

Welcome to Cherry Hill Glass!

Starting a new job is exciting, but at times can be overwhelming. This Employee Handbook has been developed to help you become acquainted with our corporation and answer many of your initial questions.

As an employee of Cherry Hill Glass, the importance of your contribution cannot be overstated. Our goal is to provide the finest-quality products and services to our clients and to do so more efficiently and economically than our competitors. By satisfying our clients' needs, they will continue to do business with us and will recommend us to others.

You are an important part of this process because your work directly influences our corporation's reputation.

We are glad you have joined us, and we hope you will find your work to be both challenging and rewarding.

Sincerely,

Kevin O'Neill

President

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A Word About This Handbook

This Employee Handbook contains information about the employment policies and practices of the corporation. We expect each employee to read this Employee Handbook carefully, as it is a valuable reference for understanding your job and the corporation. The policies outlined in this Employee Handbook should be regarded as management guidelines only, which in a developing business will require changes from time to time. The corporation retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the corporation. This Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

Except for the policy of at-will employment, which can only be changed by the President of the corporation in a signed written contract, the corporation reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook must be in writing and must be signed by the President of the corporation. No oral statements or representations can change the provision of this Employee Handbook. The provision of this Employee Handbook are not intended to create contractual obligations with respect to any matters it covers. Nor is this Employee Handbook intended to create a contract guaranteeing that you will be employed for any specific time period.

OUR CORPORATION IS AN AT-WILL EMPLOYER, THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK WITHER YOU OR THE CORPORATION MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE CORPORATION IS AUTHORIZED TO ENTER INTO AN AGREEMENT-EXPRESS OR IMPLIED WITH ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN WRITTEN CONTRACT SIGNED BY THE PRESIDENT OF THE CORPORATION.

This Employee Handbook refers to current benefit plans maintained by the corporation. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

Likewise, if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

The employment policies and benefit summaries found in this Employee Handbook are written for all non-union employees. Union employees refer to your union contract for paid days off.

Building for the Future

As with any business, revenues are an absolute necessity for maintaining jobs and building for the future. Rather than look at generating sales and revenue as an “undesirable task”, we look at it as a “must” situation. How do we continue to generate revenues to ensure a secure future and continued opportunities for all employees? With teamwork. Together we must meet the challenges we face on a daily basis.

In general, we have mentioned benefits, responsibilities and operations. We have saved the most crucial component of this business for last – You.

At all times, you represent the corporation, and it is up to each one of you to take this responsibility seriously. Our corporation exists with your joint efforts. Don't underestimate your contribution to it. A great many people outside the business who invest their time, money and faith in us are part of that equation. They are our clients who will determine how fast we grow, how many people we will employ, how many products we produce, how much service we render and the profit we make. In order to retain these clients, we want to ensure that our good service continues by always giving our clients the best possible value and quality. Working together and working well provides us with a bright future and with the most important commodity, a good reputation.

Total Quality Management

Our corporation is committed to Total Quality Management (TQM). We feel that not only do our clients benefit from this effort but so do our employees. All employees are expected to participate in TQM.

You are encouraged to offer ideas and/or constructive criticism to your supervisors or managers. We also encourage you to take part in project teams or problem solving teams and cost reduction projects. Your participation in continuous improvement is essential to the success of the corporation.

Equal Employment Opportunity

Our corporation is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis ("protected class") under federal, state or local law.

In Connecticut, the following are a protected class including, but not limited to: race; color; religious creed; age; sex; pregnancy, child-bearing capacity, sterilization, fertility or related medical conditions; marital status; civil union status; national origin; ancestry; present or past history of mental disabilities; mental retardation; leaning disability or physical disability; blindness; sexual orientation and genetic information.

You may discuss equal employment opportunity related questions with the Office Manager or any other member of management.

Americans with Disabilities Act

Our corporation is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which may include providing reasonable accommodation where appropriate. In general, it is your responsibility to notify the Office Manager of the need for accommodation. Upon doing so, the Office Manager may ask you for your input or type of accommodation you believe may be necessary for the functional limitations caused by your disability.

Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical rehabilitation professionals.

A Word about our Employee Relations Philosophy

We are committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual employee.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

Non-Harassment

We prohibit harassment of one employee by another employee, supervisor or third party for any reason ["protected class"] including, but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability or any other protected class under federal, state or local law. Harassment of third parties by our employees is also prohibited.

In Connecticut, the following are a protected class, including, but not limited to: race; color; religious creed; age; sex; pregnancy, child bearing capacity, sterilization, fertility or related medical conditions; marital status; civil union status; national origin; ancestry; present or past history of mental disabilities; mental retardation; learning disability or physical disability; blindness; sexual orientation and genetic information.

The purpose of this policy is not to regulate the personal morality of employees. It is to ensure that in the workplace, no employee harasses another for any reason or in any manner. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voice mail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures.

While it is not easy to define precisely what harassment is, it includes: slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes and teasing.

