



COMPANYWIDE PROFIT-SHARING PROGRAM POLICY

PURPOSE

CDL's "Companywide Profit-Sharing Program" was created to share a portion of corporate profits with CDL's valuable team of employees. Each employee and their daily role directly affect the company's profits; this program's purpose is to equitably recognize those contributions and dedication to the shared success of CDL. With this program, employees are empowered to earn a portion of the predetermined companywide profit pool.

PROGRAM STATEMENT OF USE

CDL's Companywide Profit-Sharing Program was created to disperse a portion of corporate profit with eligible employees, each of whom, after successfully meeting the eligible criteria, are entitled to an allocated number of shares based on tenure with the company.

The Companywide Profit-Sharing Program cannot be modified as a result of any benefit negotiations or on a case-by-case basis. Each employee is treated equally under this policy without exception.

SHAREABLE PROFIT

CDL is prepared to share five percent (5%) of corporate profit by way of its Companywide Profit-Sharing Program.

DETERMINING NUMBER OF SHARES

Each eligible employee will receive one (1) share for each complete year period they have worked at CDL as determined by their most recent hire date or re-hire date. The maximum number of shares an employee can accrue is twenty (20).

Example: An employee who celebrates their 10th hire date anniversary during the fiscal year being paid out will be awarded ten shares.

PAYING OUT SHARES

The Companywide Profit-Sharing Program will pay out all shares during the second quarter of the following year (April - June). To receive the shares, the employee must be classified as an active CDL employee. Employees who involuntarily or voluntarily terminate their employment at CDL will not receive their shares.

ELIGIBILITY REQUIREMENTS

An employee must fulfill each (all) of the following requirements to qualify for the bonus program:

1. Employee must accrue 1,560 hours worked annually with no break in active status;
2. Employees must have been employed by CDL for one or more (1+) year(s);
3. Employee must have been employed since December 31st of the previous year; and
4. Employee must have been in good standing for the duration of the year.
 - a. Examples that may disqualify an employee include but are not limited to documented disciplinary action related to time/attendance issues, customer/client complaints, and/or substandard job performance.

Please note the continuation of this policy is at the sole discretion of the owner and may be modified or discontinued at any time. The program is intended to reward and recognize employee contributions but should not be considered a guaranteed right.

PROGRAM DEFINITIONS

ACTIVE (EMPLOYEE) STATUS: Active employee status means the employee is actively working and fulfilling current job duties based on his/her job description and/or job title with no restrictions and/or breaks in employment. The Family Medical Leave Act (FMLA) does not count towards a break in active status.

PROFIT-SHARING PROGRAM: The sharing of a percentage of corporate profit, which the company owner has elected to disperse among eligible employees in the form of shares.

INACTIVE (EMPLOYEE) STATUS: Retired staff, employees on leave or away from the job due to disability/illness, volunteers, contractors, and staff hired for independent work do not qualify as active employees. Terminated staff and workers laid off due to lack of available work also come under the classification of former or inactive employees.

SHARES: The equal parts into which CDL's profits are divided, entitling eligible employees to an allocated portion of the companywide profit pool.

SHARE VALUE: Each share within this program represents the same monetary value, which varies year to year. Each eligible employee is entitled to the same dollar amount per share.

YEAR: CDL utilizes a calendar year-based fiscal cycle, meaning the fiscal year begins on January 1st and draws to a close on December 31st of the same year.