**It's Electric Entertainment, LLC**

**Employee Handbook**

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**Section 1. Introduction**

***1.1 Building the Future***

At all times, you represent the company, and it is up to each one of you to take this responsibility seriously. Our company exists with your joint efforts. Don’t underestimate your contribution to it. A great many people outside the business who invest their time, money and faith in us are part of that equation. They are our clients. They will determine how fast we grow, how many people we will employ, how much service we render and the profit we make. In order to retain these clients, we want to ensure that our good service continues by always giving our clients the best possible value and quality. Working together and working well provides us with a bright future and with the most important commodity, a good reputation.

***1.2 Employee Relations Philosophy***

We are committed to providing the best possible climate for maximum development and goal achievement for all team members. Our practice is to treat each team member as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal. In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual team member. We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

***1.3 No Harassment***

We do not tolerate the harassment of applicants, team members, clients, or vendors.

**Violation of this policy will result in disciplinary action, up to and including immediate discharge.**

If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, please discuss the questions with a member of management or one of the contacts listed in this policy.

Even non-team members are covered by this policy. We prohibit harassment, discrimination, or retaliation of our team members in connection with their work by non-team members. Immediately report any harassing or discriminating behavior by non-team members, including vendors, clients, and employees of contractors or subcontractors.

***1.4 You & Us***

*Suggestions and Ideas*

We are always interested in your constructive ideas and suggestions for improving our operations. Your suggestions should be submitted to the owner. After we investigate your suggestion, you will be notified whether it is feasible to be put into practice.

*Talk to Us*

We encourage you to bring your questions, suggestions and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations.

If you feel you have a problem, present the situation to the owner so that the problem can be settled by examination and discussion of the facts.

Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

**Section 2. About Employment**

***2.1. Purpose of this Handbook***

The purpose of this Handbook is to familiarize you - the employee - with the policies, rules and other key aspects of It's Electric Entertainment, LLC (the "Company"). The information in this handbook supersedes all rules and policies that may previously have been expressed or implied, in both written and oral format. Compliance with this Handbook is compulsory for all employees. The Company reserves the right to interpret this Handbook's content as it sees fit, and to deviate from policy when it deems necessary.

***2.2 Changes of Policy***

It's Electric Entertainment, LLC reserves the right to change this Handbook's content, at any time and at our sole discretion.

Its provisions may not be altered by any other means, oral or written. You will receive written notice of any changes we make to the employee handbook and are responsible for understanding and complying with all up-to-date policies. If you are confused about any information defined herein, please contact the Human Resources Manager.

***2.3 Employment Forms***

All new employees are required to complete and submit the proper forms including but not limited to an I9 and a w4.

*Non-Disclosure Agreement*

This Handbook expressly prohibits the unauthorized disclosure of confidential Company information, via any means of communication, including, but not limited to, face-to-face, over the phone and via the Internet, for employee's own benefit or the benefit of any third party.

*Non-Competition.*

For the entire duration of this agreement, and for 2 years after the Employer’s relationship with the Employee has been terminated for any reason, the Employee will not work as an employee, officer, director, partner, consultant, agent, owner or engage in any other capacity with a competing company. This means that Employee must not perform any work for a DJ/MC Entertainer in the Southeast Iowa Region.

While on the job, the Employee will not solicit advertise, or offer any services, DJ, Photobooth, planning or otherwise, besides those expressly provided by The Company.

***2.4 Definition of "At-Will" Employment***

It's Electric Entertainment, LLC typically employs less than 20 employees regular and temporary employees on an "at-will" basis. This section defines the terms of "at-will" employment, as well as the different types of employees we hire.

The job of an "at-will" employee is not guaranteed. It may be ended, at any time and with or without notice, by the employee or, for a lawful reason, by the Company. The Company also reserves the right to alter an "at-will" employee's benefits, pay rate, and assignments as it sees fit. The "at-will" terms of employment may only be changed with the approval of the President, CEO or CFO, and must be signed off by the President or the CEO.

***2.5 Categories of Employment***

This section distinguishes between the different types of workers the Company employs. Employee status is established at the time of hire and may only be altered via a written statement signed by the Company.

