

GMR Employee Handbook FAQs

Why am I receiving a new employee handbook?

The new GMR Employee Handbook unites the policies of legacy companies and affiliated brands. The handbook ensures that all employees operate under the same fundamental principles across the entire organization. The policies in the handbook go into effect on July 8, 2020.

If you have questions about the GMR Employee Handbook, please speak to your local HR representative.

Do I have to acknowledge receipt of the handbook and accept its terms and conditions?

All GMR employees are required to acknowledge and accept the Employee Handbook's terms and conditions.

- Starting July 8, Ground employees can access their acknowledgement by logging into Okta, clicking AMR MyHRconnection and opening their To-Do List.
- On July 8, Air employees will receive a task in their Workday inbox regarding the Employee Handbook acknowledgement.
- Employees with problems accessing their acknowledgement should contact their local HR representative.

How is the new employee handbook different from my current one?

The new handbook includes unified policies that highlight our *One GMR* philosophy. The following list includes several of the areas where policies have been updated.

Anti-Bullying Workplace	Outside Employment and Conflict of Interest
Blogging and Social Networking	Paid Time Off (PTO)
Bulletin Boards	Pay Transparency
Confidentiality	Performance Feedback
Emergency Response Team	Prevention of Sexual Abuse
Employee Conduct During Overnight Travel and Deployment	Religious Accommodations
Employment Applications	Self-Identification Invitation to Individuals with Disabilities and Protected Veterans
Employment Classifications	Video / Audio Recording Devices
Notice of Resignation	

Policy Details

What protections are provided under the Religious Accommodations policy?

Pursuant to Title VII, this policy provides equal employment opportunity and protection from discrimination based on employee's religious beliefs/practices and commits GMR to provide reasonable accommodations to employees for their sincerely held religious beliefs. The policy also provides information on how employees may request accommodations or report any issues of discrimination to the appropriate GMR personnel.

Am I able to seek outside employment while working for GMR?

Under the Outside Employment and Conflict of Interest policy, employees are permitted to seek employment outside of GMR. However, any outside employment may not interfere with the employee's work or responsibilities with GMR. This includes the potential that, if overtime is required, employees will be asked and expected to work their fair share. In addition, full-time employees must obtain prior approval from GMR before seeking outside employment with a provider of emergency or non-emergency medical transportation services, and all employees are prohibited from seeking outside employment with a direct competitor to GMR.

I am travelling on business for GMR. What does the new Employee Conduct During Overnight Travel and Deployment policy mean for me?

GMR employees are expected to conduct themselves in a professional manner at all times, including when representing GMR and/or traveling on business on behalf of GMR. This policy holds employees accountable to the GMR Standards of Conduct policy during these times, and also provides guidance on how to approach additional off-duty activities.

What is the purpose of the new Video/Audio Recording Devices policy?

To encourage open communication, a free exchange of ideas, spontaneous and honest dialogue and an atmosphere of trust, GMR prohibits recording any conversations, phone calls, or company meetings, or to take any pictures of the Company's work spaces, confidential information or trade secret information or processes, subject to a few exceptions.

What is GMR's policy regarding Prevention of Sexual Abuse, and what is the process for reporting concerns to GMR?

GMR is committed to making every reasonable effort to prevent the occurrence of sexual abuse by any employee or independent contractor associated with GMR and to deal promptly and effectively with allegations that may arise. This policy provides information on how employees may report instances of sexual abuse to GMR, and details the procedure followed once a complaint has been reported.

Are there changes to the PTO policy?

There are no changes at this time to the Ground and Air PTO policies that were communicated earlier this year. GMR is currently working to harmonize its PTO plans over a two-year period. In the meantime, GMR will maintain separate PTO policies for Air and Ground employees.

What is the Blogging and Social Networking policy and how does it apply to me?

To protect GMR's identity, integrity and reputation in a manner consistent with our values, this policy provides specific guidance and limitations on employee use of online blogs, social media and other forms of social networking. Generally, employees may maintain a blog or post comments on social networking sites. However, employees may not represent themselves as a GMR spokesperson in any content they create, and they must adhere to regular confidentiality and other GMR policy requirements when creating online content.