

Section 1

Handbook Introduction

1:1 Welcome to Embrasse-Moi

It's our pleasure to welcome you to Embrasse-moi. We're an energetic and creative bunch, dedicated to high standards of excellence and quality. We value each one of our employees, and we hope that you find your work here rewarding and satisfying.

This section introduces you to our Company's history, purpose, and goals. Please read it carefully so that you can better understand who we are and what we do. We think we are a special place—made all the more so by the hard work and dedication of our employees.

1:2 Introduction to the Company

1:3 History of the Company

1:4 The Purpose of This Handbook

We think that employees are happier and more valuable if they know what they can expect from our Company and what our Company expects from them. In the preceding sections, we introduced you to our Company's history, values, culture, and goals. We expect you to incorporate that information into your day-to-day job performance, striving to meet our Company's values in everything you do.

The remainder of this Handbook will familiarize you with the privileges, benefits, and responsibilities of being an employee at our Company. Please understand that this Handbook can only highlight and summarize our Company's policies and practices. For detailed information, you will have to talk to your supervisor.

In this Company, as in the rest of the world, circumstances are constantly changing. As a result, we may have to revise, rescind, or supplement these policies from time to time. Nothing in this Handbook is a contract or a promise. The policies can change at any time, for any reason, without warning.

We are always looking for ways to improve communications with our employees. If you have suggestions for ways to improve this Handbook in particular or employee relations

in general, please feel free to bring them to us.

1:5 Be Sure to Check Out Our Bulletin Board

You can find important information about this Company and your employment posted on the bulletin board located at the back office. This is also the place where we post important information regarding your legal rights, including information about equal employment opportunity laws and wage and hour laws. We expect all employees to read the information on the bulletin board periodically.

Section 2

The Employment Relationship

2:1 Employment Is At Will

We are happy to welcome you to our Company. We sincerely hope that your employment here will be a positive and rewarding experience. However, we cannot make any guarantees about your continued employment at our Company. Your employment here is at will. This means that you are free to quit at any time, for any reason, just as we are free to terminate your employment at any time, for any reason with or without notice, with or without cause.

No employee or Company representative, other than Craig Iannazzi and Kristine Iannazzi has the authority to change the at-will employment relationship or to contract with any employee for different terms of employment. Furthermore, Craig Iannazzi and Kristine Iannazzi may change the at-will employment relationship only in a written contract, signed by Craig Iannazzi or Kristine Iannazzi and the employee. Nothing in this Handbook constitutes a contract or promise of continued employment.

Section 3

Hiring

3:1 Commitment to Equal Opportunity

Our Company believes that all people are entitled to equal employment opportunity.

We follow state and federal laws prohibiting discrimination in hiring and employment.

We do not discriminate against employees or applicants in violation of those laws.

3:3 Internal Application Procedures

Sometimes, the best person for a job is right under our Company's nose. As a result, we encourage current employees to apply for vacant positions that interest them.

3.5 Employment of Relatives

Although we value all of our employees and, by extension, their families, we do not allow family members of current employees to take jobs with our Company. We believe the risk of morale problems, security problems and conflict of interest problems is too great.

Under this policy, the term "relatives" encompasses husbands, wives, live-in partners, parents, children, siblings, in-laws, cousins, aunts, and uncles. This policy covers biological relationships, marriage relationships, and step relationships.

If two employees become related while working for this Company, they will both be allowed to remain with the Company. However, if one of them supervises the other, only one of the employees may be allowed to keep his or her current position. The other may either have to transfer to another position or leave the Company.

Section 4

New Employee Information

4:1 New Employee Orientation

Within a day or two of starting work, you will be scheduled for a new employee orientation meeting. During this meeting, you will receive important information about our Company's policies and procedures. You will also be asked to complete paperwork and forms relating to your employment, such as tax withholding forms, emergency contact forms, and benefits paperwork.

Please feel free to ask any questions you might have about the Company during the orientation meeting. If additional questions come up after the meeting, you can ask your supervisor.

4:2 Orientation Period

The first 60 days of your employment are an orientation period. During this time, your supervisor will work with you to help you learn how to do your job successfully and what the Company expects of you. This period also provides both you and the Company with an opportunity to decide whether you are suited for the position for which you were hired.

When your employment begins, you will meet with a supervisor, who will explain our benefits and payroll procedures and assist you in completing your employment paperwork. (For our Company's benefits policies, see Section __ of this Handbook.) You will also meet with your supervisor to go over your job goals and performance requirements. During the orientation period, your supervisor will give you feedback on your performance and will be available to answer any questions you might have.

Employees are not eligible for the following benefits unless and until they complete the orientation period.

Although we hope that you will be successful here, the Company may terminate your employment at any time, either during the orientation period or afterwards, with or without cause and with or without notice. You are also free to quit at any time and for any

reason, either during the orientation period or afterwards, with or without notice.

Successful completion of your orientation period does not guarantee you a job for any period of time or in any way change the at-will employment relationship. (For an explanation of at-will employment, see Section ___ of this Handbook.)

Your orientation period may be extended if the Company decides that such an extension is appropriate.

4:3 Proof of Work Eligibility

Within three business days of your first day of work, you must complete Federal Form I-9 and show us documentation proving your identity and your eligibility to work in the United States. The federal government requires us to do this.

If you have worked for this Company previously, you need only provide this information if it has been more than three years since you last completed an I-9 Form for us or if your current I-9 Form is no longer valid.

At your orientation, you should have received a blank I-9 Form and instructions on completing it. If you did not, contact your supervisor immediately.

4:4 Child Support Reporting Requirements

Federal and state laws require us to report basic information about new employees, including your name, address, and Social Security number, to a state agency called the State Directory of New Hires. The state collects this information to enforce child support orders. If the state determines that you owe child support, it will send us an order requiring us to withhold money from your paycheck to pay your child support obligations.

Section 5

Employee Classifications

5:1 Temporary Employees

Periodically, it becomes necessary for us to hire individuals to perform a job or to work on a project that has a limited duration. Typically, this happens in the event of a special project, special time of year, abnormal workload, or emergency.

Individuals whom we hire for such work are temporary employees. They are not eligible to participate in any of our Company benefit programs, nor can they earn or accrue any leave, such as vacation leave or sick leave.

Of course, we will provide to temporary employees any and all benefits mandated by law.

Temporary employees cannot change from temporary status to any other employment status by such informal means as remaining in our employ for a long period of time or through oral promises made to them by coworkers, members of management, or supervisors. The only way a temporary employee's status can change is through a written notification signed by the CEO.

Like all employees who work for this Company, temporary employees work on an at-will basis. This means that both they and this Company are free to terminate their employment at any time for any reason that is not illegal—even if they have not completed the temporary project for which they have been hired.

5:2 Part-Time and Full-Time Employees

Depending on the number of hours per week you are regularly scheduled to work, you are either a part-time or a full-time employee. It is necessary that you understand which of these classifications you fit into, because it will be important in determining whether you are entitled to benefits and leave. (See Section 8 of this Handbook for information about who is entitled to benefits and leave.)

Part-time employees: Employees who are regularly scheduled to work fewer than 40 hours per week are part-time employees.

Full-time employees: Employees who are regularly scheduled to work at least 40 hours per week are full-time employees.

5:3 Exempt and Nonexempt Employees

Your entitlement to earn overtime pay depends on whether you are classified as an exempt or a nonexempt employee.

Exempt employees are those who do not earn overtime because they are exempt from the overtime provisions of the federal Fair Labor Standards Act and applicable state laws.

Nonexempt employees are those who meet the criteria for being covered by the overtime provisions of the federal Fair Labor Standards Act and applicable state laws.

If you are uncertain about which category you fall into, speak to your supervisor.

Section 6

Hours

6:1 Hours of Work

Our Company's regular hours of business are from 9:30 to 7 Monday through Sunday and 12 to 5 on Sunday.

Your supervisor will let you know your work schedule, including what time you will be expected to start and finish work each day.

If you are unable to make it to work you are to attempt to find a replacement before notifying your supervisor.

6:2 Flexible Scheduling

We understand that many employees have to balance the demands of their job with the needs of their families and other outside commitments. Therefore, we offer our employees the opportunity to request a flexible schedule.

If you would like to change your work schedule for example, to come in and leave a couple of hours earlier or to work more hours on some days and fewer on others please talk to your supervisor.

The Company will consider flexible scheduling requests on a case-by-case basis. When deciding whether to grant your request, we may consider the nature of your job, your work history, and our staffing needs, among other things.

6:3 Meal and Rest Breaks

Due to unpredictable business, meals and rest breaks must be taken at times where business interruption is minimized. Meals are not to be consumed in the presence of customers. Odor from meals is not allowed in the shop. Meals and Rest break periods are paid.

6:4 Overtime

On occasion, we may ask employees to work beyond their regular scheduled hours. We expect employees to work a reasonable amount of overtime this is a job requirement.

We will try to give employees advance notice when overtime work is necessary; however, it will not always be possible to notify workers in advance.

Exempt employees will not be paid for working beyond their regular scheduled hours.

Nonexempt employees are entitled to payment for overtime, according to the rules set forth below. (For information on which employees are exempt and which are nonexempt, see Section 5 of this Handbook.)

- All overtime work must be approved in writing, in advance, by the employee's supervisor. Working overtime without permission violates Company policy and may result in disciplinary action.
- For purposes of calculating how many hours an employee has worked in a day or week, our workweek begins at 12:01 a.m. on Monday and ends at midnight on Sunday. Our workday begins at 12:01 a.m. and ends at midnight each day.
- Nonexempt employees will be paid 1 ½ times their regular hourly rate of pay for every hour worked in excess of 60 hours.

Section 7

Pay Policies

7:1 Payday

Employees are paid biweekly. Pay period ends every other Monday. It is your responsibility to provide your hours for payroll processing. You will receive your paycheck by end of the workday Friday if you are scheduled to work, otherwise you can pick up your paycheck during the day on Friday. If a payday falls on a holiday, you will receive your paycheck on the last workday immediately before that payday.

Employees must submit their time cards or time sheets to their supervisor Monday before payday.

7:2 Advance Policy

An employee who will be on vacation or other paid leave on payday may request an early paycheck. Please submit these requests to the payroll administrator. Although we cannot guarantee that every request will be granted, we will do our best to accommodate your request.

7:3 Tip Credit

7:4 Tip Pooling

7:5 Shift Premiums

7:6 Pay Docking

Our Company is legally required to pay exempt employees—those who are not entitled to earn overtime—on a salary basis. This means, among other things, that exempt employees must receive the same pay for each week in which they perform work, regardless of the quantity or quality of work performed, and regardless of how many hours they actually work, unless an exception applies. (For information on which employees are exempt, see Section 5 of this Handbook.)

Company policy prohibits docking the pay of an exempt employee—that is, paying the employee less than his or her full regular salary—except in the following circumstances:

- The employee takes at least one full day off for sickness or disability, in accordance with our sick leave policy.
- The employee takes at least one full day off for personal reasons other than sickness or disability (for example, for vacation).
- The employee serves an unpaid disciplinary suspension of at least one full day, imposed in good faith for violating a workplace conduct rule.
- The employee takes time off to serve on a jury, as a witness, or in the military; the employee receives money for jury fees, witness fees, or military pay; and the docked pay is an offset of the money received only.
- The employee starts or ends employment with our Company midweek (that is, the employee does not start work first thing Monday morning, or finish employment at the end of the work day on Friday).
- The employee violates a safety rule of major significance, and the amount docked is imposed as a penalty for that violation.
- The employee takes unpaid leave pursuant to the Family and Medical Leave Act.

If you are an exempt employee and you believe you that pay has been improperly deducted from your salary in violation of these rules, please report it immediately using the Company's complaint policy. (See Section 20 of this Handbook.) Your complaint will be investigated and, if we find that your pay was improperly docked, you will be reimbursed for any amounts that should not have been withheld.

7:7 Payroll Deductions

Your paycheck reflects your total earnings for the pay period, as well as any mandatory or voluntary deductions from your paycheck. Mandatory deductions are deductions that we are legally required to take. Such deductions include federal income tax, Social Security tax (FICA), and any applicable state taxes. Voluntary deductions are deductions that you have authorized.

If you have any questions about your deductions, or wish to change your federal withholding form (Form W-4), contact your supervisor.

7:8 Wage Garnishments

A wage garnishment is an order from a court or a government agency directing us to withhold a certain amount of money from an employee's paycheck and send it to a person or agency. Wages can be garnished to pay child support, spousal support or alimony, tax debts, outstanding student loans, or money owed as a result of a judgment in a civil lawsuit.

If we are instructed by a court or agency to garnish an employee's wages, the employee will be notified of the garnishment at once. Please note that we are legally required to comply with these orders. If you dispute or have concerns about the amount of a garnishment, you must contact the court or agency that issued the order.

7:9 Expense Reimbursement

From time to time, employees may incur expenses on behalf of our Company. We will reimburse you for the actual work-related expenses you incur, as long as those expenses are reasonable. You must follow these procedures to get reimbursed:

- Get permission from your supervisor before incurring an expense.
- Spend the Company's money wisely make an effort to save money and use approved vendors if possible.
- Keep a receipt or some other proof of payment for every expense.
- Submit your receipts, along with an expense report, to your supervisor for approval within 30 days of incurring an expense.

If your report is approved, you will receive your reimbursement separate from your paycheck.

Remember that you are spending the Company's money when you pay for business-related expenses. We expect you to save money wherever possible. Your supervisor can assist you in deciding whether an expense is appropriate.

The Company maintains a list of preferred vendors for various work-related items and services. You must use these vendors, if possible.

Procedures for Travel Expenses

If employees are required to travel for work, the Company will reimburse you for your travel expenses, including:

- the cost of travel to and from the airport or train station, including parking expenses and tolls
- the cost of airline or train tickets such tickets must be coach class if possible
- the cost of an economy class rental car, if necessary
- a mileage reimbursement, for those employees who prefer to use their own cars for Company travel
- the cost of lodging—employees should select moderately priced lodging if possible, and
- the cost of meals and other incidental expenses, up to a per diem of \$___ per day.

You must request advance approval of all travel expenses from your supervisor and follow the procedures above to have your expenses reimbursed.

Mileage Reimbursement

Employees who use their own vehicle for Company business will be reimbursed at standard rate . Employees are not entitled to separate reimbursement for gas, maintenance, insurance, or other vehicle-related expenses the reimbursement rate above is intended to encompass all of these expenses.

Before using a personal vehicle for work-related purposes, employees must demonstrate that they have a valid driver's license and adequate insurance coverage.

The Company does not reimburse employees for their commute to and from the workplace.

To claim mileage reimbursement, you must follow these procedures:

- Keep a written record of your business-related travel, including the total mileage of each business trip, the date of travel, the location to which you traveled, and the purpose of your trip.

- If you anticipate having to travel an unusually long distance, get your supervisor's approval before making the trip.
- Submit your record to your supervisor for approval on the last day of the month.

If your record is approved, you will receive your reimbursement payment with your next paycheck.

Section 8

Employee Benefits

8:1 Employee Benefit Plans

As part of our commitment to our employees and their well-being, our company provides employees with a variety of benefit plans.

Although we introduce you to those plans in this section, we cannot provide the details of each plan here. You should receive official plan documents for each of the benefit plans that we offer. Those documents (along with any updates that we give you) should be your primary resource for information about your benefit plans. If you see any conflict between those documents and the information in this Handbook, the official plan documents are what you should rely upon.

The benefits we provide are meant to help employees maintain a high quality of life—both professionally and personally. We sincerely hope that each employee will take full advantage of these benefits. If you don't understand information in the plan documents or if you have any questions about the benefits we offer, please talk to your supervisor.

8:2 Domestic Partner Coverage

8:3 Health Care Benefits

Due to the size of our company, we do not offer health care benefits.

We offer free yoga at breathe yoga. See your supervisor for details.

8:4 State Disability Insurance

Sometimes, an employee suffers an illness or injury outside of the workplace that prevents the employee from working and earning income. If this happens to you, state disability insurance may provide you with a percentage of your salary while you are unable to work. All employees are eligible for this coverage and pay for it through deductions from their paychecks.

To find out more about state disability insurance, contact your supervisor.

If you suffer from an illness or injury that is work-related, then you may be eligible for workers' compensation insurance instead of state disability insurance. See the Workers' Compensation policy, below.

8:5 Workers' Compensation Insurance

If you suffer from an illness or injury that is related to your work, you may be eligible for workers' compensation benefits. Workers' compensation will pay for medical care and lost wages resulting from job-related illnesses or injuries.

If you are injured or become ill through work, please inform your supervisor immediately regardless of how minor the injury or illness might be.

If you are unable to work because of an illness or injury that is not related to work, then you might be eligible for state disability insurance instead of workers' compensation. See the Disability Insurance policy, above.

8:6 Unemployment Insurance

If your employment with our Company ends, you may be eligible for unemployment benefits. These benefits provide you with a percentage of your wages while you are unemployed and looking for work.

8:7 Life Insurance

As an employee of this Company, you may be eligible to participate in our life insurance plan.

Section 9

Use of Company Property

9:1 Company Property

We have invested a great deal of money in the property and equipment that you use to perform your job. It is a senseless and avoidable drain on this Company's bottom line when people abuse Company property, misuse it, or wear it out prematurely by using it for personal business.

We ask all employees to take care of Company property and to report any problems. If a piece of equipment or property is unsafe for use, please report it immediately.

Please use property only in the manner intended and as instructed.

We do not allow personal use of Company property unless specifically authorized in this Handbook.

Failure to use Company property appropriately, and failure to report problems or unsafe conditions, may result in disciplinary action, up to and including termination.

9:2 Company Cars

We have invested in Company vehicles so that our employees can use them on Company business in place of their own vehicles. This saves wear and tear on personal vehicles and eliminates the need for keeping track of mileage.

We need your help in keeping Company cars in good condition. Please keep them clean, and please remove any trash or personal items when you are finished using the vehicles.

Please immediately report any accidents, mechanical problems, or other problems. We will try to have Company vehicles repaired or serviced as soon as possible.

Only authorized employees may use Company cars, and they may do so only on Company business.

You may not use Company vehicles while under the influence of drugs or alcohol or while otherwise impaired.

You must have a valid driver's license to use Company cars, and we expect that you will drive in a safe and courteous manner. If you receive any tickets for parking violations or moving violations, you are responsible for taking care of them.

Violating this policy in any way may result in disciplinary action, up to and including termination.

If you have been assigned a Company car, it is your responsibility to keep the car in good condition and repair. At a minimum, this means keeping the car clean, bringing it in for scheduled maintenance by an authorized service department, and checking and changing the oil on schedule. Periodically, we may inform you of other ways in which you must care for the car. We will, of course, reimburse you for any ordinary expenses associated with maintaining the vehicle.

9:3 Telephone System

The Company's telephone system is for business use only. Employees are expected to keep personal calls to a minimum. If you must make or receive a personal call, please keep your conversation brief. Extensive personal use of Company phones is grounds for discipline.

Use of cellular phones is to be kept to emergency use only. Cellular phones are to be stored during work.

9:4 Return of Company Property

When your employment with this Company ends, we expect you to return Company property—and to return it clean and in good repair. This includes this Employee Handbook, all manuals and guides, documents, phones, computers, equipment, keys, and tools.

We reserve the right to take any lawful action to recover or protect our property.