Any employee who feels that (s)he has been harassed should report the situation immediately to one of the following members of management who have been designated to receive such complaints: Kevin O'Neill at (203) 483-1717 and 20 Elm Street, Branford, CT 06405 or Kari Freund at (203) 483-1717 and 20 Elm Street, Branford, CT 06405. If any employee makes a report to any of these members of

management and the manager either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to one of the other members of management.

The corporation will investigate all such reports as confidentially as possible. Adverse action will not be taken

The corporation will investigate all such reports as confidentially as possible. Adverse action will not be taken against an employee because he or she, in good faith, reports or participates in the investigation of a violation of this policy. Violations of this policy are not permitted and may result in disciplinary action, up to and including discharge.

Sexual-Harassment

Any type of sexual harassment is against corporate policy and may be unlawful.

We firmly prohibit sexual harassment of any employee by another employee, supervisor or third party. Harassment of third parties by our employees is also prohibited. The purpose of this policy is not to regulate the morality of employees. It is to ensure that in the workplace, no employee is subject to sexual harassment. While it is not easy to define precisely what sexual harassment is, it may include: unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature including, but not limited to, sexually-related drawings, pictures, jokes, teasing, uninvited touching or other sexually-related comments. The conduct prohibited by this policy includes conduct in any form including but not limited to email, voice mail, chat rooms, internet use or history, text messages, pictures, images writing, words or gestures.

Sexual harassment of an employee will not be tolerated. Violations of this policy may result in disciplinary action, up to and including discharge. There will be no adverse actions taken against employees who report violations of this policy in good faith or participate in the investigation of such violations.

Any employee who feels that (s)he is a victim of sexual harassment should immediately report such actions in accordance with the following procedure. All complaints will be promptly and thoroughly investigated as confidentially as possible.

1. Any employee who believes that (s)he is a victim of sexual harassment or has been retaliated against for complaining of sexual harassment, should report the situation immediately to one of the following members of management who have been designated to receive such complaints: Kevin O'Neill at (203) 483-1717 and 20 Elm Street, Branford, CT 060405 or Kari Freund at (203) 483-1717 and 20 Elm Street, Branford, CT 06405. If an employee makes a report to any of these members of management and the manager either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to one of the other members of management.

2. The corporation will investigate every reported incident immediately. Any employee, supervisor or agent of the corporation who has been found to have violated this policy may be subject to appropriate disciplinary action, up to and including immediate discharge.
3. The corporation will conduct all investigations in a discreet manner. The corporation recognizes that every investigation requires a determination based on all the facts in the matter. We also recognize the serious impact a false accusation can have. We trust that all employees will continue to act responsibly.
4. The reporting employee and an employee participating in any investigation under this policy have the corporation's assurance that no reprisals will be taken as a result of a sexual harassment complaint. It is our policy to encourage discussion of the matter, to help protect others from being subjected to similar inappropriate behavior.

Categories of Employment

INTRODUCTORY PERIOD: Full-time and part-time employees are on an introductory period during their first 90 days of employment.

During this time, you will be able to determine if your job is suitable for you and the Office Manager will have an opportunity to evaluate your work performance. However, the completion of the introductory period does not guarantee employment for any period of time thereafter.

FULL-TIME EMPLOYEES regularly work a 40-hour workweek.

PART-TIME EMPLOYEES – work less than 40 hours each week.

SEASONAL EMPLOYEES perform a job for a specified time, normally less than one year.

In addition to the preceding categories, employees are also categorized as “exempt” or “non-exempt”.

NON-EXEMPT EMPLOYEES are entitled to overtime pay as required by applicable federal and state law.

EXEMPT EMPLOYEES – Pursuant to applicable federal and state laws, exempt employees are not entitled to overtime pay, and are not subject to certain deductions to their salary under the corporation's policies.

Upon hire, the Office Manager will notify you and your employment classification.

Immigration Reform and Control Act

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended and any state law requirements, if applicable, our corporation is committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the corporation.

New Employee Orientation

Upon joining our corporation, you were given this online copy of our Employee Handbook. After reading this Employee Handbook please sign the receipt page and return it to the Office Manager. You will be asked to complete personnel, payroll and benefit forms.

The Employee Handbook is easily accessible on the company website.

The Office Manager is responsible for the operations of your department. (S)he is a good source of information about the corporation and your job.

Suggestions and Ideas

We are always interested in your constructive ideas and suggestions for improving our operations. Your suggestions should be submitted in writing to the President or Office Manager.

After we investigate your suggestion you will be notified whether it is feasible to be put into practice.

We believe that suggestions indicate initiative. With your approval we will place them in your personnel file and considerate it at the time of your performance review.

Talk to Us

We encourage you to bring your questions suggestions and complaints to our attention. We will carefully consider each of these in our continuing efforts to improve operations.

If you feel you have a problem, present the situation to your manager so that the problem can be settled by examination and discussion of the facts. We hope that your manager is able to satisfactorily resolve most matters.

If you still have questions after meeting with your Manager or if you would like further clarification on the matter, request a meeting with the President. He will review the issues and meet with you to discuss possible solutions.

