01 / OUR COMMITMENT

Integrity & Safe Reporting Policy

Speak with confidence. Be heard. Help us do better.

Blue Ridge Transportation, LLC is committed to a workplace where people can raise concerns about safety, treatment, and business practices. Our people-centered culture depends on listening carefully, addressing risks, and protecting those who speak up.

Policy owner: Director of People & Operations
Version: 1.0 | Prepared October 8, 2026
Approval and effective date: Upon written adoption by company ownership
Review: Annually and when reporting arrangements change

1. Purpose and coverage

This policy establishes a company process for raising concerns and responding fairly. It applies to owners, managers, employees, drivers, temporary workers, and contractors. Customers, suppliers, brokers, shippers, and other business partners may also use these reporting options.

2. When to speak up

Report conduct you reasonably believe may endanger someone, harm the company or a customer, violate a company policy, or involve wrongdoing. You do not need complete evidence or certainty to raise a concern.

• People and dignity: discrimination, harassment, threats, bullying, abuse, human-rights concerns, or suspected trafficking.

• Transportation safety: unsafe equipment, fatigue, pressure to drive unsafely, unsecured cargo, substance impairment, or interference with inspections and safety reports.

• Business integrity: theft, bribery, conflicts of interest, expense-card misuse, misleading invoices, payroll concerns, or false financial records.

• Records and information: altered logs, ELD or telematics tampering, falsified qualifications, unauthorized disclosure, or misuse of company systems.

Routine questions about scheduling, pay, or work assignments may start with a supervisor. Use this process if the issue involves misconduct, safety, retaliation, or remains unresolved.

02 / RAISE A CONCERN

How to report

3. Choose a reporting route

You may use any route below. You do not need to report first to a supervisor or to the person whose conduct concerns you.

Director of People & Operations
Shon Wheatley, Ed.S.
Email: shon@blrgtransit.com
Phone: 423-845-4205
Ask for a private conversation or send an email with the subject “Integrity - Private Concern.”

Supervisor or company owner
Speak privately with your supervisor or a company owner who is not involved in the concern. Ask that your report be recorded and referred for review.

If the concern involves Shon or another owner
Report directly to the other, uninvolved owner. A person named in a concern must not control its review, decide its outcome, or access the report beyond what is necessary for a fair response. The uninvolved owner should arrange independent outside assistance when needed.

If both owners are involved, or internal reporting feels unsafe
You may contact an appropriate government agency, law enforcement, or your own attorney directly. Company permission and advance notice are not required. This policy does not establish an independent company hotline.

4. Emergencies and immediate safety risks

Call 911 for an emergency or immediate threat to life. Move to a safe location when possible. For an unsafe vehicle, impairment, fatigue, or an immediate operating hazard, stop the affected activity safely and notify dispatch or an uninvolved company leader promptly. Do not continue an operation that cannot be performed safely while waiting for a routine policy review.

5. What to include

Explain what happened, when and where it occurred, who was involved, and whether the risk is continuing. Identify witnesses and relevant load numbers, vehicles, messages, receipts, or records. State what you observed directly and what you learned from someone else. Tell us how and when we can contact you safely.

Preserve records you lawfully possess. Do not alter documents, access information without authorization, confront suspected wrongdoers, or put yourself at risk to gather proof.

03 / YOUR PROTECTIONS

Respect. Privacy. No retaliation.

6. Protection for honest reporting

Blue Ridge prohibits retaliation for raising an honest concern, asking a compliance or safety question, supporting another reporter, or participating in a review. Protection applies even when a concern is not substantiated or turns out to be mistaken.

Retaliation includes threats, intimidation, harassment, unfair discipline, dismissal, reduced hours, unfavorable dispatch assignments, withheld opportunities, or pressure to withdraw a concern because a person spoke up. Report suspected retaliation using any uninvolved reporting route. Leaders must promptly assess protective measures and review the allegation separately from the original issue.

