEFICIAL to all concerned?

Locations

CARWASH808 EXPRESS

94-430 Ukee St., Waipahu, Hawaii

CARWASH808 EXPRESS

367 Farrington Hwy., Kapolei, Hawaii

PAU HANA EXPRESS

367 Farrington Hwy., Kapolei, Hawaii

ADMINISTRATION

*Administrative Offices, 1034-A Kilani Ave., Ste 102,
Wahiawa, Hawaii*

Aloha!

*Welcome to the **Price Enterprises, Inc. (PEI)** family of employees. As an employee of Price Enterprises, Inc., whether at CarWash808 Express or, Pau Hana convenience store you are now part of a dynamic and vital organization that is dedicated to providing the highest quality and most professional service available. Our mission is to work as a team and to uphold the highest standards of quality and professionalism in our industry. Our goal is to be and remain the very best. I wish you well as you do your part in contributing to our success and reputation as a company that cares as much for its employees as it does for the clients we serve.*

*To ensure that you understand your role as a member of our **PEI** family, we have prepared this employee handbook, which provides you with important information regarding your company benefits, and obligations as a responsible member of our staff.*

*This handbook is intended to provide a positive beginning to your employment with **Price Enterprises, Inc.** We encourage you to read it carefully and review any questions with your supervisor. Your success, and ultimately the success of this company, depends on your knowledge, skills, enthusiasm, and commitment to our goals. With your effort and support, we will continue to maintain our reputation as a leader in the Car Wash industry and Convenience Store industry.*

Mahalo and Welcome Aboard!

Ricky E. Price
Chairman of the Board

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Employee Acknowledgement

I have reviewed the **Price Enterprises, Inc.** Handbook and understand that I am responsible for reading and familiarizing myself with the information presented in this handbook.

I understand that this handbook is not intended to define any contractual terms of employment. Its provisions are a clarification of policies relating to my employment and may be subject to change by the company from time to time. Changes will usually be provided in writing, but in emergencies they can be put into effect without prior notice.

Further, I understand that all of the Price Enterprises, Inc. shops, facilities and offices are under video and audio surveillance at all times.

I also understand that because business judgments and needs may change from time to time, the policies and standards must change accordingly; therefore, this employee handbook does not create a contract between Price Enterprises, Inc. and myself. Employment at PEI is at will; that is, either PEI or I may terminate the employment relationship at any time, with or without cause. The at-will relationship remains in full force and effect notwithstanding any statements to the contrary made by company personnel or set forth in any document.

Employee Name (Print)

Employee Signature

Date

Employee Handbook & Company Statement

Price Enterprises, Inc. is a Hawaii-born and Hawaii family-operated business. It is the lifelong dream of its owner and Chairman Ricky E. Price. Mr. Price is a native Texan born in Mexia, TX and attended Navarro College in Corsicana, Texas and Midwest College of Business and Commerce in Pueblo, Colorado. He enlisted in the United States Navy in September of 1965 where he served for the next twenty-two years. Mr. Price received his Commission in 1980 and retired from the Naval Service on September 1, 1988.

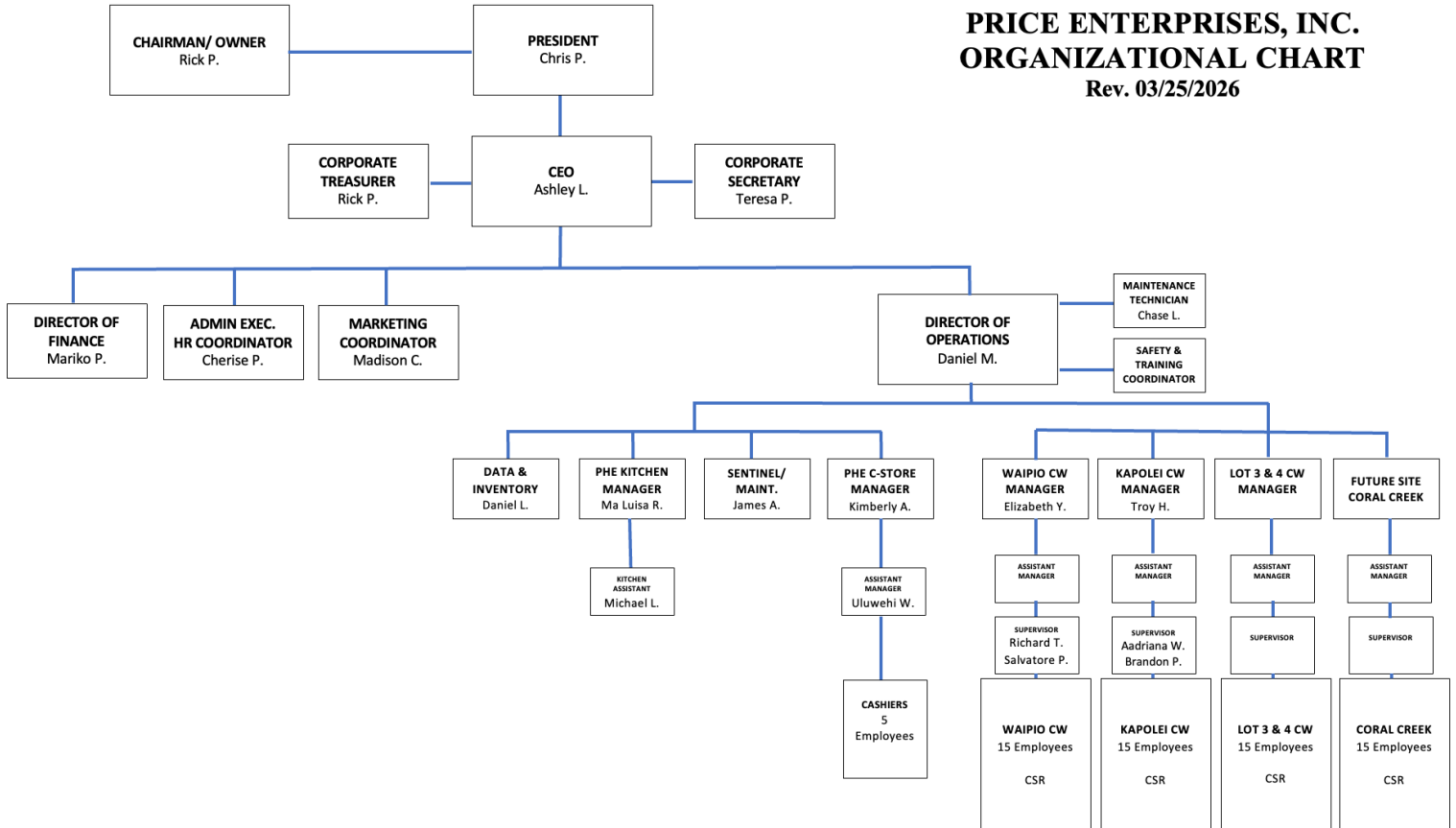
After his retirement from the U. S. Navy he moved back to Hawaii and with a partner built an environmental construction company concerned primarily with the removal, installation and maintenance of underground storage tanks. The company he and his partner began was the Fuel Oil Polishing Company of Hawaii. In July of 1993, Mr. Price sold most of his stock in the Fuel Oil Polishing Company and began to build a series of six lube centers as FastLube, Inc., doing business as Flagship FastLube. In 2018, he opened the company's first Express car wash in Waipio Gentry. In Jan. 2020, the six FastLube centers were sold to Oil Changers, Inc. and at that time the corporate name of FastLube, Inc. was changed to Price Enterprises, Inc. doing business as CarWash808 Express and Pau Hana Express. 2021, was the completion of the company's second CarWash808 Express as well as a Pau Hana convenience store & Shell fuel station in Kapolei.

