

Altman Specialty Plants, Inc.
Confidential Internal Document

Talking Points/Script for Arbitration Agreement Review with New Employees

1. Introduce the Agreement.

- Offer in English or Spanish and/or see if they need it translated to another language.
- The Company would like to offer you an arbitration agreement.
- Arbitration is a way to resolve claims and disputes without court. In an arbitration, a person designated as an arbitrator hears both sides of a dispute. The arbitrator is an independent third-party who has the legal authority to make a decision based on the evidence at an arbitration. The arbitrator's decision can be reviewed by a court, but otherwise, the decision is final.
- You are not giving up any part of any claim that you may have against the Company. Rather, you and the Company are agreeing that the claim or dispute will be resolved in arbitration rather than in court.
- By signing this agreement, you agree that any claim will be in your individual capacity for yourself only, and not on behalf of other people.
- The Company will pay for the costs of the arbitrator and the filing fees in any arbitration between you and the Company.

2. Employment Status.

- Signing the arbitration agreement is a condition of you obtaining employment with the Company.
- Your employment with the Company is and will remain "at-will," which means that you or the Company can terminate your employment at any time for any lawful reason.

3. Instructions to Employee.

- Please read the agreement carefully before signing it. Please feel free to take it home and consider the agreement.
- Please see the Office Manager or General Manager if you have any questions.

4. Signed Agreements [instructions to HR]

- Employee must *initial each paragraph* and, on the second page, sign *and date* the agreement.
- The arbitration agreement may be signed by the Office Manager or GM.
- Once the arbitration agreement is signed by the employee, please include it in the new hire documents sent to the Human Resources Department in Vista.
- Employees can have a copy if they would like one.