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and appreciate the opportunity of assisting your  
organization.**

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## ***BULLETIN BOARD***

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The Company will use the bulletin board located in the employee meeting room to post open job positions, emergency procedures, and other business related information. It is a good idea to check this area from time to time to be sure you do not miss any important information.

If an employee wishes to post information on the bulletin board, they must contact the Human Resources Department for approval.