

DISCOUNT TIRE / AMERICA'S TIRE
Open Door Policy

Discount recognizes that Employees will have suggestions for improving the workplace, and some may also have issues about the workplace. Discount encourages you to raise any problems, issues of concern, and suggestions. Communication is critical to Discount's success and to building good working relationships. While Discount provides you with this opportunity to communicate your views, please understand that not every suggestion or issue can be resolved to your satisfaction. Even so, Discount believes that open communication is essential to a successful work environment and all Employees should feel free to raise issues of concern without fear of reprisal.

DISCOUNT TIRE / AMERICA'S TIRE **Employment Relationship Policy**

Employment at Discount may be terminated for any reason, with or without cause or notice, at any time by the Employee or Discount. Nothing in this Employee Handbook or in any oral statement shall limit the right to terminate employment at will.

This policy of at-will employment may be revised, deleted, or superseded only by a written employment agreement signed by the Chief Executive Officer, Chief Administrative Officer and Chief Operating Officer that expressly revises, modifies, deletes, or supersedes the policy of at-will employment. Unless your employment is covered by a written employment agreement signed by the Chief Executive Officer, Chief Administrative Officer and Chief Operating Officer, this policy of at-will employment is the sole and entire agreement between you and Discount as to the duration of employment and the circumstances under which employment may be terminated.

With the exception of employment at will, terms and conditions of employment with Discount may be modified at the sole discretion of Discount with or without cause or notice at any time. No implied contract concerning any employment-related decision or term or condition of employment can be established by any other statement, conduct, policy, or practice. Examples of the types of terms and conditions of employment that are within the sole discretion of Discount include, but are not limited to, the following: promotion; demotion; transfers; hiring decisions; compensation; benefits; qualifications; discipline; layoff or recall; rules; hours and schedules; work assignments; job duties and responsibilities; production standards; reduction, cessation, or expansion of operations; sale, relocation, merger, or consolidation of operations; determinations concerning the use of equipment, methods, or facilities; or any other terms and conditions that Discount may determine to be necessary for the safe, efficient, and economic operation of its business.

A. EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Discount is an equal employment opportunity employer and strives to comply with all applicable laws prohibiting discrimination based on race, color, religion, sex, age, national origin or ancestry, physical or mental disability, or veteran status, as well as any other category protected by federal, state, or local laws. All persons involved in the operations of Discount are prohibited from engaging in unlawful discrimination of any kind.

In accordance with applicable federal, state and local law protecting qualified individuals with known disabilities, Discount will attempt to reasonably accommodate those individuals unless doing so would create an undue hardship on Discount. Any qualified applicant or Employee with a disability who requires an accommodation in order to perform the essential functions of the job should contact the AVP of Human Resources/Payroll and request an accommodation.

You should report every instance of unlawful discrimination to one of the individuals listed in Part III below, regardless of whether you or someone else is the subject of the discrimination. Detailed reports--including names, descriptions, and actual events or statements made--will greatly enhance Discount's ability to adequately investigate claims of discrimination. Any documents supporting the allegations should also be submitted. Based on your report, Discount will conduct an investigation, as necessary. Discount prohibits any and all retaliation for submitting a report of unlawful discrimination and for cooperating in any investigation. Any Manager or Employee who retaliates against the accuser or those involved in the investigation will be disciplined, up to and including termination of employment.

If the investigation determines that prohibited discrimination or other conduct in violation of Discount's policies, practices or procedures has occurred, Discount will take disciplinary action, up to and including termination of employment, against those who

engaged in the misconduct. Discount will also evaluate whether other employment practices should be added or modified in order to deter and prevent that conduct in the future. You will be informed of whatever actions Discount takes to resolve and remedy the situation.

B. UNLAWFUL HARASSMENT

In accordance with applicable law, Discount prohibits sexual harassment and harassment because of race, color, religion, sex, age, national origin or ancestry, physical or mental disability, or veteran status, as well as any other basis protected by federal, state, or local law. All such harassment is unlawful and will not be tolerated.

