

Managing Exceptions Policy

Purpose

This document establishes the corporate policy and standards for managing exceptions to policies at Landstar Title Agency, Inc.

Policy

Any exception to an approved Landstar Title Agency, INC. policy must be requested in writing by a senior manager and approved according to documented processes. Exceptions may not exceed 12 months in duration and then must be reevaluated for exception renewal.

A log of exception requests must be maintained for audit review and to insure eventual remediation.

Violation of Policy

Failure to adhere to all requirements stipulated in this policy and all related documents may result in disciplinary actions, up to and including

- Immediate removal of any applicable hardware/software/access to the Landstar Title Agency, INC. computer network or business systems
- Formally reporting the incident to Landstar Title Agency, Inc. senior management
- Termination of employment
- Any other action deemed necessary by Landstar Title Agency, Inc. senior management

Review

Landstar Title Agency, Inc. has voluntarily adopted this policy for its sole and exclusive use. This policy and all related documents will be reviewed annually or as needed based on prevailing business conditions.

Approved

Kenneth Warner, Esq., Vice President and Senior Counsel

Revision History

Version Number	Revised Date	Effective Date	Approved By	Brief Change Summary