Your suggestions and comments on any subject are important and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in anyway because you choose to use this procedure.

If it anytime you do not feel comfortable speaking with your Manager for the next level of management, discuss your concern with any other member of management with whom you feel comfortable.

Payday

You will be paid weekly on Wednesday for the period that ends on the previous Saturday.

If a payday falls on a nonworking day, employees will be paid the preceding workday.

Please review your pay check for errors. If you find a mistake, report it to the Office Manager immediately. The Office Manager will assist you in taking the steps necessary to correct the error.

Paycheck Deductions

The corporation is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. Depending on the state in which you are employed and the benefit you choose, there may be additional deductions. What deductions and the amount of the deductions are listed on your paystub. These deductions are totaled each year for you on your Form W-2, Wage and Tax statement.

It is the policy of the corporation that exempt (salaried) employees' pay will not be docked or subject to deductions, in violation of salary pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable. However, the corporation may make deductions from employees' salaries in a way that is permitted under federal and state wage and hour rules. Employees will be reimbursed in full for any isolated inadvertent or improper deductions as defined by law.

Thus, except employees may be subject to the following salary deductions, except for prohibited by state law, but only for the following reasons.

- Absence of one or more full days for personal reasons, other than sickness or disability; or
- Absence of one or more full days due to sickness or disability, if there is a plan, policy, or practice of providing replacement compensation for such absences; or
- Absences of one or more full days before eligibility under such a plan, policy, or practice or after replacement compensation for such absences has been exhausted; or
- Suspensions of one or more full days for violations of safety rules of major significance; or
- Suspensions of one or more full days for violations of written work place conduct rules, such as rules against sexual harassment and workplace violence; or
- Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of an employee's full salary; or
- Any unpaid leave taken under the Family and Medical Leave Act; or
- Negative and paid time off balances in whole day increments only.

If questions or concerns about any paid deductions arise, employees may discuss and resolve them with the Office Manager.

Garnishment/Child Support

When any employee's wages are garnished by a court order, our corporation is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. Our Corporation will, however, under federal and applicable state guidelines that protect a certain amount of the employee's income from being subject to garnishment.

Direct Deposit

Your pay will be deposited into your bank account through our direct deposit program. Please make arrangements with the Office Manager if you need to receive a paystub/check vs. our online payroll system.

Pay Raises and Advances

Depending upon your performance and our Corporation's profitability, adjustments in your pay may be made when there has been improvement in or sustainment of an already good performance during the review period.

Pay advances will not be granted to employees.

Overtime

There will be times when you will need to work overtime so that we may meet the needs of our clients. Although you will be given advanced notice when feasible, this is not always possible. Non-exempt employees must have all overtime approved in advance by the Office Manager.

Non-exempt employees will be paid at any rate of time and one-half their regular hourly rate for hours worked in excess of 40 hours in a work week, unless state law provides a greater benefit in which case, we will comply with the state law.

Only actual hours worked count toward computing weekly overtime.

If you have any questions concerning overtime pay, check with the Office Manager.

Employee Benefits

Our Corporation has developed a comprehensive set of employee benefit programs to supplement our employee's regular wages. Our benefits represent a hidden value of additional income to our employees.

This employee handbook describes the current benefit plans maintained by the corporation. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. These documents are controlling.

The corporation reserves the right to modify its benefits at anytime. We will keep you informed of any changes.

Holidays

Our Corporation normally observes the following holidays during the year.

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- ½ day Christmas Eve
- Christmas

In addition to the above holidays you receive one personal day.

If one of the above holiday falls on a Saturday it normally is observed on the preceding Friday. If a holiday falls on Sunday, it is normally observed on the following Monday.

Full-time employees are eligible for paid holidays immediately upon hire.

Nonexempt employees must work they're schedule day before and after the holiday in order to be paid for the holiday, unless they are absent with the prior permission from the Office Manager. All Union contracts prevail for paid holidays.

Jury Duty

Employees who have completed at least 90 days of employment and who regularly work 30 hours or more each week who are summoned for jury duty receives their regular wages for the first five days. Thereafter, you will be granted in unpaid leave in order to serve. All other employees summoned for jury duty will be granted an unpaid leave in order to serve.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Make arrangements with the Office Manager as soon as you receive your summons.

We expect you to return to your job if you are excused from jury duty during your regular working hours.

Any employee who has served eight hours of jury duty in any one day will not be required to return to work that same day.

All jurors serving more than five days will be reimbursed \$50 per day by the state.

Military Leave

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law.

Full-time employees are paid the difference between their normal rate of pay in their military pay for up to a maximum of one week. Thereafter, the time off is unpaid, unless state law dictates otherwise.

All employees are granted unpaid leave in order to serve, except where state law dictates otherwise.

Exempt employees may be provided additional time off with pay when necessary to comply with state and federal wage and hour laws.

Accrued PTO may be used for this leave if the employee chooses. Military orders should be presented to the Office Manager and arrangements for leave made as early as possible before departure. Employees are required to give advanced notice of their service obligations to the corporation unless military necessity makes this impossible. You must notify the Office Manager of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during that period of leave in accordance with state and federal law.