If you do not return a piece of property, we will withhold from your final paycheck the cost of replacing that piece of property. If you return a piece of property in disrepair, we will withhold from your final paycheck the cost of repair. We also reserve the right to take any other lawful action necessary to recover or protect our property.

Section 10

Leave and Time Off

10:1 Vacation

Our Company recognizes that our employees need to take time off occasionally, to rest and relax, to enjoy a vacation, or to attend to personal matters. That's why we offer a paid vacation program.

Exempt employees are eligible to participate in the paid vacation program.

Employees must schedule their vacations 6 weeks in advance, with their supervisor. We will try to grant every employee's vacation request for the days off of their choice.

However, we must have enough workers to meet our day-to-day needs—which means we might not be able to grant every vacation request, especially during holiday periods.

10:2 Holidays

Our Company observes the following holidays each year: New years Day, Easter, Labor Day, Independence Day, Memorial Day, Thanksgiving, and Christmas.

If a holiday falls on a weekend, the Company will inform you when the holiday will be observed. Ordinarily, holidays falling on a Saturday will be observed the preceding Friday; holidays falling on a Sunday will be observed the following Monday.

10:3 Sick Leave

Our Company provides paid sick days to exempt employees.

Employees may use sick leave when they are unable to work due to illness or injury. Sick leave is not to be used as extra vacation time, personal days, or "mental health" days. Any employee who abuses sick leave may be subject to discipline.

You must report to your supervisor if you will need to take sick leave. We ask that employees call in as soon as they realize that they will be unable to work, before the regular start of their work day. You must report to your supervisor by phone each day you are out on leave.

10:4 Paid Time Off

10:5 Family and Medical Leave

Because of our small size, our Company is not required to comply with the federal Family and Medical Leave Act (FMLA). However, we recognize that our employees may occasionally need to take unpaid leave to care for a new child, to care for a seriously ill family member, or to handle an employee's own medical issues.

If you anticipate that you might need time off to deal with family and medical issues, please talk to your supervisor. We can't guarantee that we'll grant every request, but we will seriously consider every request on a case-by-case basis. Among other things, we may consider our staffing needs, your position at the Company, the reason why you need leave, and how long you expect your leave to last.

10:6 Time Off for School Activities

Employees whose children have not yet graduated from high school may take up to 40 hours of leave for school activities each year. You may use this time to

You must request time off for school activities at least 2 weeks in advance. School activities leave is generally unpaid; however, you *may* use accrued vacation leave to be paid for this time off.

10:7 Bereavement Leave

If you suffer the death of an immediate family member, you are entitled to take time. This leave will be unpaid.

10:8 Military Leave

Our Company supports those who serve in the armed forces to protect our country. In keeping with this commitment, and in accordance with state and federal law, employees who must be absent from work for military service are entitled to take a military leave of absence. This leave will be unpaid.

When an employee's military leave ends, that employee will be reinstated to the position he or she formerly held, or to a comparable position, as long as the employee meets the requirements of federal and state law.

Employees who are called to military service must tell their supervisors as soon as

possible that they will need to take military leave. An employee whose military service has ended must return to work or inform the Company that he or she wants to be reinstated in accordance with these guidelines:

- For a leave of 30 or fewer days, the employee must report back to work on the first regularly scheduled workday after completing military service, allowing for travel time.
- For a leave of 31 to 180 days, the employee must request reinstatement within 14 days after military service ends.
- For a leave of 181 days or more, the employee must request reinstatement within 90 days after military service ends.

10:9 Voting

Our Company encourages employees to exercise their right to vote. If your work schedule and the location of your polling place will make it difficult for you to get to the polls before they close, you are entitled to take up to 2 hour(s) off work, at the beginning or end of your shift, to cast your ballot. This time will be paid.

Employees who will need to take time off work to vote must inform their supervisors at least 2 day(s) in advance. Employees are expected to work with their supervisors to ensure that their absence doesn't negatively impact Company operations.

10:10 Jury Duty

If you are called for jury duty, you are entitled to take time off, as necessary, to fulfill your jury obligations. No employee will face discipline or retaliation for jury service.

You must immediately inform your supervisor when you receive your jury duty summons. If you are chosen to sit on a jury, you must inform your supervisor how long the trial is expected to last. You must also check in with your supervisor periodically during your jury service, so the Company knows when to expect you back at work.

Section 11

Performance

11:1 Your Job Performance

Each and every employee contributes to the success or failure of our Company. If one employee allows his or her performance to slip, then all of us suffer. We expect everyone to perform to the highest level possible.

Poor job performance can lead to discipline, up to and including termination.

11:2 Performance Reviews

Because our employees' performance is vital to our success, we conduct periodic reviews of individual employee performance. We hope that, through these reviews, our employees will learn what we expect of them, and we will learn what they expect of us.

We require all employees to participate in the review process. Failure to participate could lead to discipline, up to and including termination.

Section 12

Workplace Behavior

12:1 Please Act Professionally

People who work together have an impact on each other's performance, productivity, and personal satisfaction in their jobs. In addition, how our employees act toward customers and vendors will influence whether those relationships are successful for our Company.

Because your conduct affects many more people than just yourself, we expect you to act in a professional manner whenever you are on Company property, conducting Company business, or representing the Company at business or social functions.

Although it is impossible to give an exhaustive list of everything that professional conduct means, it does, at a minimum, include the following:

- following all of the rules in this Handbook that apply to you
- refraining from rude, offensive, or outrageous behavior
- refraining from ridicule and hostile jokes
- treating coworkers, customers, and vendors with patience, respect, and consideration
- being courteous and helpful to others, and
- communicating openly with supervisors, managers, and coworkers.

Individuals who act unprofessionally will face discipline, up to and including termination.

The success of this Company depends in great part on the loyalty and good will of our customers. As a result, we expect our employees to behave in the following manner when interacting with customers:

- to treat all customers with courtesy and respect
- to always be helpful and cheerful toward customers,

- to reframe negative situations to positive, and
- to provide a clean atmosphere for our customers

12:2 Punctuality and Attendance

You are important to the effective operation of this business. When you are not here at expected times or on expected days, someone else must do your job or delay doing his or her own job while waiting for you to arrive. If you work with customers or vendors, they may grow frustrated if they can't reach you during your scheduled work times.

As a result, we expect you to keep regular attendance and to be on time and ready to work at the beginning of each scheduled workday. Of course, things will sometimes happen that will prevent you from showing up to work on time. For example, you may be delayed by weather, a sick child, or car trouble. If you are going to be more than 15 minutes late, please call. Please give this notice as far in advance as possible.