Mr. Price is married to the former Ms. Teresa Belcher of Wahiawa, Hawaii. Mrs. Price is a retired Naval Officer. They have three children, Melissa, Brandon and Christopher. Melissa and her family live in Austin, Texas. Son Christopher is actively involved in the **Price Enterprises, Inc.** businesses and lives on Oahu.

Mr. Price sincerely feels that there is no room for second rate or second best. And for many years Mr. Price has used the term "Make It Happen"! Well, he and his employees are certainly making it happen in Hawaii.

Organization and Management

The corporate headquarters of **Price Enterprises, Inc.** is located at 1034 Kilani Ave. Suite 102, in Wahiawa, Hawaii. In September of 1992, the company was incorporated as FastLube, Inc. under the laws of the State of Hawaii with Ricky E. Price being the majority stockholder and President. The corporate name **FastLube, Inc.** was changed to Price Enterprises, Inc. in January 2020, and does business as **CarWash808 Express and Pau Hana Express**. It is a family owned business with plans to build and operate additional stores in the state of Hawaii.



Employment Practices

Management Rights

Your managers and supervisors are responsible for the management of **Price Enterprises, Inc. locations** which includes accomplishing its goals and objectives, and to producing a profit. To effectively pursue its responsibilities, **Price Enterprises, Inc.** reserves all the normal and customary rights of management. Included in these rights is the right to supervise all operations; direct all work performed; interpret, change or cancel policies with appropriate notice; to hire, schedule, terminate, layoff, transfer, promote, reward, discipline or otherwise deal with its employees; and to select the manager, method, and means of all operations.

These rights are not limited to, or waived by any provision or omissions in this handbook or by any other statements or documents. Your supervisor and members of the executive office are always available to answer your questions regarding the **Price Enterprises, Inc.** business and employment policies and practices.

Equal Employment Opportunity

It is **Price Enterprises, Inc.** policy to seek and employ individuals from the available work force and to provide them with opportunity for advancement. Advancement includes upgrading, promotion and training without regard to race, color, religion, sex, age, national origin, ancestry, citizenship, veteran status, marital status, arrest and court record, handicap, or other grounds protected under the state and federal equal opportunity laws and regulations.

The Immigration and Reform Act of 1986 (IRCA) prohibits **Price Enterprises** from employing any person not legally authorized to work in the United States. In accordance with the requirements of IRCA, all persons commencing or resuming work after November 6, 1986, must submit documentation verifying their citizenship or resident alien status. Anyone submitting false documentation shall be immediately terminated. **Price Enterprises, Inc.** reaffirms its commitment to comply with both state and federal non-discrimination laws. Any question regarding the IRCA and the required documentation should be directed to the **Price Enterprises, Inc.** Human Resources Director.

Sexual Harassment

Price Enterprises, Inc. does not condone sexual harassment of any employee by any supervisor, fellow employee, or customer. Sexual harassment is prohibited because we believe it is wrong, bad for morale, and counterproductive. It is also inconsistent with **Price Enterprises, Inc.**'s policies, practices, and management philosophy.

Employment Practices

Sexual Harassment (Cont.)

Sexual harassment includes the following behavior:

- Unwelcome sexual conduct, whether it is verbal or physical that interferes with another person's work performance or creates an intimidating, hostile, or offensive work environment.
- Personnel decisions (e.g., promotion, raise, scheduling) made by a supervisor based on the employee's submission to or rejection to sexual advances.
- Submission to a sexual advance used as a condition of keeping a job, whether expressed in explicit or implicit terms.

If you or any employee feels subject to sexual harassment, or any form of discrimination, you should report it immediately to your supervisor and/ or Human Resources. However, if you are not able to, you may report the behavior to any manager, Human Resources, Director of Operations, the President, or Owner of the company. **Price Enterprises, Inc.** will conduct a total investigation into all of the relevant circumstances. To the best extent possible, **Price Enterprises, Inc.** will attempt to keep the identity of the employee reporting the incident involving discrimination or harassment confidential. If the report appears to have merit, appropriate disciplinary action will be taken against the offender. Depending on the severity of the misconduct and all of the circumstances, the disciplinary action could vary from a warning to an immediate termination.

