

Acknowledgement of Receipt of Employee Handbook

I have received the current Company employee handbook and have read and understand the material covered. I have had the opportunity to ask questions about the policies in this handbook and I understand that any future questions that I may have about the handbook or its contents will be answered by Mark or Scott Dittrich, upon request. I agree to and will comply with the policies, procedures, and other guidelines set forth in the handbook. I understand that the Company reserves the right to change, modify, or abolish any or all of the policies, benefits, rules, and regulations contained or described in the handbook as it deems appropriate at any time, with or without notice. I acknowledge that neither the handbook nor its contents are an express or implied contract regarding my employment.

I further understand that all employees of the Company, regardless of their classification or position, are employed on an at-will basis and their employment is terminable at the will of the employee or the Company at any time, with or without cause, and with or without advanced notice. I further understand that no officer, agent, representative, or employee of the Company has any authority to enter into any agreement with any applicant for employment or employee for an employment arrangement or relationship other than on an at-will basis. I have also been informed of and understand that no items contained in the policies, procedures, handbooks, or any other documents of the Company shall in any way create an express or implied contract of employment or an employment relationship other than one on an at-will basis.

This handbook is property of the Company and must be returned upon separation.

Signature _____

Date _____

Employee Name: Printed _____