Deliberately fabricating evidence or knowingly making a false allegation may result in corrective action. An unproven report, an honest error, or disagreement about the facts is not by itself evidence of dishonest reporting.

7. Privacy and anonymous concerns

The company will limit access to reports and review records to people who need the information to assess the concern, respond fairly, or meet an obligation. Complete secrecy cannot be guaranteed; relevant details may need to be shared with witnesses, the person responding, outside professionals, or authorities.

Reports without a name will be reviewed using the information available. Company email, caller identification, and report details may reveal a reporter’s identity. Blue Ridge does not promise that its phone or email channels are anonymous. An anonymous report may make follow-up and investigation more difficult.

8. Your external rights remain intact

Nothing in this policy requires internal reporting before contacting a government agency, seeking legal advice, filing a complaint, or participating in an external investigation. Nothing limits legally protected discussion of wages, hours, or working conditions, collective activity, or disclosures protected by applicable law.

Confidentiality requests must not be used to prevent protected reporting or lawful employee activity. Internal reviews do not suspend any external filing deadline. Company leaders must not require permission, impose a penalty, or demand that a person waive a protected right as a condition of receiving help.

9. Fair treatment for everyone

A report is an allegation, not a finding. Reviewers will consider relevant information fairly, avoid premature conclusions, and give the person whose conduct is questioned a reasonable opportunity to respond when appropriate. Interim safety measures do not establish that misconduct occurred.

04 / FOLLOW-THROUGH

What happens next

10. Intake, review, and response

Receive and assess. The policy owner or uninvolved owner records the concern, assesses immediate safety and retaliation risks, identifies conflicts, and assigns an appropriate reviewer. Managers receiving reports must refer them promptly and must not screen them out because they disagree.

Acknowledge. When contact information is available, the company aims to acknowledge receipt within three business days. This is a response target, not a guarantee of resolution. Urgent safety risks require immediate attention.

Review. The reviewer preserves relevant records, gathers information, and may speak with witnesses or obtain outside support. Anyone involved must provide truthful information, preserve evidence, and avoid influencing witnesses or obstructing the review.

Act. Findings may lead to equipment repairs, corrected records or payments, training, revised procedures, discipline up to termination, changes to a business relationship, or referral to authorities when appropriate. Corrective measures must address both the conduct and its underlying cause.

Follow up. When possible, the company will provide reasonable status updates and advise the reporter when the review is closed. Personnel details, legal advice, and sensitive findings may remain restricted. A reporter may request another review by an uninvolved owner if important information was missed or a conflict affected the process.

11. Responsibilities and records

Employees and partners: raise concerns promptly, cooperate honestly, and report retaliation. Managers and owners: listen respectfully, protect safe reporting, avoid conflicts, and ensure appropriate follow-through. Policy owner: maintain the process, communicate reporting options, and review effectiveness.

Keep a restricted case record covering receipt, reviewer, risk assessment, relevant evidence, findings, corrective steps, follow-up, and closure. Protect records from unauthorized access and retain them under applicable legal requirements and company retention practices. Suspend routine deletion when litigation, an investigation, or another preservation obligation applies. Keep sensitive case files separate from routine dispatch records.

12. Adoption and communication

Upon adoption, share this policy with workers and make reporting instructions available through Ridge Net and onboarding. Ownership will review it annually and update contact information when needed. Related policies include Human Rights, Ethical Trucking, Drug & Alcohol Misuse Prevention, and Driver Hiring & Qualification.

Approved by: _____ Date: _____
Effective date: _____

Local Roots. Regional Reach. Moving What Matters.

Design reference: T-Mobile Speak Up Policy (October 7, 2024). Original Blue Ridge text and transportation procedures; no T-Mobile reporting services or affiliation. Reference: s29.q4cdn.com/310188824/files/doc_downloads/governance_docs/tmo-speak-up-policy.pdf