

Thank you for visiting our site.

**We strive to provide solutions for your business needs
and appreciate the opportunity of assisting your
organization.**

Note to Consumer:

This Document is furnished with the express understanding that businessolver.com is not engaged in rendering legal, accounting or other professional services or advice. While this Document is designed to provide accurate information in regard to the subject matter covered, the accuracy or fitness for a particular situation is not guaranteed. Laws and regulations vary among jurisdictions, and may change or be subject to differing interpretations. As with any legal matter, common sense should be used in determining whether you need the assistance of an attorney or other competent professional for your particular situation. By using this Document, you are acting as your own attorney. It would be advisable and prudent to examine the laws of your state before using this Document. Even if you are completely satisfied with this Document, we encourage you to have your attorney review it to determine whether there is something unique about your particular situation, which may suggest that some modification or different approach be undertaken. Your nonexclusive, nontransferable license to use this Document includes the right for your legal counsel to use and modify this Document solely for your own use. Please keep in mind that under the Terms & Conditions found at the businessolver.com website, which are applicable to this Document, businessolver.com does not and shall not have liability or responsibility to any person, including yourself, for any loss or damage caused or alleged to be caused by the use of this Document in a particular transaction.

Please Note: If you have downloaded this document in Word or Adobe Acrobat – and have Adobe Acrobat Reader – you will be able to customize this document for your organization. The customization fields have been denoted by the following characters < >. You will want to peruse through the document and enter the appropriate names and/or titles as they may fit in the text.

<COMPANY NAME>

<Address>

<Address>

Employee Handbook

<Date>

TABLE OF CONTENTS

- INTRODUCTION
 - NOTICE
 - HISTORY AND PURPOSE
- GENERAL POLICY
 - EQUAL EMPLOYMENT OPPORTUNITY STATEMENT 1
 - HARASSMENT POLICY STATEMENT 2
 - Harassment..... 2
 - Sexual Harassment 2
 - Prohibited Behaviors 3
 - Reporting Harassment..... 3
 - WORKPLACE VIOLENCE POLICY..... 4
 - IMMIGRATION REFORM & CONTROL ACT OF 1986 4
 - COBRA - THE CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT OF 1986 4
 - FAMILY AND MEDICAL LEAVE OF ABSENCE 5
 - Eligibility 5
 - Use of Paid and Unpaid Leave 5
 - Certification of the Serious Health Condition..... 6
 - Leave Notification Procedures 6
 - Computing the 12-Month Period 6
 - WORKERS' COMPENSATION 7
 - INTRODUCTORY PERIOD 8
- EMPLOYMENT PRACTICES
 - ABSENTEEISM AND TARDINESS 9
 - Absence 9
 - Advance Notice 9
 - Lack of Notification 9
 - Tardiness 9
 - Discipline 9
 - ALCOHOL & DRUGS 10
 - Drugs 10
 - Prescribed Medications/Over-the-Counter Prescriptions 10
 - Alcohol..... 10
 - Discipline 10
 - CLASSIFICATION OF EMPLOYMENT 11
 - DISCIPLINARY ACTIONS 12
 - TERMINATION/RESIGNATION/EXIT INTERVIEW 13
 - Termination 13
 - Resignation and Exit Interview..... 13

TABLE OF CONTENTS

WAGE & SALARY ADMINISTRATION
 PAYROLL INFORMATION 14
 FEDERAL WAGE AND HOUR CLASSIFICATIONS 14
 OVERTIME 15
 TERMINATION PAY 15

SAFETY
 SAFETY POLICY 16

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING OF THE
 EMPLOYEE HANDBOOK 17

ACKNOWLEDGEMENT AND UNDERSTANDING OF THE HARASSMENT POLICY
 STATEMENT 18

WAGE WITHHOLDING AUTHORIZATION 19

AUTHORIZATION 20

INTRODUCTION

NOTICE

This handbook is presented as a matter of information only and shall not be construed to form a contract between the Company and the employee. The Company reserves the right to change or eliminate any or all of the policies, procedures or benefits described herein at any time, with or without notice.

Just as any employee retains the right to terminate their employment at any time for any reason, the Company retains a similar right. No policy or practice of the Company should be construed to change this relationship. Only corporate officers have the right to modify or change this practice, and such action must be in writing.

All employee handbooks and amendments issued prior to <Date>, are replaced by this handbook. Documents issued prior to this date should be discarded.

HISTORY/PURPOSE/MISSION STATEMENT/ETC.

Information

GENERAL POLICY

GENERAL POLICY

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It will continue to be the policy of the Company to maintain a program of equal employment opportunity designed to ensure that employment and advancement opportunities are made available to all employees and applicants on the basis of individual qualifications and without unlawful regard to race, religion, color, national origin, disability, age, sex, or any other classification protected by federal, state, or local laws.

In addition to providing equal employment opportunities, the Company will strive to provide an environment free from unlawful harassment, including sexual harassment. Any alleged violation of this policy will be investigated, and disciplinary action will follow as required.

Employees should direct any questions pertaining to discrimination and/or the Company's EEO program to the Human Resources Manager.

GENERAL POLICY

HARASSMENT POLICY STATEMENT

Harassment, including sexual harassment is contrary to the basic standards of conduct between individuals and is prohibited by federal and state law. It will constitute a violation of the Company's policy for any employee to engage in any of the following acts or behaviors as defined below, and such misconduct will be subject to corrective action up to and including termination.

Employees who feel they have been discriminated against on the basis of race, religion, color, national origin, disability, age, sex, or any other classification protected by federal, state, or local laws, or have in any manner been harassed, should immediately report such incidents according to the Company's procedure outlined below.

Furthermore, this policy applies to all of the Company's employees, officers, directors, as well as non-employees, such as, but not limited to; vendors, contractors, trades people, customers, visitors, etc.

Harassment:

Includes, but is not limited to:

Verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her protected basis; e.g., race, religion, color, national origin, disability, age, and sex and that

- has the purpose or effect of creating an intimidating, hostile, or offensive working environment;
- has the purpose or effect of unreasonably interfering with an individual's work performance; or
- otherwise adversely affects an individual's employment opportunities.

Sexual Harassment:

Includes, but is not limited to:

Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission or rejection of such conduct by an individual is used as the basis for an adverse employment decision affecting the individual;
- such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

GENERAL POLICY

HARASSMENT POLICY STATEMENT – Continued

Prohibited Behaviors:

The behaviors listed below are not intended to be all-inclusive but are merely illustrations of prohibited conduct:

- use of suggestive comments, sexual language, obscene gender-related comments, or jokes;
- pressure for sexual behavior;
- giving unwanted gifts;
- sexual remarks about a person's body or sexual activities;
- patting, pinching, kissing, or unnecessary body contact;
- sexually suggestive non-verbal expressions;
- the display in the work place of sexually suggestive objects or pictures;
- physical assault.

There are other types of behavior that could be considered a violation of this policy and that could result in discipline up to and including termination. The Company reserves the right to exercise judgement in determining other types of prohibited behavior.

Any prohibited behaviors directed towards a man, woman, or individual of the same gender is in direct violation of this policy and could result in discipline up to and including termination.

Reporting Harassment:

Complaints of harassment of any type should be reported immediately so that an investigation and corrective action can be taken, if appropriate. If an employee has such a complaint, he or she should contact management through any of the following channels:

-
-
-

An investigation will be promptly undertaken and appropriate disciplinary actions and corrective measures will be instituted if the employee's allegations warrant such action. Persons who commit acts of intimidation or other harassing behavior of any type, will be warned to discontinue such conduct and will be disciplined according to the severity of the case. Discipline may include actions up to and including termination of employment.

Employees are assured that this policy has been established for their benefit and to allow them the freedom of expressing their feelings and/or complaints. The management of the Company assures that the privacy of individuals involved will be respected to the greatest extent possible. No employee need fear that he or she will be penalized for registering a harassment complaint or for participating in the investigation of a complaint. The management of the Company is dedicated to removing all forms of harassment and will strive to conduct a prompt and impartial investigation and resolution of any complaint.

GENERAL POLICY

WORKPLACE VIOLENCE POLICY

The Company will not tolerate, in any manner, any threats, acts, or intent to commit a violent act that jeopardizes or appears to jeopardize the safety of employees, visiting guests, or company property.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on company property is subject to immediate removal from the premises. Persons removed from the premises will remain off the property, pending the outcome of an investigation of the incident.

If an investigation substantiates that violations of this policy have occurred, the Company will initiate a decisive and appropriate response. This response may include, but is not limited to:

- suspension or termination of employment;
- suspension or termination of any business relationship;
- seeking the arrest and prosecution of all persons involved.

You are responsible for reporting threats or threatening behavior to your supervisor or the Human Resources Manager.

IMMIGRATION REFORM & CONTROL ACT OF 1986

It is the policy of the Company to adhere to the provisions of the Immigration Reform and Control Act of 1986, which by law provides for the employment of American citizens and aliens who are authorized to work in the United States. The Company will ensure the completion and retention of the one page form (I-9) required to verify employment eligibility.

COBRA - THE CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT OF 1986

The Company adheres to the provisions of COBRA. COBRA provides employees and their dependents the opportunity for continuation of their health care plan coverage if it is lost due to one of the following COBRA qualifying events:

- death of the employee covered under the health plan;
- termination (for reasons other than gross misconduct) or reduction of hours of the eligible employee;
- dissolution of marriage or legal separation of the eligible employee from the employee's spouse;
- the eligible employee is entitled to Medicare, if this entitlement results in a decision to drop out of the group health plan;
- dependent children cease "dependent status" (such as attaining the maximum plan age, marriage, etc.); or
- individuals receiving medical benefits from an employer involved in a Chapter 11 bankruptcy proceeding.

GENERAL POLICY

FAMILY AND MEDICAL LEAVE OF ABSENCE

It is the policy of the Company to comply with the Family and Medical Leave Act of 1993 (FMLA), which was established to assist employees in better balancing family needs with workplace requirements. The Family and Medical Leave Act provides employees with up to 12 weeks of job-protected leave during any 12 month period. The leave may be paid, unpaid, or a combination of paid and unpaid, depending on the circumstances as outlined in this policy.

Eligibility:

In order to qualify to take family or medical leave under this policy, the employee must meet ALL of the following conditions:

- The employee must have worked for the employer for at least 12 months, or 52 weeks. The twelve months, or 52 weeks, will need not have been consecutive. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on approved leave during the week.
- The employee must have worked for the employer for at least 1250 hours during the twelve-month period immediately before the date when the leave would begin.
- The employee must work in the employer's office or work site where 50 or more employer's employees are employed within 75 miles of that office or work site.

The FMLA policy allows eligible employees to take unpaid leaves of absence for the following reasons:

- birth, adoption, or placement of a foster child;
- for the care of a spouse, son, daughter or parent who has a serious health condition;
or
- an employee is unable to perform the functions of his/her job due to a serious health condition.

Use of Paid and Unpaid Leave:

Employees accessing leave under the Family and Medical Leave Act must exhaust all available vacation time before entering unpaid status. The vacation time used will be counted against the twelve- (12) week's leave available under the act.

Employees accessing leave under the Family and Medical Leave Act must also exhaust all available sick leave and/or disability leave (if applicable) before entering unpaid status, unless the leave is because of the birth, adoption, or placement of a foster child. The sick leave and/or disability leave used will be counted against the twelve- (12) week's leave available under the act.

GENERAL POLICY

FAMILY AND MEDICAL LEAVE OF ABSENCE – Continue

Certification of the Serious Health Condition:

The Company will require certification of a serious health condition of an employee or parent, child, or spouse and may require recertification as deemed appropriate by the Company. The employee shall respond to such a request within 15 days of the request, or provide a reasonable explanation for the delay. Failure to provide certification in a timely manner or provide a reasonable explanation for the delay may result in a postponement of the start of the leave or denial of continuation of leave.

The Company will require an employee on FMLA "medical leave" due to the employee's own serious health condition to obtain a fitness to return to work slip before returning to work at the end of the FMLA leave period.

Leave Notification Procedures :

All employees requesting leave under this policy must complete an application for leave of absence. The Human Resource Department will assist you in compiling the necessary information.

When an employee plans to take leave under this policy, the employee must give the Company 30 days notice. If it is not possible to give 30 days notice, the employee must give as much notice as practicable. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to the Company's operations.

If an employee fails to provide 30 days notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least 30 days from the date the Company receives notice.

While on leave, employees may be required to report periodically to the Company regarding the status of their situation, and/or their intent to return to work.

Computing the 12-Month Period:

For purposes of computing the 12-month period for FMLA leaves, the Company will measure backward from the first date that FMLA leave is used by the employee.

Additional Information

There are additional specific leave guidelines for an FMLA leave of absence, which include, but are not limited to, job restoration, continuation of health benefits, and leave entitlement procedures. Please contact the Human Resource Department for further information as well as any questions regarding FMLA leaves of absence.

GENERAL POLICY

WORKERS' COMPENSATION

If an employee is injured on the job, the employee may be entitled to workers' compensation benefits, as stipulated by state law. Employees should report any injury immediately, no matter how slight, to <Title/Position>.

Workers' compensation, paid for entirely by the Company provides for medical, surgical, and hospital treatment as well as compensation for lost time in accordance with state requirements.

The Company's policy and practices related to an employee who is injured on the job include, but are not limited to the following guidelines:

- Employees should contact their supervisor and file an incident report immediately.
- Employees are required to request an authorization form to visit the Company physician/medical professional for treatment. Depending on the state laws in which you work, the Company may or may not designate the location in which to seek treatment. The Company reserves the right to schedule future physician/medical professional appointments and to accompany the employee to the physician's/medical professional's office.
- If the employee fails to report to a scheduled appointment, it will be considered failure to report to work and may be subject to the Company's discipline policy.
- Employees not following their physician's/medical professional's plan of treatment and/or restrictions will be subject to discipline up to and including termination.
- The rapid and efficient return of the employee to his or her job, or an alternate position until the attending physician/medical professional releases the employee to regular duties, is the desired outcome of workers' compensation incidents.

An employee who is on workers' compensation leave may be required to provide the Company with statements from a medical professional concerning the employee's present ability to work. Employees who have been on workers' compensation leave will not be permitted to return to work without a medical professional's certification satisfactory to the Company releasing the employee to return to work. If there is any question concerning an employee's abilities as a result of any restriction or limitation, reserves the right to seek clarification from a licensed medical professional, including a physician or other medical professional designated by the Company.

GENERAL POLICY

INTRODUCTORY PERIOD

All new employees work on an introductory period basis for their first 90 calendar days. The new employee should use this period of time to determine whether the new position meets his/her expectations. The Company uses this period to evaluate employee capabilities and work habits.

Either the employee or the Company may end the employment relationship at will at any time during or after the introductory period, with or without advance notice.

If the Company determines that the introductory period does not allow sufficient time to thoroughly evaluate the employee, the Company may extend the introductory period.

At the completion of the first 90 calendar days of employment, the employee's <Title/Position> will discuss with the employee their general work performance to date. At that time, it will be determined if the introductory period should be extended.

EMPLOYMENT PRACTICES

EMPLOYMENT PRACTICES

ABSENTEEISM AND TARDINESS

The Company's success is dependent upon providing quality service to its customers as well as meeting and/or exceeding established Company goals. Absences and/or tardiness by employees can be disruptive, expensive, and can place an unfair burden on the Company as well as other employees. Therefore, regular and prompt attendance of all employees is crucial to meeting the Company's goals.

Absence:

Absences may be caused by conditions over which the employee may or may not have control. Each incident of absenteeism will be evaluated on its own merit by their <Title/Position>.

Advance Notice:

If an employee knows he/she will be unable to work all or part of their scheduled work hours, the Company must be notified within one-half hour of the start of their scheduled work hours, stating the reason for the absence.

Giving advance notice does not guarantee the absence will be excused.

The employee **MUST PERSONALLY** call their <Title/Position> (or leave their <Title/Position> a voice mail message), unless they are physically unable to call due to an emergency, in which case another person may notify the employee's <Title/Position> as soon as possible.

Lack of Notification:

An employee who is absent three consecutive work days without providing any notification, will be considered to have resigned, and will be issued their final paycheck.

Tardiness:

Tardiness is defined as being late at the beginning of an employee's scheduled work time or following lunch and/or break periods, regardless of how much time has passed.

Discipline:

Discipline for violation of this policy may result in one or a combination of the following actions:

- oral warning;
- written warning;
- suspension without pay; or
- termination

Although one or more of these actions may be taken in connection with a particular employee, no formal order or system is necessary. Furthermore, the Company retains the right to end the employment relationship at will, at any time, for any reason.

EMPLOYMENT PRACTICES

ALCOHOL & DRUGS

The Company is committed to providing a drug-free workplace for its employees. Medical examinations and/or drug testing will be administered in accordance with federal and state laws.

Drugs:

The Company prohibits the trade, sale, unauthorized possession or unauthorized use of narcotics and other illegal controlled substances (such as heroin, LSD, cocaine, barbiturates, amphetamines, and marijuana) on Company premises. Such activities are unlawful and may adversely affect employees' safety, health, longevity and seriously impair their performance. In addition, such substance abuse constitutes a potential danger to the security and welfare of other employees and exposes the Company to the risk of financial and/or property loss.

To help the Company maintain a drug-free workplace, should an employee become aware of another employee selling, purchasing, transferring or using drugs while on the job, the employee is expected to take prompt action to report the circumstances to their supervisor, who in turn will immediately notify <Title/Position>.

Prescribed Medications/Over-the-Counter Prescriptions:

Prescribed medications are permitted, provided they do not adversely affect job performance, the safety of the employee, or other individuals in the work place.

Employees are expected to notify their supervisor and/or the Company if they are taking prescribed medications or over-the-counter medications. Furthermore, employees are expected to follow all directions, restrictions and/or warnings for any prescribed or over-the-counter medications/drugs.

Alcohol:

Consumption and/or possession of alcohol on the premises of the Company is prohibited at any time, except for express business social events on the premises that have been approved in advance by the Company.

Discipline:

Employees will be subject to discipline, up to and including termination for offenses such as, but not limited to: using, selling, possessing or reporting to work under the influence of alcohol, any unlawful controlled substance, or a controlled substance without a medical prescription.

EMPLOYMENT PRACTICES

CLASSIFICATION OF EMPLOYMENT

Employees are grouped in the following classifications:

- Regular Full-Time - Employees who are regularly scheduled to work forty (40) or more hours per week and who are eligible for Company benefits.
- Regular Part-Time - Employees who are regularly scheduled to work less than forty (40) hours per week and who are not eligible for Company benefits.
- Temporary/Seasonal - Employees who are scheduled to work a temporal/ seasonal assignment and who are not eligible for Company benefits.

Employees will be informed of their classification at their time of hire. Once an employee has been classified, the employee's status will remain unchanged unless the employee's supervisor requests a change in his/her classification. Upon such a request, the employee's classification will be reviewed, and will be changed if, in the sole discretion of management, such a change is warranted. The employee will be informed in writing if a change in his/her classification is approved.

Classification as regular full-time, regular part-time, and/or temporary/seasonal shall not be construed as guarantee of, or a limitation upon, the number of hours for which an employee may be scheduled to work in any given period of time.

