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## ***Handbook 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 employee handouts issued prior to \_\_\_\_\_, are replaced by the handbook. Documents issued prior to this date should be discarded.

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