Anti-Retaliation Policy

- No employee will face retaliation for reporting workplace illnesses or injury. All such injuries are required to be promptly reported to the immediate supervisor.
- Retaliation is prohibited not only by law, but also and equally by organization policy;
- Retaliation will not be tolerated and retaliatory acts will lead to severe disciplinary action up to and including termination of employment;
- Complaints of discrimination, harassment and retaliation are taken very seriously and will promptly be investigated;
- Anti-retaliation policy protects not only those who bring complaints of harassment, discrimination or retaliation, but also those who participate in the investigatory process (such as witnesses);
- Prohibited retaliation includes adverse actions independent of the workplace; and tangible adverse employment actions such as denial of promotion as well as other material changes in the terms and conditions of employment such as work assignments.

Employment Practices

Ethical Standards and Conflict of Interest

Price Enterprises, Inc. maintains a reputation as a company with the highest standards of lawfulness, responsibility, and accountability. Employees shall, at all times, comply with all laws and the highest standards of business ethics and conduct; avoid situations that might involve a conflict between their personal interests and the interest of **Price Enterprises, Inc.** and those situations that create the appearance of conflict, and protect confidential and proprietary information held by **Price Enterprises, Inc.** or entrusted to it. Employees must also avoid conduct on or off the job that may injure or harm **Price Enterprises, Inc.**'s reputation in the community including, but not limited to, criminal conduct.

Employment of Relatives

Price Enterprises, Inc. has no prohibition against hiring relatives of our employees. However, if a problem develops resulting from family relationships with a work group, **Price Enterprises, Inc.** will assess the situation to determine if appropriate action is necessary. Employees who become relatives as a result of marriage may not work on the same shift in the same assigned facility. With the cooperation of the affected employees, **Price Enterprises, Inc.** will rearrange employee schedules to maintain company policy.

Non-Fraternization Policy

Purpose and Scope: **Price Enterprises, Inc.** strives to provide an environment for all employees that is respectful, professional, fair and free of unlawful harassment or discrimination. In keeping with its commitment to provide equal opportunity to staff, and in order to avoid potential conflicts of interest, favoritism, exploitation, harassment or breaches of professional standards, romantic or sexual relationships are prohibited where there is supervision, direction or perceived supervision, direction or control between the parties with a specific shop.

Policy: Under no circumstances shall any supervisor pursue, have, or maintain a romantic or sexual relationship, or other close personal relationship that may be perceived as unprofessional, with any employee in his/her shop or department over whom the supervisor has the authority and/or responsibility to hire, promote, discipline, evaluate, assign or direct. The fraternization that is prohibited by this policy includes dating, romantic involvement, and sexual relations; close friendships also are highly discouraged in any reporting relationship. Any employee who becomes aware of a relationship prohibited by this policy should report such relationship to their supervisor, Human Resources Manager, CEO or the Chairman of the Board. The individual receiving the report shall inform HR, which shall coordinate with the supervisor of the involved employee(s) and/or the CEO or Chairman of the Board to take appropriate action consistent with this policy.

Employment Practices

New Employee Orientation

All newly hired employees are subject to a 90-day orientation period. This introductory period provides you with an opportunity to learn more about **Price Enterprises, Inc.** and to familiarize yourself with your new position. It will also allow us to determine whether the job for which you were hired is suitable to your skills and personality. During this period, you are encouraged to seek the advice and assistance of your supervisor regarding your job duties and level of performance on a periodic basis.

As a new employee, you may find that you are not suited to your position or we may determine that you are not making the progress that is expected of you. In either case, the orientation period will help both of us to make the determination. If needed, the orientation period can be extended at management's discretion or employment terminated.

Employment Status

Your first day of employment is considered your hire and anniversary date and is used to determine your eligibility for benefits. Your employment status will depend on the amount of hours you normally work:

Full-Time – An employee that is scheduled at least 20 hours a week for 4 consecutive weeks.

Part-Time – Normally scheduled for at least 16, but less than 20 hours of work per week.

Temporary – Hired for a limited time usually for not more than 90 days.

You will be eligible for benefits depending on your status and hours worked according to requirements prescribed by state law.

Layoffs

As a result of adverse business conditions, there may be future periodic reductions in our work force. Layoffs and recalls will generally be based on performance, qualifications, and the critical value of your position. If a layoff occurs, we will encourage the use of vacation benefits prior to implementing layoff procedures.

Advancement

Price Enterprises, Inc. (PEI) takes pride in promoting from within whenever opportunities present themselves and qualified employees are available. Just as **PEI** has a responsibility to you, you have the greater responsibility of preparing yourself for any promotional opportunities that occur. **Price Enterprises, Inc.** generally follows the practice of promoting qualified employees into available vacancies based on their work

Employment Practices

Advancement (Cont.)

performance and all job qualifications. Because the successful operation of our company requires that we have the best-qualified person in each position, management must be the final judge in making promotions and transfers.

Employee Relations Policy

Price Enterprises, Inc. upholds an open-door policy and encourages our employees to address all employee concerns, seek information, provide input, and resolve problems and issues with their immediate supervisor or to consult with any member of management.

The primary objective of **Price Enterprises, Inc.**'s Employee Relations Policy is to treat all employees with respect, dignity, and fairness. We are committed to creating an environment conducive to efficient and effective work performance. To this goal, **Price Enterprises, Inc.** respects the need and ambitions of its employees.

If you should have a problem or concern, you should:

- Discuss the matter with your immediate supervisor. Feel free to talk with your supervisor in an open and frank manner. It is the responsibility of your supervisor to understand and help resolve problems that will affect your work. Generally, you and your supervisor will be able to resolve your problem in a fair and equitable manner. If you still feel you have not reached an acceptable solution. You may communicate directly with the Director of Operations, Human Resources, the Chief Executive Officer, the President, or the Owner of the company.

Drug Testing

To comply with federal regulations, employees may be required to submit to drug testing. If drug testing is required, **Price Enterprises, Inc.** will provide testing at a designated time and place at no cost to the employee.

All prospective employees will pass a drug test provided by **Price Enterprises, Inc.** prior to hire. The Substance Abuse Policy is posted on the website and all employees are required to sign an Acknowledgement of that Policy. **PEI** is committed to a drug-free workplace.

