

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the Employee Handbook from the Company. I understand and agree that it is my responsibility to read and comply with the policies and guidelines in the handbook and I promise to do so. I also understand that if I ever have a question about the policies stated in this Handbook or do not understand them, I should raise that question or concern with my manager or with Human Resources.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. Neither it, Company practices, nor other communications create an employment contract or term. I understand that the policies, guidelines, and benefits, in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, and change by management at any time without notice.

I understand that I am an at-will employee and further agree that neither this document nor any other communication shall bind the Company to employ me now or hereafter and that my employment may be terminated by me or the Company without reason at any time with or without notice.

I also understand and agree that this agreement may not be modified orally and that only an Officer of the Company may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by an Officer of the Company.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE