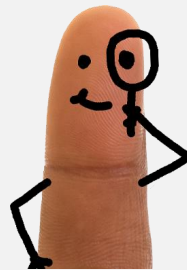


Employee Handbook Acknowledgement Agreement

For the purposes of this Agreement

Agreement means:	agreement dated: INSERT:
the Company means:	entering into the contractual I appear on the pay stub. off working in different legal
the Handbook means:	Handbook dated INSERT:
Staff Policies means:	ies section and subsections
Engagement means:	ip with the Company,
Engagement Agreement means:	and conditions of your
Remaining Sections means:	out the Company, and Our book
Consideration means:	an individual to sign this the additional benefit or ng the agreement



PREVIEW

Employee Handbook
Acknowledgement Form

I, INSERT: Staff Member nam

1. I have received from
in the first row of the
2. I understand that if I
INSERT: Date BEFOR
circumstances, the C
offer for salary increase will expire.

ERT: Same date referred to
s:.

: HR individual name by
e relating to other
engagement Agreement,

3. I have read and understand Staff Policies, and I agree that my Engagement will be governed by Staff Policies.

4. If I am not an employee, the Staff Policies are applicable to me, except for topics that do not apply to me.

5. The Company may, from time to time, revise the Staff Policies to meet its business needs. I agree that upon receiving notice of such policy revisions, I will be governed by such revised policies.

6. I am aware that if I do not agree with any provision included in Staff Policies, I can discuss any question or concern with my supervisor prior to signing and returning this Agreement.

7. I understand that failure to comply with the Staff Policies may result in disciplinary measures, up to and including immediate termination.

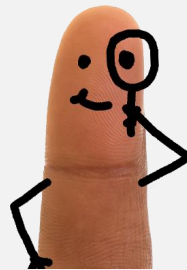
8. I understand that the Staff Policies supersede all and any other policies or agreements previously in effect, and any previous understandings or agreements between me and the Company or any representative of the Company.

9. I understand that my Engagement is primarily governed by the Company's obligations as it relates to my Engagement Agreement, and not by any other orally referenced in my Engagement Agreement. I understand that the Staff Policies are a part of the conditions and terms of my Engagement with the Company of specific obligations.

10. I understand that it is my responsibility to read the Employee Handbook and in the absence of such laws, those laws will apply to me.

11. The contents, terms, and conditions of the Staff Policies, that I have waived my right to be represented by a union, and I understand and accept the contents, terms, and conditions of the Staff Policies as a free act.

12. I understand and agree to the terms and conditions of the Staff Policies and that the benefit of the Staff Policies shall be in full force and effect in the absence of this Agreement.



PREVIEW

Employee Handbook
Acknowledgement Form

INSERT: incumbent name

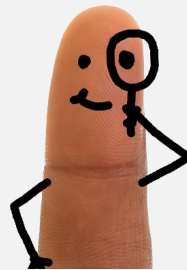
Signature

Date

Witness Name, Address, & Phone Number (Please print legibly)

Witness signature

Date



PREVIEW

Employee Handbook
Acknowledgement Form