

## Acknowledgement of Receipt

I have received a copy of the Company's Handbook and the applicable Supplement(s) for the locations in which I work. I agree to read it and to comply with the policies and procedures described in the Handbook and Supplement(s). If I have any questions regarding any of the Handbook's provisions, I will consult with my supervisor, manager or Human Resources. I understand that if I do not follow the policies and procedures contained herein that I may be subject to disciplinary action, up to and including termination of employment.

I also understand that this Handbook is the most up-to-date version of the Company's policies and procedures and replaces any prior written and oral communications about the subjects contained in it.

I acknowledge that my employment relationship with the Company is "at-will", meaning that, regardless of anything contained in this Handbook and regardless of any custom or practice, either I or the Company may terminate my employment at any time, for any reason or no reason, with or without cause, and with or without procedural requirements. I understand that no representatives of the Company, other than the CEO in a writing signed by him/her/them, may enter into any agreements, or make any representations, written or oral, to alter my at-will status or otherwise create any contractual obligation between me and the Company.

I further acknowledge that this handbook and the policies contained herein are not intended to create (and shall not be construed as creating) a contract (express or implied) for employment between the Company and any Teammate and that said policies can be modified by the Company at any time, with or without notice to me, in its sole and absolute discretion.

By signing below, I acknowledge that I have received and will abide by the Company's Handbook and all the policies within it, including those on harassment, discrimination, retaliation, and bringing complaints regarding the same.



By signing electronically, I acknowledge I have received the ADV Teammate Handbook and the applicable State Supplement(s) for the location(s) where I work. I agree to read, understand, and comply with the policies and procedures in both documents, and I understand that failure to do so may result in disciplinary action, up to and including termination. I understand the Handbook is the most up-to-date version of Company policies, and that my employment is at-will unless state law provides otherwise. I understand the State Supplement(s) must be read together with the Handbook and will control where they provide different or more generous provisions. If I have questions, I will contact my supervisor/manager or Human Resources.

PRINTED TEAMMATE NAME

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TEAMMATE SIGNATURE

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DATE

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