Witness Leave

Employees are given the necessary time off with pay to attend or participate in a court proceeding in accordance with state law. We ask that you notify the Office Manager of the need to take witness leave as far in advance as is possible.

Bereavement Leave

Full-time non-bargaining employees are eligible immediately upon hire for two paid days for the death of an immediate family member. Members of the immediate family include spouses, domestic partners, parents, brothers, sisters, children, children of domestic partners, grandchildren, parents in law and parents of domestic partners.

Full-time non-bargaining employees are eligible immediately upon hire for one payday to attend the funeral of aunts, uncles, nieces and nephews.

Part-time employees are eligible for bereavement pay in proportion to the number of hours they normally are scheduled to work.

Requests for bereavement leave should be made to the Office Manager as soon as possible.

Medical Insurance

Eligible full-time employees may enroll in a single contract immediately upon hire. The employee has the option to add one dependent or a family contract prorated via payroll deduction.

Information and enrollment forms may be obtained from the Office Manager.

Our Corporation pays the full cost of a single contract.

A book containing the details of the plan and eligibility requirements may be obtained from the IUPAT Health Fund.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

Upon termination you may be entitled to continuation or conversion of the group medical insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, contact the Office Manager.

Dental Insurance

Eligible full-time employees may enroll in a single, a single plus one dependent or a family contract immediately upon hire.

Information and enrollment forms may be obtained from the Office Manager.

You will be responsible for the full cost of this insurance through payroll deduction.

A booklet containing the details of the plan and the eligibility requirements may be obtained from the Office Manager.

Refer to the actual plan document in summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

Upon termination you may be entitled to continuation or conversion of the group dental insurance plan in accordance with the terms of the policy and or applicable state and federal law.

Cobra

You and your cover dependents will have the opportunity to continue medical and or dental benefits for a period of up to 36 months under the provisions of COBRA when group medical and/or dental coverage for you and your covered dependents would otherwise end due to your death or because:

- Your employment terminates, for a reason other than gross misconduct: or
- Your employment status changes due to a reduction in hours: or
- Your child ceases to be a “dependent child” under the terms of the medical and or dental plan:
or
- You become divorced for a legally separated: or
- You become entitled to Medicare.

In the event of divorce, legal separation, or a child's loss of dependent status, you or a family member must notify the plan administrator within 60 days of the occurrence of the event.

The plan administrator will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage.

For more information regarding COBRA, you may contact the Office Manager.

Maternity Leave

Employees are granted a reasonable leave of absence due to a pregnancy related disability. An employee returning from maternity leave is reinstated to her original position with equivalent pay and accumulated seniority, retirement and fringe benefits, unless the corporation circumstances have changed making reinstatement impossible or unreasonable.

If you are pregnant and reasonably believe that continuing to work in your present position may cause injury to you or your fetus you may request for temporary transfer to another position. After giving the corporation written notice of your pregnancy and request for transfer the corporation will make a reasonable effort to transfer you to a suitable temporary position if one is available. You may appeal any such transfer to the Connecticut Commission of Human rights and Opportunities.

This leave may run concurrently with any other leave where permitted by state and federal law.

Social Security

During your employment, you and the corporation both contribute funds to the federal government to support the Social Security program. This program is intended to provide you with retirement benefits and medical coverage once you reach retirement age.

Unemployment Insurance

Upon separation from employment, you may be entitled to state and federal unemployment insurance benefits. Information about unemployment insurance can be obtained from the Office Manager.

Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to your Manager or Office Manager. If an employee fails to report an injury immediately, the commissioner may reduce the award of compensation proportionately to any prejudice that he finds the employer has sustained by reason of the failure. We ask for your assistance in alerting management to any condition that could lead to or contribute to employee accident.

401 (k) Qualified Retirement Plan

Our corporation provides eligible employees with a 401(K) Qualified Retirement plan which is an excellent means of long-term savings for retirement. The corporation's contributions, if any, is determined by the employer on annual basis.

You can obtain a copy of the summary plan description which contains the details of the plan including eligibility and benefit provisions from the Office Manager. In the event of any conflict in the description of any plan, the official plan documents, which are available for your review, shall govern. If you have any questions regarding this plan, see the plan administrator.

Conduct at Client's Office

The nature of our corporation may require that employees perform work connected with a client's assignment at the client's office/jobsite. The importance of professional conduct when working in/at a client's office/jobsite cannot be emphasized enough. Professional conduct is a broad term that is open to many interpretations. The following guidelines describe appropriate conduct when working at a client's office/jobsite.

- Limit discussions with client employees to matters that concern their department and level of responsibility. Long personal discussions with client personnel are discouraged. Such disruptions of work will only offend client executives and client employees.
- Do not discuss internal affairs with client personnel.
- Avoid comments for criticisms involving other companies and their particular work or fees.
- Refrain from discussing shortcomings or idiosyncrasies of client employees.
- Avoid conversations involving client matters in all public places.
- Avoid discussing procedural problems with management while client employees are present.
- Purchase items from a client at normal sale prices.
- Do not borrow money from a client unless the client's business involves lending money.
- Do not solicit clients for charitable donations.