EMPLOYMENT PRACTICES

DISCIPLINARY ACTIONS

The management of the Company has established policies/practices that are to be followed by all employees. These policies/practices are intended to benefit and protect the Company and its employees.

When an employee commits an offense for which he/she is not immediately terminated, a supervisor may warn the employee orally or in writing that the conduct must cease or further discipline, including termination, can result.

Written warnings are to be signed by the employee and a supervisor, and the employee shall receive a copy of it. The disciplinary form used for warning(s) does not require the employee to agree that he/she committed an offense warranting discipline, but the employee must acknowledge having been given the warning. An employee refusing to sign the written warning is subject to immediate termination.

The offenses listed below are not intended to be all-inclusive but are merely illustrations of unacceptable conduct. There are other types of situations and/or conduct that could result in disciplinary action. The Company reserves the right to exercise judgement in determining other behavior that might be subject to discipline.

- Violation of the Absenteeism and Tardiness Policy
- Theft
- Violation of the Alcohol & Drug Policy
- Refusal to Obey Job Orders
- Not Meeting Job Standards
- Safety Violations
- Falsification of Records
- Possession of a Weapon
- Unauthorized Leave From Premises During Work Hours
- Violation of the Harassment Policy Statement
- Destroying or Damaging Company Property/Equipment

Discipline may occur in one or a combination of the following:

- oral warning;
- written warning;
- suspension without pay; or
- termination

Although one or more of these actions may be taken in connection with a particular employee, no formal order or system is necessary. Furthermore, the Company retains the right to end the employment relationship at will, at any time, for any reason.

EMPLOYMENT PRACTICES

TERMINATION/RESIGNATION/EXIT INTERVIEW

Termination:

Upon termination of employment for any reason, the employee will promptly surrender to the Company all correspondence, written memoranda, diagrams, books, records, notebooks, and all copies related to any information about the Company, whether prepared by the employee or by others.

Resignation and Exit Interview:

Employees deciding to resign, are requested to inform <Title/Position> at least two weeks in advance. This provides the Company with time to make arrangements for filling the employee's position. Employees who are resigning will also be requested to participate in an exit interview, at which time employees will be asked to return all Company property that may be in the employee's possession.

The Company reserves the right to offer two weeks' pay in lieu of two weeks' notice if, at the sole discretion of the Company, it is believed to be in the best interest of the Company to do so.

Employee's final pay will be processed at the next regularly scheduled pay period. Employees will also be sent W-2 tax forms in accordance with federal and state regulations. Therefore, it is important for employees to provide the Company with their current mailing address.

***WAGE & SALARY
ADMINISTRATION***

WAGE & SALARY ADMINISTRATION

PAYROLL INFORMATION

The Company's regular workweek for payroll purposes is <Date> through <Date>. Employees are paid every two weeks, generally on <Date>.

Employees may elect to have their paychecks directly deposited to <Location>. Paycheck funds should be available at the employee's bank at the beginning of business on payday. Employees will receive their notification of deposit and their pay stub on payday between 8 a.m. and 5 p.m. at the offices. Employees interested in this service should contact the payroll department.

Deductions:

All appropriate taxes will be deducted from each check. The Company will make other deductions, such as health insurance premiums and 401(k) contributions. All deductions will be noted on the employee's check stub.

Questions About Payroll:

Employees having questions about the information on their check stub should contact the <Title/Position> for clarification or assistance.

FEDERAL WAGE AND HOUR CLASSIFICATIONS

Exempt:

Employees who meet the exempt classification criteria as an administrative, executive, professional, or outside sales person and who are not eligible for overtime pay.

Non-Exempt:

Employees who meet the non-exempt criteria as outlined by federal wage and hour laws and who are eligible for overtime pay.

WAGE & SALARY ADMINISTRATION

OVERTIME

The general policy of the Company is to avoid overtime whenever possible. However, due to the work volume, an employee's <Title/Position> may find it necessary to ask employees to work beyond their normally scheduled hours per week.