If you must miss a full day of work for reasons other than vacation, sick leave, or other approved leave (such as leave to serve on a jury or for a death in a family), you must notify us as far in advance as possible.

If you are late for work or fail to appear without calling in as required by this policy or by other policies in this Handbook, you will face disciplinary action, up to and including termination.

12:3 Employee Appearance and Dress

We believe that a professional image enhances our work product and makes us more competitive in the marketplace. In part, we convey that image through the appearance of our employees. We ask all employees to use their common sense when dressing for work and to wear attire that is professional and appropriate. We also ask our employees to maintain a neat and clean appearance at all times.

Tattoos and body piercings are contrary to the image of this Company. Employees must cover their tattoos and remove body piercings while on the worksite or while conducting company business.

12:4 Pranks and Practical Jokes

Although we want our employees to enjoy their jobs and have fun working together, we cannot allow employees to play practical jokes or pranks on each other. At best, these actions disrupt the workplace and dampen the morale of some; at worst, they lead to complaints of discrimination, harassment, or assault.

Employees who play pranks or practical jokes will face disciplinary action, up to and including termination.

12:5 Threatening, Abusive, or Vulgar Language

We expect our employees to treat everyone they meet through their jobs with courtesy and respect. Threatening, abusive, or vulgar language has no place in our workplace. It destroys morale and relationships, and it impedes the effective and efficient operation of our business.

As a result, we will not tolerate threatening, abusive, or vulgar language from employees while they are on the worksite, conducting Company business, or attending Company-related business or social functions.

Employees who violate this policy will face disciplinary action, up to and including termination.

12:6 Horseplay

Although we want our employees to have fun while they work, we don't allow employees to engage in horseplay—which is fun that has gotten loud and boisterous and out of control. Horseplay disrupts the work environment and can get out of hand, leading to fighting, hurt feelings, safety hazards, or worse.

Employees who engage in horseplay will face disciplinary action, up to and including termination.

12:7 Fighting

Verbal or physical fighting among employees is absolutely prohibited. Employees shall not engage in, provoke, or encourage a fight. Those who violate this policy will be disciplined, up to and including termination.

12:8 Sleeping on the Job

When our employees arrive at work, we expect them to be physically prepared to work through their day. Employees who sleep on the job dampen morale and productivity and deprive us of their work and companionship.

12:9 Insubordination

This workplace operates on a system of mutual respect between supervisors and employees. Supervisors must treat their employees with dignity and understanding, and employees must show due regard for their supervisors' authority.

Insubordination occurs when employees unreasonably refuse to obey the orders or follow the instructions of their supervisors. It also occurs when employees, through their actions or words, show disrespect toward their supervisors.

Insubordinate employees will face discipline, up to and including termination.

We understand, however, that there will be times when employees have valid reasons for refusing to do as their supervisor says. Perhaps the employee fears for his or her safety or the safety of others. Perhaps the employee believes that following instructions will violate the law or pose some other problem for this Company. Or maybe the employee thinks that there is a better way to accomplish a goal or perform a task. When these issues arise, we do not ask that employees blindly follow orders. Instead, we ask that employees explain the situation to their supervisor. If, after hearing the employee's side, the supervisor continues to give the same order or rule, the employee must either obey or use the complaint procedures described in Section 20 of this Handbook.

12:10 Progressive Discipline

Section 13

Health and Safety

13:1 Safety Policy

Our Company takes employee safety very seriously. In order to provide a safe workplace for everyone, every employee must follow our safety rules:

- Horseplay, rough-housing, and other physical acts that may endanger employees or cause accidents are prohibited.
- Employees must follow their supervisors' safety instructions.
- Employees in certain positions may be required to wear protective equipment, such as hair nets, hard hats, safety glasses, work boots, ear plugs, or masks. Your supervisor will let you know if your position requires protective gear.
- Employees in certain positions may be prohibited from wearing dangling jewelry or apparel, or may be required to pull back or cover their hair, for safety purposes. Your supervisor will tell you if you fall into one of these categories.
- All equipment and machinery must be used properly. This means all guards, restraints, and other safety devices must be used at all times. Do not use equipment for other than its intended purpose.
- All employees must immediately report any workplace condition that they believe to be unsafe to their supervisor. The Company will look into the matter promptly.
- All employees must immediately report any workplace accident or injury.

13:2 Workplace Security

It is every employee's responsibility to help keep our workplace secure from unauthorized intruders. Every employee must comply with these security precautions.

When you leave work for the day, please do all of the following: Lock all doors, bring in the isles.

After-hours access to the workplace is limited to those employees who need to work late. If you are going to be working past our usual closing time, please let your supervisor know.

Employees are allowed to have an occasional visitor in the workplace, but workplace visits should be the exception rather than the rule.

Do not leave your visitor unattended in the workplace. If you have a visitor, you must accompany your visitor at all times. This includes escorting your visitor to and from the entrance to our Company.

13:3 What to Do in an Emergency

In case of an emergency, such as a fire, earthquake, or accident, your first priority should be your own safety. In the event of an emergency causing serious injuries, *IMMEDIATELY DIAL 9-1-1* to alert police and rescue workers of the situation.

If you hear a fire alarm or in case of an emergency that requires evacuation, please proceed quickly and calmly to the emergency exits. The Company will hold fire drills to familiarize everyone with the routes they should take. Remember that every second may count don't return to the workplace to retrieve personal belongings or work-related items. Once you have exited the building, head towards the fire station.

13:4 Smoking Policy

Our Company encourages those who wish to quit smoking.

13:5 Violence Is Prohibited

We will not tolerate violence in the workplace. Violence includes physical altercations, coercion, pushing or shoving, horseplay, intimidation, stalking, and threats of violence. Any comments about violence will be taken seriously—and may result in your termination. Please do not joke or make offhand remarks about violence.

No Weapons

No weapons are allowed in our workplace. Weapons include firearms, knives, brass knuckles, martial arts equipment, clubs or bats, and explosives. If your work requires you to use an item that might qualify as a weapon, you must receive authorization from your supervisor to bring that item to work or use it in the workplace. Any employee found with an unauthorized weapon in the workplace will be subject to discipline, up to and including termination.

13:6 Don't Use a Cell Phone While Driving

We know that our employees may use their cell phones or personal digital assistants (PDAs), whether these devices belong to the employee or are issued by the Company, for work-related matters.

Employees are prohibited from using cell phones or PDAs for work-related matters while driving, however. We are concerned for your safety and for the safety of other drivers and pedestrians, and using a cell phone or PDA while driving can lead to accidents.