Discussions with Clients

When working on assignment in a clients' office, you may be asked to offer specific suggestions or comments regarding his or her practices.

Prior to discussing any suggestions with a client, your recommendations must first be approved by the President.

Social Security Number Privacy

To ensure to the extent practicable the confidentiality of our employees' and applicants' Social Security Numbers, no employee may require, disclose, transfer, or unlawfully use the SSN of any employee except in accordance with corporation policy. The release of employee SSNs to external parties is prohibited except where required by law. Internal access to employee SSNs is restricted to employees with a legitimate business need for the information.

Employee SSNs may be collected in the ordinary course of business for the purpose of identity verification or to administer benefits in accordance with state and federal laws. Records that include Social Security Numbers will be maintained in accordance with federal and state laws.

Any documents that include employee Social Security Numbers are to be discarded and must be destroyed by shredding paper documents and running a cyber scrub program before disposing of electronic storage media.

Any violation of this policy will result in disciplinary action up to and including discharge.

Where this corporation policy and operating procedures may conflict with state law, the state law shall supersede this policy.

For more information about this policy and the corporation's operating procedures, please contact the President.

Deviations in Client Records

Occasionally you may find what appears to be in obvious clerical or mathematical error on the part of the client. Mistakes of this nature should tactfully be brought to the attention of the appropriate person. When discussing such an error, be certain of the mistake, be careful with whom it is discussed and most importantly, be diplomatic in handling the misunderstanding.

During your career, you may discover or suspect evidence of theft, embezzlement, defalcation or some other irregular practice on the part of the client or client personnel. If such an event occurs, inform the President immediately. Under no circumstances should you discuss the matter with the client or client personnel.

Attendance and Punctuality

Attendance and punctuality are important factors for your success within our Corporation. We work as a team and this requires that each person be in the right place at the right time.

If you are going to be late for work or absent, notify the Office Manager or Supervisor as far in advance as is feasible under circumstances, but before the start of your workday.

Personal issues requiring time away from your work, such as doctor's appointments or other matters, should be scheduled during your nonworking hours if possible.

If you are absent for three days without notifying the corporation, it is assumed that you voluntarily abandoned your position with the corporation, and you will be removed from the payroll.

Business Hours

Because of the nature of our business, your work schedule may vary depending on your job. Our normal business hours are 7:00 a.m. to 5:00 p.m., Monday through Friday. Check with the Office Manager if you have questions about the hours of work.

Flex time

Our Corporation offers a flextime plan to all employees. This plan allows you to set your own working hours, within certain constraints.

Under this plan you are required to work a full eight hours plus take a 30 minute meal break each day. Everyone must be here during core hours which are 7:00 a.m. to 5:00 p.m. but may "flex" the remainder of the day starting as early as 7 a.m. and ending as late as 5:00 p.m.

The President/Office Manager will discuss the flexible schedule policy with you. Once you have selected a starting time, it cannot be changed without the President's/Office Manager's approval.

Meal Time

A 30 minutes unpaid meal break should be taken each day. The President/Office Manager is responsible for approving the scheduling of this time.

Lactation Breaks

The corporation will provide a reasonable amount of break time to accommodate a female employee's need to express breastmilk for the employee's infant child. The break time should, if possible, be taken concurrently with other break periods already provided. Non-exempt employees should clock out for any time taken that does not run concurrently with normally scheduled rest periods, and such time generally will be unpaid in accordance with state law. The corporation will also make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area, for the employee to express milk in private.

Employees should notify the Office Manager to request time to express breastmilk under this policy. The corporation reserves the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations.

No provision of this policy applies or is enforced if it conflicts with or is superseded by any requirement or prohibition contained in a federal, state, or local law or regulation. Anyone with knowledge of such a conflict or potential conflict should contact the Office Manager.

Work Assignments

Work assignments will be distributed by the President/Office Manager. When possible, you will be advised a future assignment in advance, so you will have ample time to prepare for the assignment.

Once you have begun an assignment you will report directly to the Supervisor/Office Manager for all matters relating to its completion.

Contact with the Corporation

The corporation should know your location at all times during business hours. The Office Manager/Supervisor will keep a record of your assignment, and should be notified of your whereabouts outside the corporation during working hours.

On The Job Training

The Office Manager/supervisor is responsible for initiating all on-the-job training for employees within your department. This may include safety training, participation in off-site training and continuing education when necessary for job safety and work performance. Training will be conducted during regular working hours whenever possible.

The corporation will pay for any non-union required training programs. Employees may be tested from time to time to evaluate the effectiveness of the training program.

If you have any questions regarding training, please see the Office Manager.

Standards of Conduct

Each employee has an obligation to observe and follow the corporation's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measure will be taken.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or discharge. The appropriate disciplinary action imposed will be determined by the corporation. The corporation does not guarantee that one form of action will necessarily precede another.