1. Sexual Harassment Defined

Applicable state and federal law defines sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission to the conduct is made a term or condition of employment; or (2) submission to or rejection of the conduct is used as basis for employment decisions affecting the individual; or (3) the conduct has the purpose or effect of unreasonably interfering with the Employee's work performance or creating an intimidating, hostile, or offensive working environment. This definition includes many forms of offensive and inappropriate behavior. The following is a partial list:

- a. Unwanted sexual advances;
- b. Offering employment benefits in exchange for sexual favors;
- c. Making or threatening reprisals after a negative response to sexual advances;
- d. Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters;
- e. Verbal conduct such as making or using derogatory comments, slurs, or sexually explicit jokes or comments about any Employee's body or dress;
- f. Verbal sexual advances or propositions;
- g. Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, or suggestive or obscene letters, notes, or invitations;
- h. Physical conduct such as touching, assault, or impeding or blocking movement; and
- i. Retaliation for reporting harassment or threatening to report harassment.

It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment on the job is unlawful whether it involves coworker harassment, harassment by a Manager, or by persons doing business with or for Discount.

2. Other Types Of Harassment

Prohibited harassment on the basis of race, color, religion, sex, age, national origin or ancestry, physical or mental disability, or veteran status, as well as any other basis protected by federal, state, or local law includes behavior similar to sexual harassment, such as:

- a. Verbal conduct such as threats, derogatory comments, or slurs;
- b. Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;
- c. Physical conduct such as assault, unwanted touching, or blocking normal movement; and
- d. Retaliation for reporting harassment or threatening to report harassment.

3. Discount's Complaint Procedure

Discount's complaint procedure provides for a prompt and objective investigation of any claim of prohibited harassment, appropriate disciplinary action against one found to have engaged in prohibited harassment, and appropriate remedies for any victim of harassment. A claim of harassment may exist even if the Employee has not lost a job or some economic benefit.

If you believe you have been harassed on the job, or if you are aware of the harassment of others, you should provide a written or verbal complaint to one of the persons identified in Part III below as soon as possible. Your complaint should be as detailed as possible, including the names of individuals involved, the names of any witnesses, direct quotations when language is relevant, and any documentary evidence (notes, pictures, cartoons, et cetera).

Applicable law also prohibits retaliation against any Employee by another Employee or by Discount for using this complaint procedure or for filing, testifying, assisting, or participating in any manner in any investigation, proceeding, or hearing conducted by a governmental enforcement agency. Discount will not knowingly permit any retaliation against any Employee who complains of prohibited harassment or who participates in an investigation.

All incidents of prohibited harassment that are reported will be investigated as necessary. Discount will promptly undertake or direct an objective investigation of the harassment allegations. The investigation will be completed and a determination regarding the reported harassment will be made and communicated to the Employee who complained and to the accused harasser(s).

If Discount determines that prohibited harassment has occurred, Discount will take effective remedial action commensurate with the circumstances to stop the harassment. If a complaint of prohibited harassment is substantiated, appropriate disciplinary action, up to and including discharge, will be taken. The results of the investigation and the action taken by Discount will be communicated to the Employee who complained.

4. Liability For Harassment

Any Employee of Discount, whether a coworker or Manager, who is found to have engaged in prohibited harassment is subject to disciplinary action, up to and including termination from employment. Any Employee who engages in prohibited harassment, including any Manager who knew about the harassment but took no action to stop it violates Discount's policy. Discount does not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duties. Accordingly, to the extent permitted by law, Discount reserves the right not to provide a defense or pay damages assessed against any Employees for conduct in violation of this policy.

DISCOUNT TIRE / AMERICA'S TIRE
Reporting Policy

If you are aware of unlawful harassment or discrimination on the job, regardless of whether you or someone else is the subject of such harassment or discrimination, you should provide a written or verbal complaint to one of the following individuals:

If You Work at the Corporate Office	If You Work at a Store or Regional Office
Your Department Manager	Your Manager
HR Generalists HR_General@discounttire.com	Your Regional AVP (Choose One)
Senior VP – People Care Lori Governale: (480) 606-5879	Arizona Joe Molera Arizona Jose Contreras Arizona Joseph Renie Arizona Carlos Rodriguez Arizona Nate Bonife Arizona Ryan Sperry Colorado Chris Bush Colorado David Hollister Colorado Jeff Murray Colorado Mikel Thrasher Florida Ricky Parker Florida Stephen Kirchner Gateway Gilbert Garcia Georgia Brian Harrington Georgia Chaz Morris Georgia Sheldon Scott Illinois Kevin Davis Illinois Richie White Illinois Ryan Hayes Indiana / Ohio Anton Gojcaj Indiana / Ohio Mark Medlin Indiana / Ohio Trent Wise Heartland Eric Buzzell Heartland Jason Inskeep Michigan Darwin Medearis Michigan Michael Davis Michigan Nick Gabel Michigan Trey Hoener Minnesota Dustin Kaats Minnesota Mike Turner Nevada Jason Henderson Nevada Timothy Geirk New Mexico / W. Texas Alex Gutierrez New Mexico / W. Texas Kevin Coggins New Mexico / W. Texas Sidney Bergeron North / South Carolina Tony Domeneaux North / South Carolina Justin Kaplan North / South Carolina Karl AmRhein

	North / South Carolina	Bill Wrona
	Oklahoma	Eric Rake
	Oklahoma	Adam Espinoza
	Oklahoma	Macario Salas
	Tennessee	James Schubert
	Tennessee	Victor Vogel
	Texas / Dallas	Brenton Kaminski
	Texas / Dallas	Kris Griffin
	Texas / Dallas	Mark Perez
	Texas / Dallas	Richard Seabrook
	Texas / Dallas	Scott Seymour
	Texas / Dallas	Steven Glass
	Texas / Houston	Bruce McElroy
	Texas / Houston	Derek Richardson
	Texas / Houston	Eric Hagerman
	Texas / Houston	Jason Bruner
	Texas / Houston	Joey Perry
	Texas / Houston	Ryan Loban
	Texas / San Antonio	Carlos Martinez
	Texas / San Antonio	Jason Cox
	Texas / San Antonio	Jeff Keller
	Texas / San Antonio	John Lejeune
	Utah	Brian Meredith
	Utah	Tim Cutler
	Virginia	Kenneth Jones
	Virginia	Kevin Viken
	Washington / Oregon	Douglas Dame
	Washington / Oregon	Edward Masdin
	Washington / Oregon	Rex Harper
	Washington / Oregon	Steven Esteba
Your Regional VP (Choose One)		
	Arizona	Anthony Guadagnolo
	Colorado	Nicholas Yurkovich
	Florida	Rob Hiler
	Gateway	Albert Andrade
	Georgia	Ronald Stubblefield
	Illinois	Ryan Parnell
	Indiana / Ohio	Christopher Sallie
	Heartland	Bob Henderson
	Michigan	Jason LaHaie
	Minnesota	Kenneth Langley
	Nevada	Clay Browning
	New Mexico / W. Texas	Anthony Eichenlaub
	North / South Carolina	Eric Whatley
	Oklahoma	Ross James
	Tennessee	Gil Garcia
	Texas / Dallas	Michael Beran
	Texas / Houston	Stephen Willis
	Texas / San Antonio	Joshua Briscoe

Utah	Tim Nall
Virginia	Erik Fredrickson
Washington / Oregon	Richard Ironside
HR Generalists HR_General@discounttire.com	
Senior VP – People Care Lori Governale: (480) 606-5879	