If you must make a work-related call while driving, you must wait until you can pull over safely and stop the car before placing your call. If you receive a work-related call while driving, you must ask the caller to wait while you pull over safely and stop the car. If you are unable to pull over safely, you must tell the caller that you will have to call back when it is safe to do so.

Those who violate this policy will be subject to discipline, up to and including termination.

Section 14

Employee Privacy

14:1 Search Policy

Employees do not have a right to privacy in their workspaces or in any other property belonging to the Company. The Company reserves the right to search Company property at any time, without warning, to ensure compliance with our policies, including those that cover employee safety, workplace violence, harassment, theft, drug and alcohol use, and possession of prohibited items. Company property includes, but is not limited to, lockers, desks, file cabinets, storage areas, and workspaces. If you use a lock on any item of Company property (a locker or file cabinet, for example), you must surrender a copy of the key or combination.

14:2 Telephone Monitoring

The Company reserves the right to monitor calls made from or received on Company telephones. Therefore, no employee should expect that conversations made on Company telephones will be private.

14:3 Cameras, Phones, and Other Recording Devices

Many cell phones today come with built-in recording capabilities, including cameras and video and audio recording devices. Although these features are fun for personal use, using them in the workplace can lead to violations of privacy and breaches of confidentiality.

Therefore, we do not allow employees to use any cellular telephones or devices including recording devices, including cameras and the recording capabilities of cell phones, at work. In addition, you may not bring these devices into the retail store at any time.

Violation of this policy will lead to discipline, up to and including termination.

Section 15

Computers, Email, and the Internet

15:1 Email

Our Company provides employees with computer equipment, including an Internet connection and access to an electronic communications system, to enable them to perform their jobs successfully. This policy governs your use of the Company's email system.

Use of the Email System

The email system is to be used for official Company business only not for personal reasons.

Email Is Not Private

Email messages sent using Company communications equipment are the property of the Company. We reserve the right to access, monitor, read, and/or copy email messages at any time, for any reason. You should not expect that any email message you send using Company equipment including messages you consider to be, or label as, personal will be private.

Email Rules

All of our policies and rules of conduct apply to employee use of the email system. This means, for example, that you may not use the email system to send harassing or discriminatory messages, including messages with explicit sexual content or pornographic images; to send threatening messages; or to solicit others to purchase items for non-Company purposes.

We expect you to exercise discretion in using electronic communications equipment. When you send email using the Company's communications equipment, you are representing the Company. Make sure that your messages are professional and appropriate, in tone and content. Remember, although email may seem like a private conversation, email can be printed, saved, and forwarded to unintended recipients. You

should not send any email that you wouldn't want your boss, your mother, or our Company's competitors to read.

Deleting Emails

Because of the large volume of emails our Company sends and receives, we discourage employees from storing large numbers of email messages. Please make a regular practice of deleting emails once you have read and/or responded to them. If you need to save a particular email, you may print out a paper copy, archive the email, or save it on your hard drive or disk. The Company will purge email messages that have not been archived after 2 days.

Violations

Any employee who violates this policy can be subject to discipline, up to and including termination.

Guidelines for Email Writing

1. Always spell check or proofread. Email is official Company correspondence. Spelling errors in email are all too common and they look sloppy and unprofessional. Always take the time to check for spelling errors before you send email.
2. Use lowercase and capital letters in the same way that you would in a letter. Using all capital letters in the email is equivalent of shouting at someone and it can be hard on the eyes. Failing to use capital letters at all (to begin a sentence or a formal noun) can confuse your reader and seem overly cute. Unless you are writing poetry, use standard capitalization.
3. Remember your audience. Although email encourages informal communication, that might not be the most appropriate style to use if you are addressing the CEO of an important customer. And remember that your email can be forwarded to unintended recipients some of whom may not appreciate joking comments or informalities.
4. Don't use email for confidential matters. Again, remember the unintended recipient your email might be forwarded to someone you didn't anticipate or might be sitting on a printer for all to see. If you need to have a confidential discussion, do it in person or over the phone.

5. Send messages sparingly. There is rarely a need to copy everyone in the Company on an email. Carefully consider who really needs to see the message, and address it accordingly.

6. Always think before you send. Resist the urge to respond in anger, to "flame" your recipient, or to get emotional. Although email gives you the opportunity to respond immediately, you don't have to take it.

15:2 Using the Internet

We may provide you with computer equipment and capabilities, including Internet access, to help you perform your job. This policy governs your use of that equipment to access the Internet.

Personal Use of the Internet Is Prohibited

Our network and Internet access are for official Company business only. Employees may not access the Internet for personal use at any time. This includes social networking sites, such as myspace or facebook. Any employee who uses the Company's Internet access for personal reasons, or who violates any other provision of this policy, may be subject to discipline.

Prohibited Uses of the Internet

Employees may not, at any time, access the Internet using Company equipment or links for any of the following purposes:

- To visit websites that feature pornography, gambling, or violent images, or are otherwise inappropriate in the workplace.
- To operate an outside business, solicit money for personal purposes, or to otherwise act for personal financial gain this includes running online auctions.
- To download software, articles, or other printed materials in violation of copyright laws.
- To download any software program.
- To read, open, or download any file from the Internet without first screening that file for viruses using the Company's virus detection software.

Internet Use is Not Private

We reserve the right to monitor employee use of the Internet at any time, to ensure compliance with this policy. You should not expect that your use of the Internet including but not limited to the sites you visit, the amount of time you spend online, and the communications you have will be private.

15:3 Software Use

It is our Company's policy to use licensed software only in accordance with the terms of its license agreement. Violating a license agreement is not only unethical it is also illegal and can subject the Company to criminal prosecution and substantial monetary penalties.

To help us adhere to this policy, employees may not do any of the following without permission

- Make a copy of any Company software program, for any reason.
- Install a Company software program on a home computer.
- Install a personal software program (that is, software owned by the employee) on any Company computer.
- Download any software program from the Internet to a Company computer.

The Company may audit Company-owned computers at any time to ensure compliance with this policy.

15:4 Personal Blogs

Our Company recognizes that some of our employees may choose to express themselves through their personal websites or weblogs (blogs). We value our employees' creativity and honor your right to engage in these forms of personal expression on your own time, should you choose to do so.

However, problems can arise when a personal blog identifies or appears to be associated with our Company, or when a personal blog is used in ways that violate the Company's rights or the rights of other employees. Therefore, the following rules apply to personal blogs; violation of these rules will lead to discipline, up to and including termination:

- You may not use Company property to create or maintain your blog, nor may you do so on Company time.
- If you identify yourself as an employee of our Company, whether by explicit statement or by implication, you must make clear that the views expressed in your blog are yours, and do not necessarily reflect the views of our Company.
- All of our Company policies apply to anything you write in a personal blog. This means, for example, that a blog may not reveal Company trade secrets or confidential information, and may not be used to harass or threaten another employee.

