

## AT-WILL ACKNOWLEDGEMENT AGREEMENT

I agree that my employment is "at-will" during and after completion of any introductory period that the Company may have; that is, either the Company or I may terminate the employment relationship at any time, with or without cause and without prior notice, corrective action or progressive discipline. No representative or employee of the Company, other than the President, has the authority to enter into a contrary agreement. Furthermore, the President can enter into a contrary agreement only if it is accomplished in a written agreement that is signed by both you and the President. This represents an integrated agreement with respect to the at-will nature of the employment relationship.

I agree as well that the statements in the above paragraph describe the complete agreement between the Company and me regarding the at-will nature of my employment and that this agreement supercedes and replaces all prior or contemporaneous agreements, comments, or representations on these topics. The provisions of this agreement will apply except where the at-will nature of employment conflicts with state law or Collective Bargaining Agreement provisions.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

Employee Signature

**EMPLOYEE HANDBOOK AND AT-WILL  
ACKNOWLEDGEMENT FORM**

This Handbook was developed to outline the policies, programs and benefits available to all employees of the Company.

I have received my copy of the Company's employee handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook. I understand that I should consult Management regarding any questions I may have.

Since the information, policies and benefits described herein are necessarily subject to change, I acknowledge that revisions to the handbook will occur. I understand that this information supersedes and takes precedence over all earlier handbooks, memoranda and oral descriptions of the terms and conditions of employment. Only the Company's President has the ability to adopt revisions to the policies in this handbook. Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the Company and any of its employees. The provisions of the handbook have been developed at the discretion of Management and may be supplemented, revised or rescinded at any time, at the Company's sole and absolute discretion with or without notice.

I understand that acceptance of an offer of employment does not contractually obligate the Company to continue to employ me in the future and that any such offer is conditional upon, among other things, my submitting proof of my legal right to work in the United States of America. I further understand and acknowledge that the employment relationship is based solely upon mutual consent. Accordingly, I understand and agree that either the Company or I may terminate the employment relationship at-will, at any time, with or without cause or advance notice. Further, I understand that the at-will nature of my employment or any representation contrary to the foregoing may only be modified in a written document signed by the President of the Company. I further understand that any use, possession or distribution of alcohol or illegal drugs is strictly prohibited by the Company.

Furthermore, I acknowledge that this handbook and the policies contained in it are not a contract of employment. I understand that it is my responsibility to read and comply with the policies contained in this handbook and any subsequent revisions made to it.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (Typed or printed)