

# Roadrunner Transportation Systems Nepotism Policy

(Effective as of November 29, 2017)

## **Policy Statement**

Roadrunner Transportation Systems and its subsidiaries and affiliated companies (collectively hereinafter referred to as “RRTS” or the “Company”) recognizes that Family Members (as defined below) of current employees may also be employees or seek employment at the Company. To promote a productive environment, free from conflicts of interest as well as favoritism and unfair advantage, whether perceived or real, the Company has adopted the following rules and guidelines related to employment of Family Members. This policy applies to all RRTS companies and all employees, regardless of rank or title.

## **Definition of Family Member**

For purposes of this policy, Family Member is defined broadly as:

- Spouse
- Domestic partner
- Parent
- Son or daughter
- Brother or sister
- Grandparent or grandchild
- Aunt or uncle
- Niece or nephew
- Cousin
- Guardian or ward
- Step, half, or in-law relation
- A person living in one's household
- Any other person with such a close bond as to suggest conflict in the employment relationship including, but not limited to, romantic or sexual relationships.

## **Hiring of Family Members**

Family Members seeking employment must use standard application channels. To avoid creating any barrier to equal employment opportunity, hiring of family members based exclusively on referrals will not be permitted.

If the qualifications of any non-family member seeking employment are demonstrably superior to those of a Family Member of a current employee, the Family Member may not be considered for employment.

The Company is committed to an equal employment opportunity workforce. All hiring decisions of Family Members must be reviewed by RRTS' Senior Vice President of Human Resources to ensure compliance with the Company's policies and applicable non-discrimination laws.

### **Working Relationship of Family Members**

Without approval from RRTS's Senior Vice President of Human Resources Family Members may not directly supervise another Family Member, or occupy a position that has influence over a Family Member's: employment; transfer or promotion; salary considerations; or other terms or conditions of employment.

Such influence may include, but is not limited to, participation as a member of a screening committee or other committee that recommends personnel actions or employment decisions of the related person.

### **Nepotism Disclosure Form Requirement**

All employees and managers must alert their immediate supervisor and Roadrunner's Senior Vice President of Human Resources when there is any possibility of nepotism in violation of this policy. All employees who have a relationship that falls under this policy—including, for example, current employees who have working relationships with Family Members, employees who become Family Members or establish relationships so as to qualify as Family Members under this policy's definition—are required to immediately complete the Family Member Disclosure form. Violation of this policy, including, but not limited to, failure to complete the Family Member Disclosure form, is grounds for immediate termination.

RRTS's Senior Vice President of Human Resources shall determine, in his/her sole discretion, which actions (including, but not limited to, reassignment, transfer or termination) are required to resolve conflicts with this Nepotism Policy.