*Introductory Period*

During this time, you will be able to determine if your new job is suitable for you and the owner will have an opportunity to evaluate your work performance. However, the completion of the introductory period does not guarantee employment for any period of time since you are an at-will team member both during and after your introductory period.

*Exempt vs Non-Exempt*

Most employees are non-exempt, meaning they are entitled by law to at least minimum wage and premium pay for overtime.

Exempt employees are not subject to these laws. Exempt status is defined by standards set by state law and the Federal Labor Standards Act (FLSA). This class of employee is usually an executive, an administrator, or a highly paid specialist such as a programmer.

*Regular vs. Temporary*

Regular employees work a regular schedule, either on a full-time or part-time basis. To be considered full-time, an employee must work at least 40 hours per week. A temporary employee is a person we hire for a short period (usually 3 months at maximum) to assist with a project or remedy a staff shortage. A temporary employee is also employed on an "at-will" basis (defined above).

*Independent Contractors & Consultants*

Independent contractors and consultants are not Company employees, but rather self-employed professionals whom we hire for specific projects. Unlike employees, they do not operate under Company direction, and control their own methods, materials and schedules. They are not eligible for Company benefits.

***2.6 Driving Record***

Team Members in positions where the operation of a motor vehicle is an essential duty of the position must present and maintain a valid driver's license and acceptable driving record to our insurer. Changes in your driving record must be reported to the owner immediately. Violations of this policy may result in immediate termination of your employment.

***2.7 Alcohol & Drug Use***

Good performance on the part of our employees is crucial to It's Electric Entertainment, LLC's success. For this reason, we strictly forbid employees to do the following while at work\*:

· Drinking alcohol and selling, purchasing or using illegal drugs at work. An "illegal drug" is any drug that has not been obtained by legal means. This includes prescription drugs being used for non-prescribed purposes.

· No smoking or other use of tobacco or similar products (including, but not limited to, cigarettes, pipes, cigars, snuff, or chewing tobacco) is permitted at any point during a workday, while on company business, while at client locations, in any part of a company-sanctioned event.

· Possession of any non-prescribed controlled substance, including alcohol and legal but illegally obtained prescription drugs.

· Reporting for work intoxicated. We reserve the right to test employees for substance abuse. Illegal drugs, illegal drug metabolites, or excessive alcohol in your system will result in disciplinary action up to and including termination.

The Company cares about the overall health and well-being of its employees. Any employee who feels that he/she is developing a substance abuse problem is urged to seek help. The Company will grant time off (within reason) for rehabilitation. Be advised, however, that this will not excuse a substance-related offense. In some cases, completion of Company-approved rehabilitation program may serve as an alternative to termination.

\*Including any part of Company property, Company vehicles, and during work hours.

***2.8 Equipment Use***

*Company Music Usage Policy*

All music provided by the company is to be used at company events only. It is not to be copied or redistributed. Anyone found in violation of this rule will be subject to immediate termination and copyright infringement fines as dictated by law.

*Company Equipment Policy*

All equipment is property of the It’s Electric Entertainment, LLC. These are, but not limited to, computers, mixers, speakers, effects, photobooths, etc. All equipment is to be used for company sanctioned events only and never for personal use. Anyone found in violation of this policy will be subject to immediate termination.

**Section 3. Payroll**

***3.1 Payment Schedule***

Employees are paid bi-weekly, when applicable.

***3.2 Wages***

Wages vary from employee to employee and are based on level of skill and experience. The Company conducts regular evaluations of all employees and issues promotions as it sees fit. Employees who feel entitled to higher pay may contact Megan Brincks to discuss.

In addition to regular pay, employees may have the option of earning tips or tax-exempt pay from clients after completing a work assignment. Tips are to be evenly split between all employees in attendance, and can be brought to Megan Brincks to properly allocate these funds.

*Overtime*

A non-exempt employee may work overtime on the terms defined by Iowa law pending prior authorization by his or her manager.

*Travel*

Travel will be paid out and split between all employees who acted as a primary driver. Travel is not-taxed and considered a reimbursable expense.