Please keep in mind that a personal blog may be read by many people—including potential applicants, competitors, and customers of our Company—and use common sense when deciding what to include in a blog. The Company will take appropriate legal action to prevent the defamation of its employees, its customers, or others associated with it.

Section 16

Employee Records

16:1 Your Personnel File

This Company maintains a personnel file on each employee. The purpose of this file is to allow us to make decisions and take actions that are personally important to you, including notifying your family in case of an emergency, calculating income tax deductions and withholdings, and paying for appropriate insurance coverage.

We do not keep medical records or work eligibility forms in your personnel file. Those are kept separately.

16:2 Confidentiality of Personnel Files

Because the information in your personnel file is by its nature personal, we keep the file as confidential as possible. We allow access to your file only on a need-to-know basis.

16:3 Please Notify Us If Your Information Changes

Because we use the information in your personnel file to take actions on your behalf, it is important that the information in that file be accurate. Please notify us whenever any of the following changes:

- your name
- your mailing address
- your phone number
- your dependents
- the number of dependents you are designating for income tax withholding
- your marital status
- the name and phone number of the individual whom we should notify in case of an emergency, or
- restrictions on your driver's license.

16:4 Inspecting Your Records

16:5 Work Eligibility Records

In compliance with federal law, all newly hired employees must present proof that they are legally eligible to work in the United States. We must keep records related to that proof, including a copy of the USCIS Form I-9 that each employee completes for us.

Those forms are kept as confidential as possible. We do not keep them in your personnel file.

16:6 Medical Records

We understand the particularly sensitive nature of an employee's medical records, so we do not place any such records in the employee's personnel file. We keep all medical records in a separate and secure place.

Section 17

Drugs and Alcohol

17:1 Policy Against Alcohol and Illegal Drug Use

This Company is committed to providing a safe, comfortable, and productive work environment for its employees. We recognize that employees who abuse drugs or alcohol at work—or who appear at work under the influence of illegal drugs or alcohol—harm both themselves and the work environment.

As a result, we prohibit employees from doing the following:

- appearing at work under the influence of alcohol or illegal drugs
- conducting Company business while under the influence of alcohol or illegal drugs (whether or not the employee is actually on work premises at the time)
- using alcohol or illegal drugs on the worksite
- using alcohol or illegal drugs while conducting Company business (whether or not the employee is actually on work premises at the time)
- possessing, buying, selling, or distributing alcohol or illegal drugs on the worksite
- possessing, buying, selling, or distributing alcohol or illegal drugs while conducting Company business (whether or not the employee is actually on work premises at the time).

Illegal drug use includes more than just outlawed drugs such as marijuana, cocaine, or heroin. It also includes the misuse of otherwise legal prescription and over-the-counter drugs.

This policy covers times when employees are on call but not working and times when employees are driving Company vehicles or using Company equipment.

Employees who violate this policy may face disciplinary action, up to and including termination.

We do not prohibit employees from consuming alcohol at social or business functions

that we sponsor where alcohol is served. Even at these functions, however, employees may not consume alcohol to the point of intoxication or to the point where they endanger their own safety or the safety of others. In addition, employees involved in security and employees who work with heavy or dangerous machinery or materials may not consume any alcohol at these functions if they will be returning to work that same day.

This policy does not prohibit employees from consuming alcohol while entertaining clients or prospective clients. However, employees may not consume alcohol to the point of intoxication, nor may they consume alcohol if they are going to drive. In addition, employees must always conduct themselves professionally and appropriately while on Company business.

17:2 Inspections to Enforce Drug and Alcohol Policy

This Company reserves the right to inspect employees, their possessions, and their workspaces to enforce our policy against illegal drug and alcohol use.

17:3 Drug Testing

This Company does not engage in drug testing.

17:4 Leave to Participate in Rehabilitation Program

We believe that employees who have a substance abuse problem can help themselves by enrolling in a rehabilitation program. Not only will overcoming their problem help these employees in their personal lives, it will help them to be more effective and productive workers.

Although we cannot guarantee that we will grant this leave to all employees who request it, employees who would like to participate in a rehabilitation program may, subject to approval.

17:5 Rehabilitation and Your EAP

Section 18

Trade Secrets and Conflicts of Interest

18:1 Confidentiality and Trade Secrets

Information is part of what makes this Company competitive. During your employment here, you will periodically learn sensitive information, either because you help to develop that information or because you need that information to do your job. It is important for the health of this business—and for the well-being of employees who depend on this business for their livelihood—that you keep information you learn through your employment confidential. Employees who improperly disclose sensitive information, confidential information, proprietary information, or trade secret information to anyone outside the Company will face disciplinary action, up to and including termination.

After you leave this Company, you are still legally prohibited from disclosing sensitive, proprietary, trade secret, or confidential information. If you disclose such information, we will seek legal remedies.

18:2 Conflicts of Interest

Our Company's success depends on the hard work, dedication, and integrity of everyone who works here. In turn, our employees' livelihood depends on the success of our Company.

Because we depend so much on our employees, and because they depend so much on us, we expect all employees to devote their energies and loyalties to our Company. We do not allow employees to engage in any activities or relationships that create either an actual conflict of interest or the potential for a conflict of interest.

Although we cannot list every activity or relationship that would create either an actual or potential conflict of interest, examples of activities that violate this policy include the following:

- working for a competitor or customer or vendor as a part-time employee, full-time employee, consultant, or independent contractor, or in any other capacity

- owning an interest in a competitor, customer, vendor, or anyone else who seeks to do business with this Company
- using the resources of this Company for personal gain, and
- using your position in this Company for personal gain.

Employees who violate this policy face disciplinary action, up to and including termination.

Section 19

Discrimination and Harassment

19:1 Our Commitment to Equal Employment Opportunity

Our Company is strongly committed to providing equal employment opportunity for all employees and all applicants for employment. For us, this is the only acceptable way to do business.

All employment decisions at our Company including those relating to hiring, promotion, transfers, benefits, compensation, placement, and termination will be made without regard to race.

Any employee or applicant who believes that he or she has been discriminated against in violation of this policy should immediately file a complaint with us, as explained in our Complaint Policy. We encourage you to come forward if you have suffered or witnessed what you believe to be discrimination we cannot solve the problem until you let us know about it. The Company will not retaliate, or allow retaliation, against any employee or applicant who complains of discrimination, assists in an investigation of possible discrimination, or files an administrative charge or lawsuit alleging discrimination.