Employment Practices

Violence in the Workplace

The past few years have shown an increase of violence in the workplace ranging from assaults and injuries to death of employees and customers. It is **Price Enterprises, Inc.**'s goal and total commitment that all company offices, shops and other facilities provide a safe and secure environment for its employees, customers, suppliers and guests.

Management will take any overture of violence by an employee, ex-employee, customer or other person or persons very seriously, and take immediate and appropriate action including notification and reporting to law enforcement.

All employees should be aware of their surroundings and other people working in or having cause to be in their area. Any suspicious activity by any employee, ex-employee, customer or any other individual should be reported immediately to the nearest supervisor or manager.

Furthermore, each employee is authorized and responsible to immediately notify law enforcement via 911 at the first indication of violence.

Bullying or Abusive Conduct: **Price Enterprises, Inc.** will not tolerate bullying or abusive conduct toward any employee or customer. Bullying or abusive conduct means acts, omissions, or both, that a reasonable person would find abusive, based on the severity, nature and frequency of the conduct, including, but not limited to: repeated verbal abuse such as the use of derogatory remarks, insults and epithets; verbal, nonverbal or physical conduct of a humiliating nature; or the sabotage of an employee's work performance. It shall be considered an aggravating factor if the conduct exploited an employee's known psychological or physical illness or disability.

Any bullying or abusive conduct is grounds for disciplinary action up to and including termination

Employment Benefits

Vacation

Price Enterprises, Inc. believes that paid vacation time is essential to our employees' health and well being. However, customer service is our priority and vacation time will not be granted if that priority is not served. Unless an emergency is involved, Vacation Request forms (available on the website) must be submitted by the employee no less than four weeks prior to the date desired for the start of a vacation period. Vacation requests must be approved by the Site Manager & a Senior Management Representative. Employees should not purchase airline tickets or make other possibly nonrefundable reservations until they receive a signed copy of their vacation request indicating its approval from Human Resources.

All regular full-time employees begin to accrue vacation time at the rate of 1.54 hours per pay period at the beginning of their second year of employment. However, employees may not take accrued vacation time until they have accumulated a total of 40 hours. Vacation time will be approved in 40 hour increments.

The total accrued each year is determined by length of service according to the following schedule:

<u>Years of Employment</u>	<u>Vacation Earned</u>
Two years but less than five years of service	One Week (40 Hours)
Five years but less than ten years of service	Two Weeks (80 Hours)
Ten years but less than fifteen years of service	Three Weeks (120 Hours)
Fifteen or more years of service	Four Weeks (160 Hours)

Vacation Pay - Regular full-time employees will be paid at the straight rate in effect when vacation is taken. Vacation pay shall not be considered in computing overtime pay. Vacation pay will be paid out in full at the end of employment if the employee has given two weeks notice prior to the end of their employment.

Vacation Accumulation – Vacation accumulation is limited to the maximum noted in the chart above based on years of service. However, you must take at least one (1) week of vacation every year after your second year of employment.

Employment Benefits

Absences Due to Illness

In the event of an illness or injury that prevents you from working, **Price Enterprises, Inc.** will provide paid sick leave benefits once you become eligible. You will be eligible for paid sick leave after you complete twelve (12) months of service. Sick leave is paid from the first day of absence and is paid at your regular straight time rate.

Sick Leave Accumulation - All regular full-time employees begin to accrue sick leave at the rate of 1.54 hours per pay period at the beginning of their second year of employment. Accumulated sick leave hours are forfeited when you terminate employment from **Price Enterprises, Inc.** The maximum sick leave accumulation allowed is 40 hours.

Absence Due to Illness Certification - A doctor's certificate for each illness or injury to verify your condition is required in order to be eligible for sick leave pay.

A doctor's certificate for any absence due to illness, paid or unpaid, is required in order for it to be excused.

Excessive unexcused absences with or without a doctor's note may lead to disciplinary action and a pattern of unexcused absences can lead to termination.

An employee injured as a result of misconduct will not be entitled to sick leave benefits. Abuse of sick leave may result in loss of benefits or other appropriate disciplinary action, including discharge.

Sick Leave During Vacation - If you are eligible for sick leave and become ill or injured for more than two (2) consecutive days during your vacation, you may apply for sick leave for your days of illness and reschedule your vacation time. The company requires certification of your illness or injury.

Employment Benefits

Holiday's

Price Enterprises, Inc. (PEI) and its subsidiaries recognize the following Holidays for pay purposes.

- ◇ New Year's Day (January 1st) - Open
- ◇ Easter Sunday - Open
- ◇ Independence Day (July 4th) - Open
- ◇ Thanksgiving Day (Fourth Thursday of November) - Open
- ◇ Christmas Day (December 25th) - Closed,

Any day other than the actual holiday that is designated by a government agency as a day off because the holiday falls on a weekend is not recognized as a day off or a paid holiday by PEI. On Christmas Day, all facilities will be closed and will be considered a paid day for those who are normally scheduled.

Holiday Pay: Holiday pay is paid to an hourly employee when the employee works one of the four Holidays listed above. Holiday pay is at a rate of time and a half (1.5 times their regular hourly rate) for all hours worked during that holiday. Example:

Regular hourly rate \$18 per hour + Holiday hourly rate \$9.00 per hour = \$27.00 per hour.

Regular hourly rate \$20 per hour + Holiday hourly rate \$10.00 per hour = \$30.00 per hour.

Holiday pay shall not be considered when computing overtime pay.

Worker's Compensation

You are insured by **Price Enterprises, Inc.** for Worker's Compensation which will provide coverage for medical and hospital bill and loss of wages caused by illness or injury that is work related.

If you should have a work related illness, you must report the incident to your supervisor immediately. **All injuries, no matter how minor, must be reported immediately to your supervisor.** You will also be asked to provide information to allow your supervisor to report the injury properly.

If you are eligible, sick leave may be applied to the first three (3) days of absence from any illness or injury not covered by Worker's Compensation.

Employment Benefits

Temporary Disability Insurance

Price Enterprises, Inc. will provide Temporary Disability Insurance (TDI) benefits to all eligible employees. Benefits will become payable immediately after an employee exhausts all sick leave benefits, but shall not begin before the eighth (8) day of disability, and shall continue for a maximum of twenty-six (26) weeks in a benefit year. Employees will receive 58% of weekly earnings but not more than provided by the TDI law. The plan is provided at no cost to employees.

Leave of Absence With Pay

Funeral Leave - You are entitled to three (3) days with pay in the event of a death in your immediate family, which includes parent or stepparents, spouse, child or stepchild, brother or sister, parent-in-law, grandparents or grandchild.

You may request time off in addition to the funeral leave by using vacation days or unpaid leave. Verification of death may be requested by management.

Funeral leave will be granted when the death occurs in the State of Hawaii. If the death occurs outside the State, funeral leave with pay will be granted only if you leave the State. Your leave may then be extended by vacation or unpaid leave for a reasonable duration.

If the death occurs while you are on paid vacation, you will also be entitled to funeral leave and your vacation extended for three (3) days of funeral leave. Funeral leave shall not be considered in computing overtime pay.

Jury Duty Leave - You will be granted leave of absence with pay for the following situations: Federal or State jury duty or as a witness for the company in any civil or judicial hearing. The time you spend as a witness for the company is considered work time. For jury duty, you will be paid the difference between your jury duty pay and your straight time for that day, had you worked.

Employment Benefits

Leave of Absence With Pay (Cont.)

To receive jury duty pay, you must show your supervisor your jury summons, conformation of pay for jury duty, and the discharge from jury duty.

If you are called for jury duty, you must notify your supervisor on the same or next work day after notice is received. If the jury duty is completed early, you must also call your supervisor to see if your services are required at work. Jury duty pay shall **not** be considered in computing overtime pay

Educational Leave - Attendance at a course of study during your normal work hours that is directed by the company is considered work time and is payable at your regular straight time rate.

Leave of Absence Without Pay

You are entitled to a number of different forms of leave of absence without pay. Except for unexpected medical disability and emergencies, a request for any of the following unpaid leaves of absence must be submitted to your supervisor in writing at least thirty (30) days before the start of your leave. Your request must specify the reason for your leave and your start and return date.

Your leave is subject to **Price Enterprises, Inc.**'s operational needs and the discretion of your supervisor. If you want to return to work before your leave ends, you must request your supervisor's approval. If you fail to report by the leave return date, your absence will be treated as a resignation. Before you begin your leave, you must personally arrange for the continuation of your benefits during your leave.

Medical Disability Leave - You will be entitled to medical disability leave after you complete your orientation period. Except for Worker's Compensation, medical disability leave is normally allowed for one (1) year from your date of disability. You will be returned to your former position when you complete your leave. Medical disability leave also includes maternity leave and absence due to illness or injury covered by Worker's Compensation and Temporary Disability Insurance (TDI).

Maternity Leave - Maternity leave is considered Medical Disability Leave. You can apply for maternity leave without pay after you have completed your orientation period. The leave is normally for a period of ninety (90) days, commencing form the date your physician considers you disabled as a result of your maternity condition. If your disability continues beyond the ninety-day period of maternity leave, you may continue on unpaid leave until your physician clears you to return to work. Payment of sick leave benefits and TDI, when eligible, shall be applied during the period of disability only. As

Employment Benefits

Leave of Absence Without Pay (Cont.)

Medical Disability Leave states, you will be returned to your former position when you complete your leave.

Emergency Leave - Emergency leave up to thirty (30) days is available after you complete one year of employment.

Military Leave - If you take military leave, you will be entitled to re-employment rights and all other privileges provided by law.

Health and Welfare Benefits

Medical Plan - You are eligible for medical benefits on the first of the month following thirty (30) days of employment, if you are a regular full-time employee. This includes hospitalization, medical, surgical, maternity, drug, and optical benefits. All medical benefits are offered through the company's health care provider(s). The single plan is offered at a nominal cost to you. Coverage for dependents can be purchased at prevailing rates.

Dental Plan – You are eligible for dental benefits on the first of the month following thirty (30) days of employment if you are a regular full-time employee. The dental plan is available to employees and dependents at cost.

401K Retirement Plan

Price Enterprises, Inc. (PEI) offers a 401(K) retirement savings plan through Paychex Flex to help employees save for their future. A 401(k) plan is a tax-advantaged retirement savings account that allows you to contribute a portion of your wages, which can grow over time through investments.

Eligibility: All employees are eligible to participate in the 401(k) plan upon hire.

Enrollment: To enroll in the 401(k) plan, visit www.paychexflex.com. The enrollment process is simple and can be completed online.

Company Match: As part of our commitment to your financial well-being, the company offers a matching contribution of up to 4% of your wages, which will be deposited into your 401(k) account.

For questions or more details regarding the 401(k) plan, please reach out to the Corporate Office HR department.

Employment Benefits

Employee Education Benefits

Price Enterprises, Inc. values continuing education for all its employees. Funds are available for employees to continue their education according to the following guidelines:

1. Eligibility:

- a. Be an employee in good standing with **Price Enterprises, Inc.** for a period of not less than one year at time of application.
- b. Have recently completed a semester at an accredited university, college, technical school, or trade school and provide proof of completion with GPA of 2.8 or higher, or equivalent.
- c. Provide to the Human Resources Office a copy of an acceptance letter and class schedule for upcoming semester.
- d. Be recommended by the applicant's manager.
- e. Maintain a work schedule of not less than 30 hours per week during the term of the scholarship.
- f. Provide proof of completion of the course of study at the end of the semester together with GPA for the employee's training record.
- g. Employees may register for any legitimate course of study, but Price Enterprises, Inc. will not participate or support material that is discriminatory of any race, creed, gender, nationality or national origin, sexual orientation, religion or any subject matter motivated by hate.
- h. Employees must complete and submit Price Enterprises, Inc.'s Employee Education Benefit application to the Administrative office at least 30 days before their tuition payment due date. This will allow the administrative office time to process the employee's application, confirm approval by authorized staff, and process scholarship funding. The application is located at the administrative office or online on the company website under the Employee Center.

