



<p><u>Personnel</u></p> <h2 style="margin: 0;">POLICY and PROCEDURES ACKNOWLEDGEMENT</h2> <p style="font-size: small; margin: 5px 0;">Written by : David Obyc DCN : PH 100 R1 Approved by : Laura Olshefski</p>		
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Please initial each line to indicate that you have received a copy of each listed policy and procedure. Your signature indicates that you have read and understand the below policies and the responsibilities associated with each policy.

Initial	Policy/Procedure
_____	EEO and Harassment Policy
_____	Paid Time Off
_____	TPR
_____	Incident Neglect and Abuse (INA)
_____	International Fuel Tax Agreement (IFTA)
_____	Off Road Fuel Policy
_____	Equipment Move Policy
_____	Take Pride In Your Ride
_____	Company Vehicle Policy and Procedure
_____	Vehicle Reimbursement Policy
_____	Email and Internet Usage
_____	Company Cellular Telephone Policy

Signature : _____ Date : _____

Print Name : _____

Acknowledgement of the Disc for Russell Standard Corporation Policies and Procedures

I Acknowledge receipt of the disc which contains the Russell Standard Corporation/Hammaker East LTD Policies and Procedures. I have also declined a paper Version of the Policies and Procedures and have the capability to open and review all of the policies on an external device.

Signature : _____ Date : _____

Print Name : _____