

Job Posting/ Staffing Requirements Policy

(Policies and Procedures)

Policy: It is the policy of Epes Carriers, Inc. and its subsidiaries (hereafter referred to as the “Company”) to be an equal employment opportunity employer. Promotions and transfers will be made without regard to age, race, color sex, religion disability, veteran’s status, national origin, or any other unlawful factor. In reviewing the qualifications of candidates for an open position, the Company will consider, among other things, each individuals job-related skills, knowledge, and experience; ability, efficiency, initiative, and attitude; attendance record; and their performance in the selection interview. Test of job-related skills may be utilized.

In an effort to ensure that the best interest of the Company and the individual are being served, Epes Carriers, Inc. reserves the right to transfer employees to different positions when deemed necessary to maintain efficient operations or production.

Supervisors should encourage their employees to prepare themselves for promotional opportunities by participating in employer-sponsored training programs and by engaging in self-development efforts, such as outside educational and training programs.

Employment with the Company is considered to be at-will, so that either party may terminate the relationship at any time for any reason.

Procedures:

1. Department Managers (or supervisors) who need to develop a **new** position should submit (in writing) the need for the request/justification, anticipated salary, and a complete job description to the subsidiary President for consideration. If approved, the subsidiary President is to complete an “**Initial Position Request**” form with an attached copy of the completed job description and submit to the Compensation Committee for review and formalized approval.
2. The Company will normally try to fill job openings above “entry level” by promoting from within, if **qualified internal** candidates are known to be available. All new job postings should be forwarded to the VP- Human Resources for distribution to each subsidiary for publication every Monday and placed on appropriate bulleting boards for no more than one week. A position opening may be re-posted as determined by the subsidiary President. The job posting should be removed from the bulletin board at the end of the one-week period. Job postings should include the following information: job title, location/department, immediate supervisor, contacts (subsidiary representative **and** the Epes Carriers VP- Human Resources), posting expiration date, brief position description, and minimum requirements (education, computer and/or knowledge skills, experience). It is the responsibility of each subsidiary Human Resources Representative to ensure the process is handled appropriately.

3. In order to be eligible for a transfer to another department or subsidiary the employee must meet the following criteria:
 - Minimum of six (6) months (full-time) at their current position
 - Satisfactory work performance record
 - No adverse disciplinary reprimands or warnings during that same period
 - Basic skills and qualifications for the position
4. Eligible employees who request a transfer will be considered in the following order:
 - A. Employees at the same subsidiary and department as the job opening
 - B. Employees at the same subsidiary, but in a different department other than the one where the opening occurs.
 - C. All other subsidiary employees.
5. Inquiries for internal job postings will normally be handled as follows:
 - A. The employee may informally inquire to the “job opening” through their subsidiary Human Resources Representative and the Epes Carriers VP-Human Resources, by the end of the last posting day. The Human Resources Representative should provide a job description to the inquiring employee with a brief discussion of the requirements and qualifications. Starting salary should not be discussed at this point.
 - B. Once the employee has determined continued interest, the employee is to inform their Human Resources Representative. The Human Resources Representative will contact the employee’s immediate supervisor and the subsidiary President to ensure proper notification and that he/she meets the basic standards as outlined in item #3. The Human Resources Representative will then notify the “job opening” supervisor and review the employee’s qualifications, length of service, work performance, salary history, and other work related factors.
 - C. Once it has been determined, by both supervisors, that the employee meets the basic standards and qualifications, then an interview time should be scheduled with the employee and the “job opening” supervisor. **Please note:** It is the responsibility of the Human Resources Representative and each applicable supervisor to notify/update the subsidiary President properly.
 - D. If the employee is denied the position, specific (objective) reasons for the rejection should be communicated to the employee by the “job opening” supervisor so that they may understand where and how to correct any areas of weakness or concern.
 - E. In the event the employee is chosen for the position, the “job opening” supervisor should **first** inform their subsidiary President, the employee’s immediate supervisor and then (lastly) the employee himself. A proper transition period may be necessary and should be coordinated and agreed to by the two-affected supervisors.
 - F. Each subsidiary supervisor (with the approval of the subsidiary President) should complete the necessary transfer paperwork. The “job opening” subsidiary President should complete and submit an updated “**Compensation Approval Form**” to the Compensation Committee for formalized approval. A copy of the employees’ personnel file should be forwarded confidentially to the Human Resources Representative at the new company.

6. When candidates from outside the Company are to be considered for a job opening, the following procedures should be used:
 - A. Any candidate for employment must complete and sign an employment application prior to an interview in order to be considered. An application will remain active for a minimum of 30 days for consideration.
 - B. Applicants who meet the basic hiring standards are to be interviewed by the appropriate supervisors to determine if they are technically qualified for the opening and compatible with the work environment. If applicable, the subsidiary President and/or Human Resources Representative will conduct a final interview. The subsidiary President will have the final authority for approval or disapproval of candidate.
 - C. Following the decision to hire an applicant, the Human Resources Representative will conduct (**prior to hire**), reference checks (to include: work history/ previous employment for the past five years, drug testing, physical, driving record, and if necessary credit, and criminal record convictions).
7. External candidates may also be interviewed during the posting period; however, qualified internal candidates will be given first preference.
8. The Human Resources Dept. will consider requests for accommodation of disabilities, religious beliefs, or any other lawful requirements to determine what, if any accommodations should be considered.
9. In an effort to ensure these guidelines are adhered to properly, **ALL** managers are **NOT** to approach other department (or subsidiary) employees until it has been reviewed with the employee's manager **first**.
10. Former employees who left the Company in good standing may be considered for re-employment. However, if they have been gone more than 3 months, their new date of hire will begin on the reemployment date with no bridging of prior time (or seniority). Former employees who resign without notice or were dismissed for disciplinary reasons may not be considered for reemployment.
11. Employees who are permanently transferred to a lower-paying job will receive the lower rate of pay, effective with the start of the first full pay period in which they are employed in the new position.