Work time authorized by an employee's immediate <Title/Position> in excess of forty (40) hours per week will be paid for at one and one-half (1-1/2) times your regular straight time hourly rate. Hours for which an employee is paid even though he/she didn't work - for example, a paid holiday or day of vacation - are **not** counted in determining whether an employee has more than forty (40) hours of work time in a week.

TERMINATION PAY

Upon termination, an employee's final pay will be processed at the next regularly scheduled pay period or as defined by state laws and will be mailed to the employee's home address. Therefore, it is important for employees to provide the Company with their current mailing address.

Accrued but unused vacation time will be paid except when an employee is terminated for gross misconduct. Accrued but unused personal time and/or sick time will not be paid.

SAFETY

SAFETY

SAFETY POLICY

Establishing and maintaining a safe work environment is of great importance to the Company's management. Safety is the shared responsibility of the Company and its' employees.

The Company will strive to provide a safe environment that complies with federal, state, and local safety regulations for all its employees.

Employees are expected to obey safety rules and to exercise caution in all work activities. Employees are asked to immediately report any unsafe conditions to their supervisor.

Maintenance personnel will be informed on an individual basis of special safety regulations regarding particular jobs, including the required use of any necessary personal protective equipment.

All accidents shall be reported immediately to the employee's supervisor or the Safety Director, regardless of how insignificant the injury may appear. Such reports are necessary to comply with laws and initiate insurance and workers' compensation procedures.

Violation of the safety policy may result in discipline up to and including termination.

**ACKNOWLEDGEMENT OF RECEIPT
AND UNDERSTANDING OF
THE <COMPANY NAME>
EMPLOYEE HANDBOOK**

I have received my copy of the Company handbook. I know that I must read the handbook so that I understand my rights and responsibilities as an employee of this company.

I understand that the handbook is not an employment contract, but it is an explanation of Company policies. The Company has not solicited my assent or agreement to the policies and procedures set forth in this handbook, and my employment is not in consideration of or in return for my being bound by this handbook. I realize that the company may interpret, clarify, revise, and/or deviate from the procedures set forth in this handbook.

I also realize the employment relationship between the company and me is terminable at will by either party and that nothing in this handbook creates additional rights or provides a basis for me to believe my employment is not terminable at will.

I understand that if I have any questions, I am to talk with my <Title/Position>.

(Employee Signature)

(Date)

Employee Name (Typed or Printed)

This page is to be detached and submitted to the <Title/Position> upon receipt of this employee handbook and will become a part of employee's personnel file.

**ACKNOWLEDGEMENT AND UNDERSTANDING OF
THE <COMPANY NAME>
HARASSMENT POLICY STATEMENT**

I have received my copy of the Company's harassment policy statement. I know that I must read the policy so that I understand my rights and responsibilities as an employee of this company.

I also understand I may contact <Title/Position> or any other management personnel if I need additional information about this policy and/or the procedure for notifying management in the event an incident occurs.

(Employee Signature)

(Date)

This page is to be detached and submitted to the <Title/Position> upon receipt of this employee handbook and will become a part of employee's personnel file.

WAGE WITHHOLDING AUTHORIZATION

I understand that as an employee of the Company, should I leave before I have earned vacation that I have used, I am responsible for reimbursement to the Company.

The Company is hereby authorized to deduct any required payment as set forth above from my final paycheck.

(Print Name)

(Employee Signature)

(Date)

(Witness Signature)

(Date)

This page is to be detached and submitted to the <Title/Position> and will become a part of employee's personnel file.

AUTHORIZATION

The undersigned hereby authorizes the Company to deduct amounts from any paycheck, including a final paycheck, for (initial all applicable items and strike through non-applicable items):

_____ Reproduction charges (up to \$10.00) incurred by the Company if the employee fails to return the employee handbook.

_____ Premiums for health insurance coverage for which I have applied and which are not paid by the firm.

(Employee Signature)

(Date)