

**EMPLOYEE AGREEMENT  
AND HANDBOOK ACKNOWLEDGEMENT**

This employee handbook and the personnel policy manual highlight the company policies, procedures, and benefits. In all instances, the official benefit plan texts, trust agreements and master contracts are the governing documents. Your employee handbook is not to be interpreted as a legal document or an employment contract. Employment with the company is at the sole discretion of the company and may be terminated with or without cause at any time and for any reason. Nothing in this handbook or in the personnel policy manual constitutes an express or implied contract or assurance of continued employment, or implies that just cause is required for termination.

Understood and agreed:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date