The following may result in disciplinary action, up to and including discharge: violation of the corporation's policies or safety rules, insubordination, unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during work hours, while engaged in corporation activities or in corporation vehicles, unauthorized possession, use or sale of weapons, firearms or explosives on work premises, theft or dishonesty, physical harassment, sexual harassment, disrespect toward fellow employees, visitors or other members of the public, performing outside work or use of corporation property, equipment or facilities in connection with outside work while on corporation time, poor attendance or poor performance. These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

Nothing in this policy is designed to modify our employment-at-will policy.

Access to Personnel Files

Upon written request, employees may inspect their own personnel files during regular business hours up to two times each year on corporate premises and in the presence of a corporate official. Inspection includes relevant employment information, with the exception of medical records, references from third parties and certain other documents as allowed by state law. If you disagree with information in your personnel file you may get it removed or changed if the corporation agrees, or you may file a statement explaining your position.

Upon written request, the corporation will permit the inspection of an employee's medical records during regular business hours on or reasonably near the corporation's premises by a physician chosen by the employee or by a physician chosen by the corporation with the employee's consent.

For more information, contact the President/Office Manager.

Client in Public Relations

Our Corporation's reputation is built on excellent service and quality work. To maintain this reputation requires the active participation of every employee

The opinions and attitudes that clients have towards our corporation may be determined for a long period of time by the actions of one employee. It is sometimes easy to take a client for granted, but if we do we run the risk of losing not only that client, but his or her associates, friends or family who may also be clients or prospective clients.

Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

Solicitation and Distribution

To avoid unnecessary annoyances and work interruptions, solicitation by an employee of another employee is prohibited while either person is on working time.

Employee distribution of literature, including handbills, in work areas is prohibited at all times.

Trespassing, soliciting or distribution of literature by non-employees on these premises is prohibited at all times.

Changes in Personal Data

To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information.

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and or beneficiaries should be given to the President or Office Manager promptly.

Care of Equipment

You are expected to demonstrate proper care when using the corporation's property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break or damage any property, report it to the President or Office Manager at once.

Personal Property

The corporation is not responsible for loss or damage to personal property. Valuable personal items, such as purses and all other valuables should not be left in areas where theft might occur.

Visitors

If you are expecting a visitor, please notify the Office Manager. All visitors must first check-in/sign-in at the reception area. Visitors are not allowed in any area of the building without being accompanied by an authorized employee. Under no circumstances will visitors be allowed in confidential, unauthorized or potentially hazardous areas.

Severe Weather

Severe weather is to be expected during certain months of the year. Although driving may at times be difficult, when caution is exercised the roads are normally passable. Except in cases of severe storms, we are all expected to work our regular hours. Time taken off due to poor weather conditions while the business remains open is to be used as PTO.

If extreme weather conditions require closing of the building, you will be notified by the President, Office Manager or Supervisor.

Natural Disasters

Natural disasters, including earthquakes, hurricanes, mudslides, floods and fires are to be expected from time to time. Although driving may be difficult in some areas due to damaged freeways and streets, when caution is exercised the roads are normally passable or alternate routes are available. Except in

severe cases, we are all expected to work our regular hours. Time taken off due to natural disasters while the business remains open is to be used as PTO.

If extreme weather conditions require closing of the building, you will be notified by the President, Office Manager or Supervisor.

Personal Telephone Calls

It is important to keep our telephone lines free for client calls. Although occasional use of the corporation's telephones for a personal emergency may be necessary, routine personal calls should be kept to minimum.

Please refer to our cell phone policy in the safety manual for guidelines with regards to cell phone usage.

Electronic Mail Monitoring

We recognize your need to be able to communicate efficiently with fellow employees and clients. Therefore, we have installed an electronic mail system to facilitate the transmittal of business-related information within the corporation and with our clients.

The email system is intended for business use only. The use of the corporation's email system to solicit fellow employees or distribute non-job-related information to fellow employees is strictly prohibited.

Our Corporation's policies against sexual and other types of harassment apply fully to the email system. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Therefore, employees are also prohibited from the display or transmission of sexually explicit images, messages, ethnic slurs, racial epithets or anything that could be construed as harassment or disparaging to others.

Employees shall not use unauthorized codes or passwords to gain access to others files.

All email passwords must be made available to the corporation at all times. Please notify the Office Manager if you need to change your password.

Violation of this policy may result in disciplinary action, up to and including discharge.

For business purposes, management reserves the right to enter, search and/or monitor the corporations private email system and the file/transmission of any employee without advanced notice and consistent with applicable state and federal laws. Employees should expect that communications that they send and receive by the corporation's private email system will be disclosed to management. Employee should not assume that communications that they send and receive by the corporation's private email system are private or confidential.

Voice Mail Monitoring

We recognize your need to be able to communicate efficiently with fellow employees and clients. Therefore, we have a voicemail system to facilitate the transmittal of business-related information within the corporation and with our clients.

