

Company Lodging Rules and Procedures: Allentown, Pennsylvania

ADDRESS AND TELEPHONE

Holiday Inn

7736 Adrienne Dr.
Breinigsville, PA 18031
(610) 391-1000
Check In: 3PM
Check Out: 12PM
Check-In Age: 21

LODGING INFORMATION

Covenant Transport offers drivers temporary lodging during certain periods such as orientation, training, and for other business needs. There is no cost to the employee for this temporary lodging. This is employee-only lodging. As such, lodging is not provided for family members or friends, nor are any guests permitted to be staying there.

- Each employee is subject to having a same-gender roommate assigned by the Company
- Meals are provided at company-provided facilities only
- Wake-up calls can be requested from the Front Desk

CHECK-IN PROCEDURE

- Once approved, check-in is 24/7
- Your CDL is your I.D.
- Checkout is 24/7 at the Front Desk

WEEKLY CLEANING SERVICE

To prepare for the cleaning service, it is mandatory that the room be tidy, with no belongings on the bed or otherwise impeding the ability of the housekeeper to do his or her assigned job duties. If this condition is not met, your room will not be cleaned, and a report will be filed.

ACCESS TO PROPERTY

Covenant Transport provides temporary lodging to use for company business. As such, Covenant Transport may access any areas on the property, and any and all materials on the property, at any time, with or without notice, if the company determines such access appropriate for business reasons. Individuals and employees should have no expectation of privacy for any item in rooms or common areas. All personal vehicles must be parked at the terminal unless staying at the hotel.

CONSEQUENCES FOR VIOLATION OF LODGING RULES

Violations of lodging rules, as well as any other violations of Covenant Transport policy, may result in immediate removal from company-provided temporary lodging, liability for damages, and/or disciplinary action, up to and including disqualification, termination of employment, and/or any other action the company deems appropriate.

MEALS

Three meals a day are provided during orientation at no cost.

MEAL VOUCHERS

A meal voucher will be issued to all applicants for each scheduled meal times, and immediately thereafter, up until the applicant's first dispatch.

RULES WHILE IN COMPANY-PROVIDED LODGING FACILITIES

Requirements for room condition and safety

- Employees are required to maintain their room in a neat, clean and sanitary condition at all times. Keep floors clear of debris, food, and other waste at all times
- Take out your own trash and dispose of it properly

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into the designated waste receptacles, daily or as needed

- Do not alter, modify, break, disable or vandalize any fixtures, appliances, safety or fire prevention devices, or furniture in the room. You will be charged the full replacement cost of any items that are determined to be altered, modified, broken, disabled, or otherwise destroyed
- Do not bring or use any heat source in the room, including hot pots, hot plates, stoves, candles, or other items. Cooking in the room is NOT permitted
- For the comfort and health of all employees using company-provided lodging, all rooms are designated as non-smoking. Smoke only in the outside, designated smoking areas of the facility

ADDITIONAL RULES REGARDING LODGING

- No alcohol or any illegal and/or controlled substances are allowed on any company property or lodging facility at any time
- Quiet hours are to be strictly adhered to
- Employees are to treat others with dignity and respect at all times. Fighting and other disruptive behavior will not be tolerated
- SMOKING is permitted only in designated areas
- Disposal of waste in proper receptacles is required
- No pets
- Overnight guests are not permitted
- In-room phones and televisions are provided. Report maintenance issues to the Front Desk

HOTEL SECURITY PROCEDURES

Incident Response Center (IRC) Phone Number: 866-339-0492

- 1. Incident or occurrence that threatens life or limb.**
(including but not limited to accidents, slips and falls or other dangerous situations). Call 911, then notify the IRC immediately thereafter and follow all instructions given
- 2. Medical situation, condition or emergency involving you or others.**
Call 911, then notify the IRC as soon as practical thereafter
- 3. Suspicious person or activity.**
Contact the IRC and follow all instructions given to you
- 4. Physical altercation not involving you.**
Do not try to intercede. Immediately call the IRC and follow all instructions given. If the altercation involves injuries, first call 911 and then the IRC
- 5. Physical altercation involving you (such as an attack).**
Remove yourself from the situation as fast as possible and get the attention of the closest person to the incident. If you are able, call 911. If not, ask someone to call 911 for you. As soon as practical thereafter, contact the IRC and report the incident, location and all parties involved
- 6. Witnessing prohibited actions, incidents or occurrences on Covenant property.**
Within regular business hours, contact hotel management via the Front Desk. After hours, contact the IRC and follow all instructions given
- 7. Fire or smoke.**
Remove yourself immediately to a safe location and call 911. Do not re-enter the building or facility (including your motel room) until instructed to do so by authorities
- 8. If unsure of what to do in a situation.**
First, assure your personal safety, then contact the IRC or notify hotel management via the Front Desk

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BRIEF STATEMENT ON DRUGS AND ALCOHOL:

Covenant Transport policy prohibits the manufacture, dispensation, distribution, solicitation, possession, or use of any illegal, dangerous, or other unauthorized substances on Covenant Transport or customer property, including but not limited to company equipment, buildings, or premises. In addition, any employee under the influence of a prescription substance without a valid prescription is in violation of this policy.

BRIEF STATEMENT ON WEAPONS:

We strive to maintain a safe and orderly environment at Covenant Transport. Covenant Transport maintains a strict no-weapons policy while using any company equipment, while conducting any Company business, on any Company premises, or while attending Company functions. Prohibited weapons include, but are not limited to, all firearms, explosives, bombs, or other items that may pose a potential threat to others. Covenant Transport prohibits all persons who enter the premises from carrying firearms or other prohibited weapons, regardless of whether the person is licensed to carry the weapon. Violations of this policy include the failure to report known weapons on company property.