

EAST TO WEST LOGISTICS

New Employee Welcome Kit



Information about company policies and procedures.



East to West Logistics

Providing reliable shipping solutions nationwide.

Welcome

We are thrilled to have you join our team. Our company specializes in providing cutting-edge B2B tracking solutions designed to help businesses optimize their operations and drive growth. As a new member of our team, you will play a crucial role in our mission to revolutionize the way businesses track and analyze their performance.



Employee Handbook Table of Contents



- Employment Basics
- Workplace Policies
- Code of Conduct
- Compensation and development
- Benefits and Perks
- Working Hours, PTO and Vacation
- Employee Resignation and Termination
- Workplace safety and health
- Employee training and development
- Health Benefits and Perks

Click the links to view PDF website files:

Login Code” EMP 2024- (Your Last Name)

A close-up, angled view of a document cover with the text "Employee Benefits" in a large, bold, blue font. The background is a light blue gradient with faint, repeating text "Employee Benefits".

The Story- East to West Logistics



A team of logistics and trucking industry experts

In 1985, the Koris family, driven by a passion for efficiency and a deep understanding of local logistics, launched East to West Transport from their modest garage. With just a single truck and a shared vision, they aimed to provide reliable delivery services to their community. Their commitment to personal service and integrity quickly earned them a reputation for excellence. Over the years, the business grew, expanding their fleet and services while maintaining their family values. Today, the company, now called East to West Logistics stands as a trusted logistics company, blending decades of tradition with innovative solutions, all while staying true to their roots.



What Drives Us

Our Core Values



- **Innovation:** We are committed to continuously improving our technology and services.
 - **Integrity:** We conduct our business with the highest ethical standards.
 - **Customer-Centricity:** Our clients' needs drive our actions and decisions.
 - **Collaboration:** We believe in the power of teamwork and open communication.
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OPPORTUNITY POLICY



**We're on a mission to rocket
our partners to success with
lightning-fast, super
dependable shipping.
You Drive- You Earn**

Employee Handbook Basics



Employment basics: Definitions of employment-related terms, rules regarding attendance, and an overview of the recruitment process

Workplace policies: Descriptions of the workplace environment, including confidentiality, harassment prevention, and workplace safety

Code of conduct: Guidelines on employee behavior, including dress code, cyber security, conflict of interest, and workplace relationships





OPPORTUNITY POLICY



East West Logistics provides equal employment opportunities for all employees, based on merit, qualifications, and competence.

Our programs do not discriminate on the basis of race, color, religion, disability, sex, sexual orientation, national origin, marital status, age, or any other legally protected characteristic.

This policy applies to all employment practices, including recruitment, hiring, promotions, transfers, compensation, benefits, training, and disciplinary actions.





CEO Doug Meyer

Quarterly Meetings With Your CEO

Everyone's Invited

With our open-door policy, we encourage feedback from our team members. These quarterly meetings are essential for strategizing the implementation of new policies that benefit everyone involved.

Contact Us

Reach out to us for all your workplace needs.

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