The voice system is intended for business use only. The use of the corporation's voicemail system to solicit fellow employees or distribute non job-related information to fellow employees is strictly prohibited.

Our Corporation's policies against sexual and other types of harassment apply fully to the voicemail system. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Therefore, employees are also prohibited from the transmission of sexually-explicit messages, ethnic slurs, racial epithets for anything that could be construed as harassment or disparaging to others.

Call voice mail passwords must be made available to the corporation at all times. Please notify the Office Manager if you need change your password.

Violations of this policy may result in disciplinary action, up to and including discharge.

For business purposes, management reserves the right to enter, search and/or monitor the corporations private voice mail system and the file/transmission of any employee without advanced notice and consistent with applicable state and federal laws. Employees should expect that communications that they send and receive by the corporation's private voice mail system will be disclosed to management. Employee should not assume that communications that they send and receive by the corporation's private voice mail system are private or confidential.

Internet Usage

As a growing corporation, we recognize the need to stay on the cutting edge of technology. This is one of the reasons we allow employees to have access to the internet.

The Internet is intended for business use only. Use of the Internet for any other business purpose, including but not limited to, personal communication or solicitation, purchasing personal goods or services, gambling or downloading files for personal use, is strictly prohibited.

Our corporation's policies against sexual and other types of harassment comply fully to the Internet usage, including the use of instant messaging programs. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Therefore, employees are also prohibited from displaying, transmitting and/or downloading sexually explicit images, messages, ethnic slurs, racial epithets or anything that could be construed as harassment or disparaging to others.

Consistent with applicable federal and state law, the time you spend on the Internet may be tracked through activity logs for business purposes. All abnormal usage will be investigated thoroughly.

Employees learning of any misuse of the Internet shall notify a member of management.

Violation of this policy may result in disciplinary action up to and including discharge.

Dress Policy

Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.

Our client satisfaction represents the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct client contact, you represent the corporation with your appearance as well as your actions. The properly-attired individual helps to create a favorable image for the corporation, to the public and fellow employees.

Personal Hygiene

Maintaining a professional, business-like appearance is very important to the success of our corporation. Part of the impression you make on others depends on your choice of dress, personal hygiene and courteous behavior. A daily regimen of good grooming and hygiene is expected of everyone. Please ensure that you maintain good personal hygiene habits. While at work, you are required to be clean, dressed appropriately and well groomed.

Reference Checks

Our corporation will not honor any oral requests for references. All requests must be in writing and on corporation letterhead. Generally, we will only confirm our employees' dates of employment and job title.

Under no circumstances should an employee provide another individual with information regarding current or former employees of our corporation. If you receive a request for reference information, please forward it to the President or Office Manager.

Protecting corporate information

Protecting our corporation's information is the responsibility of every employee, and we all share a common interest in making sure information is not improperly or accidentally disclosed. Do not discuss the corporation's confidential business with anyone who does not work for us.

All telephone calls regarding a current or former employee's position/compensation with our corporation must be forwarded to the President/Office Manager.

The corporation's address shall not be used for the receipt of personal mail.

Conflict of Interest/Code of Ethics

A corporation's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore, employees must never use their positions with the corporation, or any of its clients, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities.

The corporation adheres to the highest legal and ethical standards applicable in our business. The corporation's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance.

Employees of the corporation shall conduct their personal affairs such that their duties and responsibilities to the corporation are not jeopardized and/or legal questions do not arise with respect to their association or work with the corporation.

Lunch Room

A lunch room is available for your use. Although the corporation provides general custodial care, you are expected to clean up after eating. This room should be kept clean for the next persons use.

Cellular Telephones

Employees in certain positions are issued corporate cellular telephones so they may maintain contact with clients and co-workers when they are out of the office on business.

Employees are encouraged to take appropriate safety precautions when using her cellular telephone. The use of handheld cellular telephones while driving is prohibited. Employees are expected to comply with applicable state laws regarding the use of cellular telephones.

Corporate cellular telephones are for business purposes. Although the occasional use of your corporate cellular telephone for personal calls maybe necessary, incoming and outgoing personal goals should be kept to a minimum.

The use of cellular telephones is not a work requirement for most employees. Employees who are not issued a corporate cellular telephone will not be reimbursed for the use of their personal cellular telephones and are expected to make business calls from the office.

Employees are expected to demonstrate proper care of their cellular telephones. If you lose, break or damage your corporate cellular telephone, report it to the Office Manager at once. All cellular telephones issued by the corporation must be returned upon leaving our corporation or upon transferring to a position that does not require a corporate cellular telephone.

A violation of this policy may result in disciplinary action.

Contact with the Media

All media inquiries regarding the corporation and its operations must be referred to the President. Only the president is authorized to make or approve public statements pertaining to the corporation or its operations. No employees, unless specifically designated by the president, are authorized to make those statements.

If You Must Leave Us

Should you decide to leave your employment with us, we ask that you provide the President or Office Manager with at least two weeks' advanced notice. Your thoughtfulness is appreciated and will be noted favorably should you ever wish to reapply for employment with the corporation.

