

1.0 Purpose

The purpose of the Employee Handbook is to outline the Company's expectations of the employees, describes the company's responsibilities as an employer, and defines the company's policies, procedures and benefits offered.

2.0 Responsibility

The HR Manager is responsible for ensuring that every employee is given a copy of the Employment Handbook during orientation and to ensure that the material is reviewed with new hires. They are also responsible for seeing that updates are made upon review and request by Senior Management.

3.0 Procedures

New Hires receive a copy of the Company's Employee Handbook during orientation.

The HR Manager goes through the Company's Employee Handbook with the new hire highlighting very important area.

The new hire signs the Confidentiality Pledge which is placed on their personnel file.

From time to time there will be a review of the Handbook by Senior Management and the HR Manager to ensure that new policies are included and needed changes to current policies are made.

The HR Department and or Line Manager will go over the policies outlined in the Employee Handbook with staff from time to time.

When an employee separates from the Company it is expected that the issued Employee Handbook is returned.

4.0 Forms

- IMS-HR-FORM-005- Employee Handbook Acknowledgement Confidentiality Pledge Form