2. Amount of Scholarship:

- a. **Price Enterprises, Inc.** budgets a set amount for the Education Benefit.
- b. Maximum amount of scholarship is \$750 per recipient, per semester as defined by university standards.
- c. Price Enterprises, Inc. Employee Scholarship recipients may apply for additional semesters meeting these same eligibility requirements. In the event more applicants apply than there are funds available, the Human Resources (HR) will convene a scholarship panel consisting of five members including two directors, one manager, one administrative or financial staff member, and the DHR. The DHR will prepare guidance for the panel and the panel will interview each applicant. The panel will make the selection based on the guidance provided by the DHR, and their overall opinion of the best applicants to receive the scholarship.

Employment Benefits

- d. The scholarship funds will be disbursed directly to the institution prior to the beginning of the semester on behalf of the employee.
3. Amount of Student Loan Payment:
 - a. Price Enterprises, Inc. budgets a set amount for the Student Loan Payments.
 - b. Maximum amount per federal regulations is \$5,250.00 per recipient, per year.
 - c. The Student Loan Payments will be paid directly to the loan institution on a monthly basis.

Employee Referral Program

Price Enterprises, Inc. has an Employee Referral Program that offers current employees a hiring bonus for referring a new hire to the company. The employee who referred the new hire will receive a hiring bonus of \$150.00 after their referral satisfactorily completes their orientation period of 90 days employment, and then \$50.00 every month until the referred employee has satisfactorily completed one year of employment. Employees are eligible to receive multiple hiring bonuses for each successful referral. To qualify, the current employee's first and last name must be listed as a referral on the candidate's job application.

Compensation & Work Schedule

Failure to Work as Scheduled

Punctuality and consistent attendance is important to our company's success and to avoid hardship on your fellow employees. Your manager/supervisor will assign your working hours. You are expected to be at your work area, properly attired and ready for work, at the beginning of your scheduled shift.

If you are not coming to work as scheduled, inform you supervisor by speaking to him or her at the earliest date and time possible in advance of your shift. If you are unable to contact your supervisor, notify the operations or administrative office. Do not leave messages with fellow employees.

Work Schedule

If you are a clerical or administrative employee, the standard workweek is Monday through Friday. The shifts are scheduled from 8:00 a.m. to 4:30 p.m. The work shifts for other employees depend on the hours of operation of the particular shop where they are assigned. The normal workday includes an unpaid 30-minute scheduled meal period. Your work shift may vary according to operational needs. You may also be required to work on your scheduled days off.

Pay Day

Paychecks to all employees are issued every other Friday. Paychecks or paystubs (if the employee has signed up for direct deposit) are delivered to the shop where the employee normally works and will be available from the manager or assistant manager no later than 5 p.m. on payday. If the payday falls on a Friday in which **Price Enterprises, Inc.** recognizes as a holiday, paychecks will be issued on the Thursday before the holiday by 5:00 p.m. Employees are strongly encouraged to enroll in direct deposit. This will give an employee the most immediate access to their pay.

Overtime

Overtime is paid if you work over forty (40) hours in a workweek. Vacation, sick leave, holiday, funeral, and jury duty are not considered hours worked and will **not** be considered in computing overtime pay. Because of the premium pay involved, overtime will be monitored by your supervisor and is subject to verification.

Payroll Deductions

Your earnings, deductions, and vacation and sick time accrued will be recorded on a statement attached to your paycheck. Legal deductions will be made from each paycheck for Social Security, State and Federal taxes, and for premium payments for the medical and/or dental insurance plan(s) that you authorize.

Compensation & Work Schedule

Recording Work Time

Price Enterprises, Inc. employees are required to punch in their work times on the computer time clock. You are required to punch in no earlier than five (5) minutes before the start of your scheduled shift and punch out not later than five (5) minutes after the end of your shift. If you forget to punch in or out, you must contact the manager who will make the proper adjustments.

You are prohibited from punching or writing in the work time of another employee. This is a violation of our standards of conduct and will be punishable by severe disciplinary action.

Resignation

Price Enterprises, Inc. requests that resigning employees provide management with at least two (2) weeks notice in writing prior to your last day of work. Employees who quit or resign without giving two (2) weeks notice of intention to quit or resign will be paid wages due in full not later than the next regular pay day.

You will also be required to return any **Price Enterprises, Inc.** property that was issued to you such as, but not limited to, safety equipment, training manuals, handbooks, uniforms, etc. At the time of your resignation, you will be informed of any benefits due you. Failure to clear properly may delay issuance of your final paycheck.

Termination

Termination of employment is a serious matter that normally, but not always, occurs after corrective disciplinary action has failed. Unfortunately, conditions may arise which will lead either you or **Price Enterprises, Inc. (PEI)** to terminate your employment without prior notice or corrective disciplinary measures. **Remember, you or PEI may terminate your employment at any time.** If PEI terminates your employment you will be paid your wages in full at the time of discharge or not later than the next day following discharge. If you decide to contest **Price Enterprises, Inc.**'s action, you may request a meeting with the facility manager followed by a meeting with the President of **PEI**.

Performance Evaluation

Performance evaluations give you and your supervisor an opportunity to discuss your work performance, strengths and weaknesses, areas of improvement, future goals and objectives, as well as, any applicable training needs for your growth and development. Newly hired employees will receive informal performance evaluations throughout their initial employment period with more formal evaluation before the end of your 90-day orientation period. Thereafter, all employees will receive an annual performance evaluation.