Travel pay varies from event to event and is dictated by the rate agreed upon at time of client booking.

***3.3 Deductions & Garnishment***

*Deductions*

Federal and state law requires that we deduct the following from every paycheck:

· Social Security

· Income tax (federal and state)

· Medicare

· State Disability Insurance & Family Temporary Disability Insurance

· Other deductions required by law or requested by the employee

A Wage and Tax Statement (W-2) recording the previous year's wages and deductions will be provided at the beginning of each calendar year.

If at any time you wish to adjust your income tax withholding, please fill out the designated form and submit it to Accounting.

*Wage Garnishment*

Sometimes, the Company receives legal papers that compel us to garnish an employee's paycheck - that is, submit a portion of said paycheck in payment of an outstanding debt of the Employee. We must, by law, abide by this either until ordered otherwise by the court or until the debt is repaid in full through withheld payments or otherwise.

*Pay Advances*

Pay advances will not be granted to team members.

***3.4 Performance***

*Performance Reviews*

Your performance is important to our company. Once each year, every week, the manager on duty will review your job progress within our company and help you set new job performance plans.

Our performance review program provides the basis for better understanding between you and the manager on duty, with respect to your job performance, potential and development within the company.

*Job Descriptions*

The company maintains a job description for each position in the company. The job description outlines the essential duties and responsibilities of the position.

When the duties and/or responsibilities of a position change, the job description is revised to reflect those changes. If you have any questions or wish to obtain a copy of your position's job description, please see the owner.

**Section 4. Rights & Policies**

The following section summarizes your legal rights as an employee of It's Electric Entertainment, LLC. Questions about any policy detailed in this section may be addressed with a Human Resources representative.

***4.1 Equal Opportunity Employment Policy***

The Company provides equal employment opportunities to all applicants, without regard to unlawful considerations of or discrimination against race, religion, creed, color, nationality, sex, sexual orientation, gender identity, age, ancestry, physical or mental disability, medical condition or characteristics, marital status, or any other classification prohibited by applicable local, state or federal laws. This policy is applicable to hiring, termination and promotion; compensation; schedules and job assignments; discipline; training; working conditions, and all other aspects of employment with It's Electric Entertainment, LLC. As an employee, you are expected to honor this policy and to take an active role in keeping harassment and discrimination out of the workplace.

***4.2 Accommodation for Disabled Employees***

We are happy to work with otherwise qualified disabled employees in order to accommodate limitations, in accordance with the Americans with Disabilities Act (ADA). It is up to the employee to approach his or her supervisor with this request, and to provide medical proof of his or her needs upon the Company's request.

We are also happy to accommodate employees diagnosed with life-threatening illnesses. Such employees are welcome to maintain a normal work schedule if they so desire, provided that we receive medical papers proving their working cannot harm themselves or others and their work remains at acceptable standards.

***4.3 Employment of Minors***

Due to the nature and liability of our work, the minimum age requirement for employment is 18.

***4.4 Employment of Relatives***

The employment of relatives can prove problematic, particularly in situations where relatives share a department or a hierarchical relationship. The Company will not hire relatives to work in any potentially disruptive situation. An employee must inform us if he or she becomes a co-worker's relative. If at any time we perceive the situation to be dysfunctional, we may have to reassign or ask for one relative's resignation in order to remedy the situation.

***4.5 Religion & Politics***

It's Electric Entertainment, LLC is respectful of all employees' religious affiliations and political views. We ask that if you choose to participate in a political action, you do not associate the Company in any way. We are happy to work with employees to accommodate political and religious obligations, provided accommodations are requested from a manager in advance.

***4.6 Private Information***

Employee information is considered to be private and only accessed on a need-to-know basis. Your healthcare information is completely confidential unless you choose to share it. In some cases, employees and management may receive guidelines ensuring adherence to the Health Insurance Portability and Accountability Act (HIPAA).