Managers are required to report any discriminatory conduct or incidents, as described in our Complaint Policy.

Our Company will not tolerate discrimination against any employee or applicant. We will take immediate and appropriate disciplinary action against any employee who violates this policy.

19:2 Harassment Will Not Be Tolerated

It is our policy and our responsibility to provide our employees with a workplace free from harassment. Harassment on the basis of intelligence undermines our workplace morale and our commitment to treat each other with dignity and respect. Accordingly, harassment will not be tolerated at our Company.

Harassment can take many forms, including but not limited to touching or other

unwanted physical contact, posting offensive cartoons or pictures, using slurs or other derogatory terms, telling offensive or lewd jokes and stories, and sending email messages with offensive content. Unwanted sexual advances, requests for sexual favors and sexually suggestive gestures, jokes, propositions, email messages, or other communications all constitute harassment.

If you experience or witness any form of harassment in the workplace, please immediately notify the Company by following the steps outlined in our Complaint Policy. We encourage you to come forward with complaints the sooner we learn about the problem, the sooner we can take steps to resolve it. The Company will not retaliate, or allow retaliation, against anyone who complains of harassment, assists in a harassment investigation, or files an administrative charge or lawsuit alleging harassment. All managers are required to immediately report any incidents of harassment, as set forth in our Complaint Policy.

Complaints will be investigated quickly. Those who are found to have violated this policy will be subject to appropriate disciplinary action, up to and including termination.

Section 20

Complaint Policies

20:1 Complaint Procedures

Our Company is committed to providing a safe and productive work environment, free of threats to the health, safety, and well-being of our workers. These threats include, but are not limited to, harassment, discrimination, violations of health and safety rules, and violence.

Any employee who witnesses or is subject to inappropriate conduct in the workplace may complain to your supervisor or to any Company officer. Any supervisor, manager, or Company officer who receives a complaint about, hears of, or witnesses any inappropriate conduct is required to immediately notify your supervisor. Inappropriate conduct includes any conduct prohibited by our policies about harassment, discrimination, discipline, workplace violence, health and safety, wages and hours, and drug and alcohol use. In addition, we encourage employees to come forward with any workplace complaint, even if the subject of the complaint is not explicitly covered by our written policies.

We encourage you to come forward with complaints immediately, so we can take whatever action is needed to handle the problem. Once a complaint has been made, your supervisor will determine how to handle it. For serious complaints, we will immediately conduct a complete and impartial investigation. All complaints will be handled as confidentially as possible. When the investigation is complete, the Company will take corrective action, if appropriate.

We will not engage in or allow retaliation against any employee who makes a good faith complaint or participates in an investigation. If you believe that you are being subjected to any kind of negative treatment because you made or were questioned about a complaint, report the conduct immediately to the CEO.

We also encourage employees to come forward with complaints or concerns regarding the Company's accounting, auditing, or internal controls procedures, and complaints or

concerns regarding possible shareholder fraud. You may raise these issues through the complaint procedures described in this policy, or you may do so anonymously by sliding a letter under the office door.

20:2 Our Doors Are Open to You

We want to maintain a positive and pleasant environment for all of our employees. To help us meet this goal, our Company has an open-door policy, by which employees are encouraged to report work-related concerns.

If something about your job is bothering you, or if you have a question, concern, idea, or problem related to your work, please discuss it with your immediate supervisor as soon as possible. If for any reason you don't feel comfortable bringing the matter to your supervisor, feel free to raise the issue with any Company officer.

We encourage you to come forward and make your concerns known to the Company. We can't solve the problem if we don't know about it.

Section 21

Ending Employment

21:1 Final Paychecks

Employees who quit will receive their final paycheck on the next pay period. Employees who are terminated involuntarily will receive their final paycheck on the next pay period.

Final paychecks will include all compensation earned but not paid through the date of termination.

21:2 No Severance Pay

Our Company does not pay severance to terminated employees, whether they quit, are laid off, or are fired for any reason.

21:3 Continuing Your Health Insurance Coverage

21:4 Exit Interviews

We will hold an exit interview with every employee who leaves the Company, for any reason. During the interview, you will have the opportunity to tell us about your employment experience here what you liked, what you didn't like, and where you think we can improve. We greatly value these comments.

The exit interview also gives us a chance to handle some practical matters relating to the end of your employment. You will be expected to return all Company property at the interview. You will also have an opportunity to ask any questions you might have about insurance, benefits, final paychecks, references, or any other matter relating to your employment.

21:5 References

When we are contacted by prospective employers seeking information about former employees, we will release the following data only: the position(s) the employee held, the dates the employee worked for our Company, and the employee's salary or rate of pay.

Email and Internet Policy Acknowledgment Form

My signature on this form indicates that I have read the Company's email and Internet policies and I agree to abide by their terms. I understand that any email messages I send or receive using Company equipment are not private, and that the Company may access, monitor, read, and/or copy those messages at any time, for any reason. I also understand that the Company reserves the right to monitor my Internet use, and that such monitoring may occur at any time, for any reason.

Date

_____Signature

_____Print Name

Expense Reimbursement Form

Date of Expense	Item or Service Purchased	Reason for Expense	Cost	Receipt Attached
			TOTAL	

EMPLOYEE'S SIGNATURE

DATE SUBMITTED

EMPLOYEE'S NAME (PRINT)

SUPERVISOR'S SIGNATURE

DATE APPROVED

SUPERVISOR'S NAME (PRINT)

Handbook Acknowledgment Form

By signing this form, I acknowledge that I have received a copy of the Company's Employee Handbook. I understand that it contains important information about the Company's policies, that I am expected to read the Handbook and familiarize myself with its contents, and that the policies in the Handbook apply to me. I understand that nothing in the Handbook constitutes a contract or promise of continued employment and that the Company may change the policies in the Handbook at any time.

By signing this form, I acknowledge that my employment is at will. I understand that I have the right to end the employment relationship at any time and for any reason, with or without notice, with or without cause, and that the Company has the same right. I acknowledge that neither the Company nor I have entered into an employment agreement for a specified period of time, that only _____ may make any agreement contrary to the at-will policy, and that any such agreement must be in writing, signed by myself and _____.

Employee's Signature

Date

_____ Employee's Name (Print)

Telephone Monitoring Policy Acknowledgment

My signature on this form indicates that I have read the Company's telephone monitoring policy and I agree to abide by its terms. I understand that telephone calls I make or receive on Company phones are not private, and that the Company may monitor these calls at any time.

Employee's Signature

Date

Employee's Name (Print)