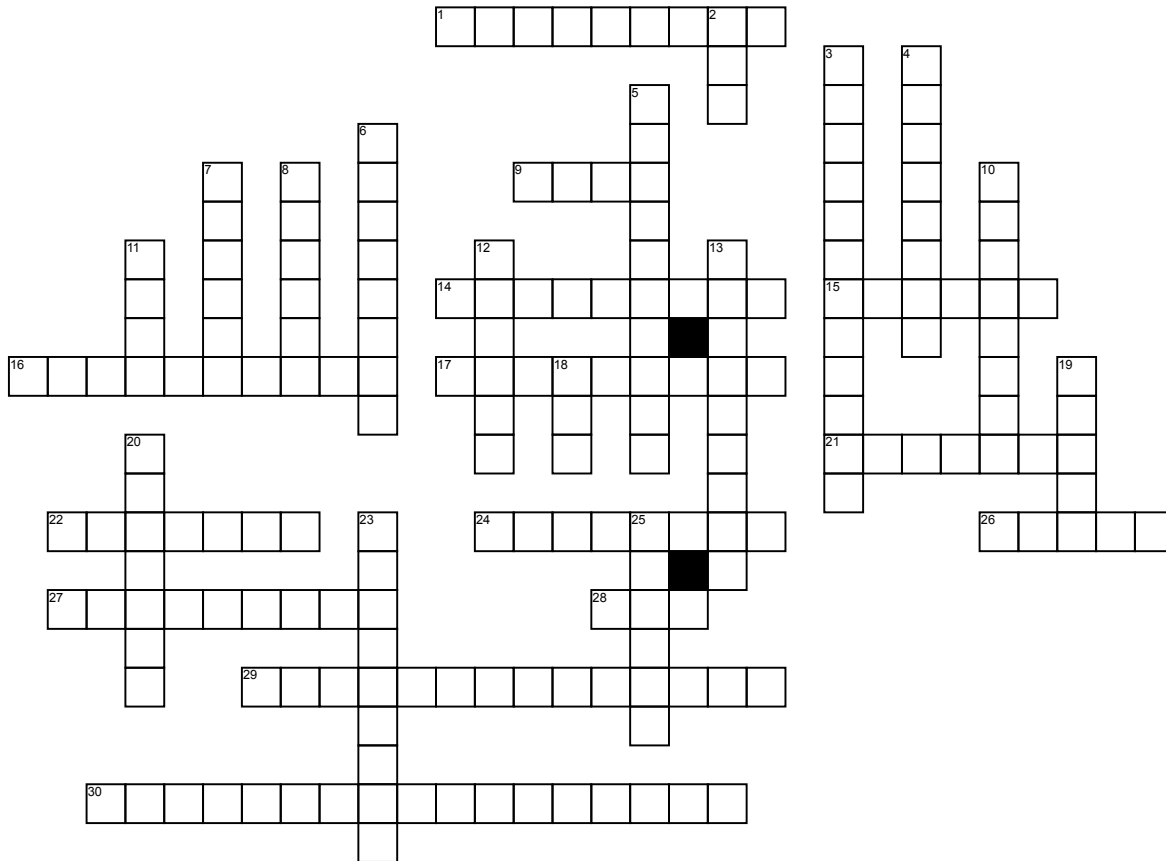


The Cox Auto Team Member Handbook



Across

1. A _____ team member is eligible for overtime pay.
9. Before you leave, your human resources business partner may conduct an _____ interview with you to better understand your opinions about the company, our policies and any areas of improvement.
14. Use of _____ devices must receive prior authorization by the location and/or business unit's leadership or human resources business partner
15. An _____ team member is not eligible for overtime pay
16. Fair Treatment And No _____
17. If your license has been revoked or _____ in the past 12 months, you may not be able to operate a company or client vehicle or drive a personal vehicle on company business.
21. Cox Automotive Headquarters
22. Some examples of conduct that is not acceptable at Cox Automotive and may lead to corrective action, up to and including, separation from employment: Refusing or _____ to perform work properly or to follow instructions
24. President of Cox Automotive
26. In order to drive a company or client vehicle, or use your own vehicle for business, you need to have a _____ driver's license issued by your current state of residence

27. We ask that you use your best judgment and appropriately utilize any of our company electronic information systems and devices, such as:
 28. All full-time team members are eligible for up to _____ weeks of paid parental leave to care for your child after birth or adoption
 29. (3 Words) _____ is intended to foster open and honest communication within a framework of trust and mutual respect
 30. (3 Words) Failure to adhere to these guidelines may result in corrective action up to and including separation from employment.
- ## Down
2. Full-time team members are eligible for _____ immediately upon joining the company.
 3. If you leave Cox Automotive, don't use or share our proprietary, sensitive or _____ business information, trade secrets or intellectual property with your new employer or third parties.
 4. _____ Assistance Program (EAP)
 5. Conduct that is not acceptable at Cox Automotive and may lead to corrective action, up to and including, separation from employment: Unauthorized or excessive _____ issues
 6. (2 Words) Time away from work for civic duty
 7. _____ hotline 1-877-293-0003
 8. Site for valuable resources

10. _____ Assistance Program
11. _____ provides you with an opportunity to take unpaid, job-protected leave for certain qualifying reasons.
12. Creating a safe and _____ work environment
13. we are committed to working with _____ fairness, transparency and maintaining the highest standards of conduct.
18. Personally Identifiable Information (____) Policy
19. We ask that you use your best judgment and appropriately utilize any of our company electronic information systems and devices, such as:
20. A Manual for _____ Your Career
23. On a quarterly basis, team members can use up to 4 hours of time during regularly scheduled work days to _____ in the community.
25. Employment is _____