Personnel files and payroll records are confidential and may only be accessed for legitimate reasons. If you wish to view your files, you must set up an appointment in advance with Human Resources. A Company-appointed record keeper must be present during the viewing. You may only make photocopies of documents bearing your signature, and written authorization is needed to remove a file from Company premises. You may not alter your files, although you may add comments to items of dispute.

Certain information, such as dates of employment and rehiring eligibility, are available by request only. We will not release information regarding your compensation without your written permission.

***4.7 Leaves of Absence***

Employees requiring time off from work may apply for a leave of absence.

All leaves must be approved by management. For planned leaves, employees must submit requests at least 30 days in advance. Emergency leaves must be requested as soon as possible. Accepting/performing another job or applying for unemployment benefits during leave will be considered voluntary resignation.

We consider all requests in terms of effect on the Company and reserve the right to approve or deny requests at will, except when otherwise directed by law. Any request for a leave of absence due to disability will be subject to an interactive review. A medical leave request must be supported in a timely manner by a certification from the employee's healthcare provider.

Extension of leave must be requested and approved before the current leave ends. No employee is guaranteed reinstatement upon returning from leave, unless the law states otherwise. However, the Company will try to reinstate each returning employee in his or her old position, or one that is comparable.

Below are the three main types of leave that It's Electric Entertainment, LLC offers employees. Some, but not all, are governed by law.

*Work-Related Sickness & Injury*

Employees eligible for Worker's Compensation rendered unable to work because of a work-related injury or illness will receive an unpaid leave for the period required. For eligible employees, the first 12 weeks will be treated concurrently as a family and medical leave under FMLA.

*Maternity*

An employee disabled on account of pregnancy, childbirth, or a related medical condition may request an unpaid leave of absence of up to four months. Time off may be requested for prenatal care, severe morning sickness, doctor-ordered bed rest and recovery from childbirth.

*Election Days*

Provided an employee's schedule does not allow time for voting outside of work, and that he/she is a registered voter, he/she may take up to two hours, with pay, at the beginning or end of a workday, to vote in local, state or national elections.

**Section 5. Employment Benefits**

***5.1 Unemployment Insurance***

Employees rendered unemployed through no fault of their own or due to circumstances prescribed by law, and who meet the State eligibility requirements for time worked or wages earned, may receive unemployment insurance (also called unemployment benefits or compensation). State agencies directly administer this insurance and determine benefit eligibility, amount (if any), and duration.

***5.2 Workers' Compensation***

Workers' Compensation laws compensate for accidental injuries, death and occupational disabilities suffered in the course of employment. It's Electric Entertainment, LLC provides Workers' Compensation Insurance for all employees. Generally, this includes lost wages, disability payments and hospital, medical and surgical expenses (paid directly to hospital/physician) and assistance for injured employees in returning to suitable employment.

***5.3 Social Security Benefits (FICA)***

Both employees and the Company contribute funds to the federal Social Security Program as prescribed by law, providing retirees with benefit payments and medical coverage where applicable.

**Section 6. Rules of Conduct**

***6.1 On the Job***

*Code of Conduct*

The nature of our company may require that team members perform work connected with a client's assignment at the client's location. The importance of professional conduct when working in a client's location cannot be emphasized enough.

Our professional ethics require that each team member maintain the highest degree of confidentiality when handling client matters. To maintain this professional confidence, no team member shall disclose client information to other clients, friends, or members of one's own family. Questions concerning client confidentiality may be addressed with the owner.

*Reporting for Work*

Employees are expected to begin and end each shift at the time and on the day appointed. **Our contract with each client guarantee’s staff will be present *at* least 1 hour prior to the event’s start time.** Absences and late arrivals will be recorded. Should your absences or tardiness exceed a reasonable limit, you will be subject to disciplinary action and possible termination. Failing to report to work will be considered voluntary resignation and result in removal from payroll.

*Staying Safe*

Safety in the workplace is the Company's number one priority. You must inform your supervisor in the event of unsafe conditions, accident or injury, and use safe working methods at all times.

*Meals & Breaks*

Meals are provided at events by the clients. During this time, employees are allowed reasonable time to eat as long as there is not an interruption of music and/or services.

*Dress Code Policy*

Team members are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.