If You Work at a Store Maintenance Facility, Store Warehouse or Mobile Unit		If You Work at Discount Tire Direct or a Discount Tire Direct Warehouse		
Your Regional AVP (Choose One)		Your Manager		
Arizona	Joe Molera	AVP - Discount Tire Direct Marcus Bolland: (602) 735-1885		
Arizona	Jose Contreras			
Arizona	Joseph Renie	SVP - Discount Tire Direct Vern Roberson: (602) 735-1811		
Arizona	Carlos Rodriguez			
Arizona	Nate Bonife	HR Generalists HR_General@discounttire.com		
Arizona	Ryan Sperry			
Colorado	Chris Bush	Senior VP – People Care Lori Governale: (480) 606-5879		
Colorado	David Hollister			
Colorado	Jeff Murray			
Colorado	Mikel Thrasher			
Florida	Ricky Parker			
Florida	Stephen Kirchner			
Gateway	Gilbert Garcia			
Georgia	Brian Harrington			
Georgia	Chaz Morris			
Georgia	Sheldon Scott			
Illinois	Kevin Davis			
Illinois	Richie White			
Illinois	Ryan Hayes			
Indiana / Ohio	Anton Gojcaj			
Indiana / Ohio	Mark Medlin			
Indiana / Ohio	Trent Wise			
Heartland	Eric Buzzell			
Heartland	Jason Inskeep			
Michigan	Darwin Medearis			
Michigan	Michael Davis			
Michigan	Nick Gabel			
Michigan	Trey Hoener			
Minnesota	Dustin Kaats			
Minnesota	Mike Turner			
Nevada	Jason Henderson			
Nevada	Timothy Geirk			
New Mexico / W. Texas	Alex Gutierrez			
New Mexico / W. Texas	Kevin Coggins			
New Mexico / W. Texas	Sidney Bergeron			
North / South Carolina	Tony Domeneaux			
North / South Carolina	Justin Kaplan			

North / South Carolina	Karl AmRhein
North / South Carolina	Bill Wrona
Oklahoma	Eric Rake
Oklahoma	Adam Espinoza
Oklahoma	Macario Salas
Tennessee	James Schubert
Tennessee	Victor Vogel
Texas / Dallas	Brenton Kaminski
Texas / Dallas	Kris Griffin
Texas / Dallas	Mark Perez
Texas / Dallas	Richard Seabrook
Texas / Dallas	Scott Seymour
Texas / Dallas	Steven Glass
Texas / Houston	Bruce McElroy
Texas / Houston	Derek Richardson
Texas / Houston	Eric Hagerman
Texas / Houston	Jason Bruner
Texas / Houston	Joey Perry
Texas / Houston	Ryan Loban
Texas / San Antonio	Carlos Martinez
Texas / San Antonio	Jason Cox
Texas / San Antonio	Jeff Keller
Texas / San Antonio	John Lejeune
Utah	Brian Meredith
Utah	Tim Cutler
Virginia	Kenneth Jones
Virginia	Kevin Viken
Washington / Oregon	Douglas Dame
Washington / Oregon	Edward Masdin
Washington / Oregon	Rex Harper
Washington / Oregon	Steven Esteba
Your Regional VP (Choose One)	
Arizona	Anthony Guadagnolo
Colorado	Nicholas Yurkovich
Florida	Rob Hiler
Gateway	Albert Andrade
Georgia	Ronald Stubblefield
Illinois	Ryan Parnell
Indiana / Ohio	Christopher Sallie
Heartland	Bob Henderson
Michigan	Jason LaHaie
Minnesota	Kenneth Langley
Nevada	Clay Browning
New Mexico / W. Texas	Anthony Eichenlaub
North / South Carolina	Eric Whatley
Oklahoma	Ross James
Tennessee	Gil Garcia
Texas / Dallas	Michael Beran
Texas / Houston	Stephen Willis

Texas / San Antonio	Joshua Briscoe	
Utah	Tim Nall	
Virginia	Erik Fredrickson	
Washington / Oregon	Richard Ironside	
HR Generalists HR_General@discounttire.com		
Senior VP – People Care Lori Governale: (480) 606-5879		

If after you report an incident of harassment or discrimination and you are not satisfied with the response you receive, then you should immediately notify either the AVP of Human Resources/Payroll or the VP of Administration with your concern.

Discount does not have a formal progressive discipline policy requiring a set number of warnings or counseling sessions. Instead, each case is considered based on its own facts. In the case of misconduct or violation of Discount's policies, practices or procedures, immediate termination may be appropriate depending on the facts. Discount may also exercise its discretion to utilize forms of discipline that are less severe than termination. Examples of less severe forms of discipline include verbal warnings, written warnings, demotions and suspensions.

This statement of prohibited conduct does not alter or limit Discount's policy of employment at will. Either you or Discount may terminate the employment relationship at any time for any reason, with or without cause or notice.