Employment Standards

Personal Appearance

Your personal appearance and the pride you take in your grooming and hygiene is critical to **Price Enterprises, Inc.**'s image and success. We uphold a strict dress code, and expect employees to observe reasonable standards of cleanliness, neatness, and good taste. **Price Enterprises, Inc.** employees shall comply with the uniform policy & procedures written in the SOP 01-94 Uniform Policy & Procedure and observe the following guidelines:

- * Employees will wear the uniform prescribed by **Price Enterprises, Inc.** Cigarettes and other smoking material will not be visible on any part of the uniform.
- * Proper business dress and appearance are required when representing **Price Enterprises, Inc.** at business or professional meetings.
- * Cleanliness is important. We expect our employees to maintain good standards of personal hygiene.
- * **Male Employees:** Hair must be neatly trimmed, well-groomed and not extended below the neckline. Mustaches, beards or sideburns are permitted if neatly trimmed otherwise male employees will be clean-shaven while on duty.
- * **Female Employees:** Proper grooming includes proper dress or apparel, groomed hair, and discretion in the use of makeup and perfume. Long hair has the potential to become caught in the many moving parts or equipment at the car wash & convenience store therefore when working hair will be tied back at or above shoulder length.
- * **Jewelry:** The nature of the car wash & convenience store environment can impact your safety and the safety of your coworkers when wearing jewelry and accessories. If you have any questions about appropriate jewelry choices, please consult your Manager. To maintain a professional appearance and ensure safety while working, the wearing of jewelry, including, but not limited to, facial piercings, earrings, and necklaces, must comply with the following guidelines:
 - **Facial Piercings:** Large, dangling, gaudy, offensive, or numerous facial piercings are not compatible with PEI's culture or uniform standards. Employees may choose to remove facial piercings or replace them with small, unobtrusive retainers while working.
 - **Earrings:** Small studded earrings are acceptable. Dangling earrings are not.
 - **Necklaces:** Employees must not wear exposed or gaudy necklaces while on duty. Necklaces should be short or secured beneath clothing to prevent any risk of entanglement or snagging on equipment.

Employment Standards

Maintaining A Smoke-Free Environment

For the safety and comfort of the staff and visitors, **Price Enterprises, Inc.** is a smoke free company. Smoking is prohibited on all properties and in all facilities, including properties that are occupied by **Price Enterprises, Inc.** and adjoining areas including offices and restrooms. There are NO designated smoking areas on any **Price Enterprises, Inc.** property and there are NO designated smoke breaks. Cigarette lighters or other smoking materials will not be visible on any part of the uniform.

Employees are also prohibited from smoking in company vehicles and in the immediate vicinity. Failure to comply with our Smoke-Free Environment Policy may result in termination.

Security System

Price Enterprises, Inc. maintains a security system to protect company facilities from fire, unlawful entry and theft. Employees are encouraged to assist management in ensuring that the system is working properly. Tampering with the system may result in appropriate disciplinary action. Respect and protection of company and personal property is also a major concern. If you find property missing or damaged, report the matter to your supervisor immediately.

Personal Records

Price Enterprises, Inc. maintains up-to-date personnel files on all employees. Accurate records are critical for benefits administration, requirements and emergency notifications. It is your responsibility to ensure that your records are current. All major changes affecting your records must be reported to your supervisor promptly, including the following information:

- * Home Address
- * Telephone Number
- * Emergency Contact and Phone Number
- * Marital Status
- * Number of Dependents
- * Military Status

All personnel files are maintained in the administrative office. Except for records and information that is legally required to be provided to government agencies, no information about you will be released unless you sign an authorization form.

Employment Standards

Solicitation and Distribution

The solicitation of other employees during working hours, except for matters relating to work, is prohibited. Employees are also prohibited from distributing literature of any kind at any time in work areas, waiting rooms, offices or restrooms. The solicitation of employees or distribution of literature at any time by persons other than employees of **Price Enterprises Inc.** on any of the premises occupied by **Price Enterprises, Inc.** is prohibited.

Personal Cell Phones & Shop Telephone Usage

Telephone Usage – Price Enterprises Inc. prohibits the use of company telephones for routine personal use. Incoming or outgoing calls will be limited strictly to critical situations or emergencies and should be as brief as possible. Long distance or toll-free calls are prohibited. Please inform your family and friends of this policy.

Personal Cell Phones & Shop Telephone Usage (Cont.)

Personal Cellular Telephones - The use of Personal Cellular Telephones by **Price Enterprises, Inc. (PEI)** employees during the course of the workday is disruptive and can negatively impact SAFETY, customer service and the professionalism of the services we provide.

Therefore, the use of personal telephones for personal business (voice, text, Facebook, tweets, instagram, internet searches, etc.) is strictly forbidden while at work.

Anyone using a personal cell phone during work hours may face disciplinary action up to and including termination.

Personal Information

Bulletin Boards – Bulletin boards are used to communicate important company information. You are encouraged to review the posted information regularly. Employees may not post any information on the bulletin boards without management approval.

Suggestions – If you have suggestions or ideas that you feel would benefit the customers, employees, or the company we encourage you to share it with us by submitting your recommendations to your supervisor and/ or directly to the Director of Operations, Human Resources, the Chief Executive Officer, the President, or the Owner of the company. We welcome suggestions that improve methods, procedures, working conditions, reduce costs and errors and benefit **Price Enterprises, Inc.** and its employees.

Employment Standards

Personal Information (Cont.)

Media Inquiries – Occasionally, there are events or circumstances at **Price Enterprises, Inc.** that will attract the attention of newspapers, television or radio. To prevent misunderstandings, all employees are cautioned to avoid releasing any information to the media. All inquiries must be referred to **Price Enterprises, Inc.**'s President.

Standards of Conduct

Every organization must have standards of conduct to ensure a safe, orderly and efficient environment. These standards are established to protect our property, business interests, customers and employees. **Price Enterprises, Inc.** has developed specific rules of conduct and reserves the right to use disciplinary measures for any violation of these rules. Discipline may range from a verbal warning to termination depending on the frequency and seriousness of the violation.