Our Corporation does not provide a "letter of reference" to former employees. Generally, we will confirm upon request our employees' dates of employment, salary history and job title.

All corporate property, must be returned upon termination. Otherwise, the corporation may take action to recoup any replacement cost and/or seek return of corporate property through appropriate legal recourse.

You should notify the corporation if your address changes during the calendar year in which termination occurs so that your tax information will be sent to the proper address.

Safety in the Workplace

Please refer to Safety Manual.

Workplace Violence

Violence by an employee or anyone else against an employee, supervisor or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to corporate property in the event someone, for whatever reason, may be unhappy with a corporate decision or action by an employee or member of management.

If you receive or overhear any threatening communications from an employee or outside third-party, report it to the Office Manager at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact emergency agency such as 911 immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to report or fully cooperate in the corporation's investigation, may result in disciplinary action, up to and including discharge.

Workplace Searches

To protect the property and to ensure the safety of all employees, clients and the corporation, the corporation reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes or any other possessions or articles carried to and from the corporations property. In addition, the corporation reserves the right to search an employee's office, desk, files, locker, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of the corporation, and are issued for the use of employees only during their employment. Inspection maybe conducted at any time at the discretion of the corporation.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of the corporation's security procedures or any other corporation rules and regulations.

Good Housekeeping

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your work place organized and materials in good order at all times. Report anything that needs repair or replacement to the Office Manager.

No Weapons in the Workplace

Possession, use or sale of weapons, firearms or explosives on work premises, while operating corporate machinery, equipment or vehicles for work related purposes or while engaged in corporate business off premises is forbidden except where expressly authorized by the corporation and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violence to the Office Manager immediately.

Violations of this policy will result in disciplinary action, up to and including discharge.

Substance Abuse

Please refer to Safety Manual.

In An Emergency

The President/Office Manager should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. If the President/Office Manager is unavailable, contact the nearest corporate official.

Should an emergency result in the need to communicate information to employees outside of business hours, the President/Office Manager will contact you. Therefore, it is important that employees keep their personal emergency contact information up to date. Notify the Office Manager when this information changes.

When events warrant an evacuation of the building, you should follow the instructions of the President or any other member of management. There is a policy/meeting point explained in the Safety Manual on our website. You should leave the building in a quick and orderly manner. You should assemble at the pre-determined location as communicated to you in the Safety Manual on our website.

President/Office Manager will follow up with further instructions or information.

Please direct any questions you may have about the corporation's emergency procedures to the President/Office Manager.

Receipt of Employee Handbook and Employment-At-Will Statement

This is to acknowledge that I have received a copy of the Cherry Hill Glass Co., Inc Employee Handbook and I understand that it contains information about the employment policies and practices of the corporation. I agree to read and comply with this Employee Handbook. I understand that the policies outlined in this employee handbook are management guidelines only, which in a developing business will require changes from time to time. I understand that the corporation retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and corporation. I understand that this employee handbook supersedes and replaces any and all prior employee handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will-employment, which can only be changed by the President of the corporation in a signed written contract, the corporation reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the employee handbook will be in writing and will be signed by the President of the corporation. I understand that no oral statements or representations can change the provisions of the Employee Handbook. I agree that I will be considered to have expressly consented to any changes, deletions or additions that may be made to the employee handbook by my continued employment with the corporation.

I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time.

THIS CORPORATION IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, THE CORPORATION OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE CORPORATION IS AUTHORIZED TO ENTER INTO AN AGREEMENT-EXPRESS OR IMPLIED-WITH ME OR ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE PRESIDENT OF THE CORPORATION.

I understand that this Employee Handbook refers to current benefit plans maintained by the corporation and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I also understand that if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

If I have questions regarding the content or interpretation of this Employee Handbook, I will ask the Office Manager or a member of Management.

NAME _____

DATE _____

EMPLOYEE SIGNATURE _____

Receipt of Employee Handbook (Union Employees)

This is to acknowledge that I have received a copy of the Cherry Hill Glass Co., Inc Employee Handbook and I understand that it contains information about the employment policies and practices of the corporation. I agree to read and comply with this Employee Handbook. I understand that the policies outlined in this employee handbook are management guidelines only, which in a developing business will require changes from time to time. I understand that the corporation retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and corporation. I understand that this employee handbook supersedes and replaces any and all prior employee handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will-employment, which can only be changed by the President of the corporation in a signed written contract, the corporation reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the employee handbook will be in writing and will be signed by the President of the corporation. I understand that no oral statements or representations can change the provisions of the Employee Handbook. I agree that I will be considered to have expressly consented to any changes, deletions or additions that may be made to the employee handbook by my continued employment with the corporation.

I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time.

NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE CORPORATION IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ME OR ANY CLIENT FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE PRESIDENT OF THE CORPORATION.

NAME _____

DATE _____

EMPLOYEE SIGNATURE _____

Receipt of Changes or Additions of Employee Handbook

Date of Changes:

11/21/08

2/16/2019

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