The following rules are not intended to be all-inclusive but are those that most commonly arise in the workplace. As standards change, the rules may be subject to future revision. The company may take appropriate action for the following:

- * Insubordination; including refusal or failure to perform work assigned.
- * Gambling or disorderly conduct of any kind; including the use of profane and abusive language, fighting, injuring or attempting injure, or emotionally mistreating another employee or visitor.
- * Dishonesty in any form; including stealing, falsification of records, altering work schedules, or fraudulent acts or statements. Stealing includes theft or pilferage, destruction, loss, misuse or damage to property of the company, fellow employees or others, including deliberate waste or spoilage of supplies.
- * Unauthorized entry to **Price Enterprises, Inc.** facilities or remaining on work premises when not on duty or scheduled to work without proper authorization.
- * Introduction, sale, possession, and/or use of drugs, narcotics or other perception altering substance on work premises or reporting to duty under the influence of any intoxicating liquor, drug or other illegal substance. Exceptions to this rule are prescription drugs used only with approval and receipt of a doctor's certificate that such usage will not adversely affect performance or safety.
- * Malingering, repeated tardiness or failure to meet attendance requirements in accordance with **Price Enterprises, Inc.** standards, and sleeping or loafing on the job.

Employment Standards

Standards of Conduct (Con't)

- * Arrest or conviction that adversely affects **Price Enterprises, Inc.**'s reputation or prevents timely performance of work duties. Illegal acts including possession of alcoholic beverages, gambling and lethal weapons on company premises are strictly prohibited.
- * Failure to maintain confidentiality or providing information that might benefit a competitor or any other agency to the disadvantage of **Price Enterprises, Inc.** or committing willful actions detrimental to the best interest of the company.
- * Failure to report accidents, loss, breakage or damage to company property or the property of customers, visitors or fellow employees.
- * Walking off the job, participating in or inciting an unauthorized work stoppage or otherwise interfering with other employees in the performance of their duties.
- * Possession and use of company equipment, supplies or facilities without proper authorization.
- * Negligence or failure to comply with prescribed safety and dress procedures, including violation of smoking restrictions in company vehicles and job sites.
- * Unlawful, immoral, indecent or improper conduct on company premises at any time; including conduct off company premises which affects the company's reputation.
- * Rudeness and dishonesty towards visitors and fellow employees. Failure or inability to cooperate or work in harmony with other employees.
- * Failure to report a health concern, illness, or physical condition that may endanger visitors, customers or fellow employees. Creating or contributing to unsanitary or unsafe conditions.
- * Soliciting or canvassing on company premises without management authorization.
- * Accepting or soliciting kickbacks in any form; engaging in any arrangement to secure unauthorized payments of any kind from a client or potential client in return for any business consideration.
- * Failure to observe and comply with the company's policies, regulations, work rules and directives.

General House Rules

Any of the following constitutes a violation of our Company Policy, for which an employee may be reprimanded, suspended or discharged:

1. Pilferage (Stealing). This is reason for immediate dismissal.
2. Unauthorized use of company, employee or customer property.
3. Willful abuse or deliberate damage to or destruction of company or personal property.
4. Purchasing merchandise for personal use under company's name.
5. Deliberate falsification of: a) purchase orders, b) bills, c) invoices, or d) other business records.
6. Any violation of laws on company property or involving company property, company time, company employees or company customers.
7. Continued carelessness resulting in damage to or destruction of company or personal property.
8. Continued carelessness resulting in excessive delaying of work progress.
9. Deliberate failure to report accidents and damage, or loss of company equipment to management.
10. Posting, defacing or removing notices and signs, or writing on company premises without authorization of management.
11. Doing personal work on company time or with company equipment without permission from management.
12. Unauthorized granting of special Price concessions.
13. Signing for and not properly checking incoming merchandise. A physical count is required when checking incoming goods.
14. Under the influence of liquor, a controlled substance or narcotics on company premises or during work hours. Exceptions to this rule are prescription drugs used only with approval and receipt of a doctor's certificate that such usage will not adversely affect performance or safety.
15. Smoking in prohibited areas or at prohibited times.

General House Rules

16. Sleeping on the job.
17. Habitual use of company telephones for personal calls, incoming or outgoing.
18. Leaving the premises without proper authorization.
19. Making preparations to leave work, such as washing up or changing clothes before specified time unless otherwise authorized by a manager.
20. Discourtesy toward customers, employees and others.
21. Not being able to get along with others, including bad dispositions, being moody or temperamental.
22. Gossiping in front of or while servicing customers, employees or others.
23. Disregard for safety rules or regulations and common safety practices, failure or neglect to do everything reasonable necessary to protect the life and safety of self and others. This includes the violation of any Safety Rules or OSHA (Occupational Safety & Health Administration) or HIOSH (Hawaii Occupational Safety & Health-State) regulations.
24. Disregard for personal hygiene. Employees must see that they wear clean clothes, their hair is clean and their bodies kept clean and free of offensive odors.
25. Deliberately creating or contributing to unsanitary conditions or violation of the State Department of Health regulations.
26. Failure to report all personal injuries at once to management.
27. Deliberate falsification of illness to take the day off for personal issues.
28. Failure to report absence or tardiness. If unable to work, the employee will notify the manager as soon as possible.
29. Habitually reporting late to work.
30. Insubordination (refusal to obey orders).
31. Fighting on company premises or during working hours.

General House Rules

32. Deliberately provoking a fight or threatening injury to others on company premises or during work hours.
33. Deliberately punching the time card of another employee.
34. Repeated failure to punch time card properly. If time clock is inoperable, employees may see office staff for initialing.
35. Abuse of lunch and rest periods or taking more or less time that authorized.
36. Selling other than company products on company premises or during working hours, without authorization of management (this includes the selling for benefit purposes).
37. Immoral conduct on company premises or during working hours.
38. Use of profane, obscene, vile or abusive language to or in the presence of others.
39. Violating the **No Solicitation** rule.
40. Acts, on or off company premises, which discredit the employer or undermines the company.
41. Refusal to take any physical exam required by the employer at the employer's expense.
42. Sexual harassment in the workplace.
43. Violation of Drug Free Workplace policy.
44. Gum chewing at work is a distraction, considered disrespectful, unprofessional, and not appropriate.