Our clients' satisfaction represents the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct client contact, you represent the company with your appearance as well as your actions.

The properly-attired individual helps to create a favorable image for the company, to the public and fellow team members. The company maintains a business casual environment.

All team members are reimbursed for their Red Jacket. This must be worn at all events - unless environmental or working conditions deem otherwise (heat, hauling & lifting gear, etc). The remainder of dress should be professional. Black dresses or dress pants and white button downs.

***Company Electronics and Email Policy***

It's Electric Entertainment, LLC employees are required to use various forms of electronic communications in their work for the Company including, but not limited to: computers, email, telephones, voicemail, instant message, text message, Internet, cell phones and smart phones. All communications transmitted by the above-mentioned electronic means remain the sole property of the Company and are to be used for Company business only and not for personal use.

Employees who misuse electronic communications and engage in any form of criminal behavior, or behavior that is detrimental to the Company's interests including but not limited to: defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions, will be subject to discipline, including immediate termination, and may be referred to the appropriate authorities when necessary.

Employee's personal electronic devices may only be used during breaks. Access to the Internet and other types of Company paid computer access are to be used for Company-related business only.

It's Electric Entertainment, LLC reserves the right to access and review electronic files, messages, internet use, blogs, "tweets", instant messages, text messages, email, voice mail, and other digital archives, and to monitor the use of electronic communications as necessary to ensure that no misuse or violation of Company policy or any law occurs.

***Social Media Policy***

It's Electric Entertainment, LLC recognizes the importance and relevance of social media and its benefits in allowing us to receive feedback from customers as well as encourage loyalty and maximize revenue. Thus, we encourage employees to use their personal social networking channel to accomplish these goals provided the following guidelines are respected:

When referring to our Company in any way, It's Electric Entertainment, LLC employees must always conduct themselves in a professional manner and must respect the views and opinions of others.

Behavior and content that may be deemed disrespectful, dishonest, offensive, harassing or damaging to the Company's interests or reputation are not allowed and will not be tolerated.

The use of social media channels on company time for personal purposes is not allowed.

Employees must not disclose private or confidential information about the Company, its employees, clients, suppliers or customers on social networks.

It's Electric Entertainment, LLC reserves the right to monitor company-related employee activity in social media networks; violations of this policy are grounds for discipline in the Company's sole discretion.

*Cell Phone Use*

Cell phones brought to work must be on silent or vibrate mode to avoid disrupting events. They may only be used during breaks and meal periods, away from where others are working. If cell phone use interferes with operations in any way, an employee's cell phone privilege may be rescinded and disciplinary action, up to and including termination, may be used.

***6.2 Rules & Policies***

*Confidentiality*

No previous or current employee may disclose or give access to confidential Company information, in any way or at any time, unless otherwise authorized by Management.

*Discrimination & Harassment*

In keeping with our Equal Opportunity Employment clause, the Company will not tolerate on-site discrimination or harassment on any legally protected basis, including that of physical characteristics, mental characteristics, race, religious or political views, nationality, disability, medical condition, sex, sexual preference, or gender identification. Harassment and discriminatory behavior among employees or contractors will result in disciplinary action, with the possibility of termination.

Discrimination and harassment by customers or other business associates should be immediately reported to your supervisor, at which point the Company will investigate and take corrective action. You are welcome to seek legal relief if you find the Company's actions inadequate.

***6.3 Disciplinary Action***

The Company takes disciplinary matters very seriously and will exact discipline as it sees fit for any unacceptable action or behavior. These may include:

· Excessive lateness and/or absence

· Improper or indecent conduct

· Poor communication

· Uncooperative attitude

· Abuse, perfunctory or unauthorized use, or unauthorized possession of Company property

· Unauthorized use or disclosure of Company information

· Possession and/or use of illegal drugs, weapons or explosives

· Illegal harassment and/or discrimination - of any kind

· Violations of Company policy

Disciplinary action may consist of anything from verbal/written warnings and counseling, to demotion, transfer, suspension or termination. Rather than follow rote procedures, the Company will handle each matter individually to ensure fairness to all involved. Please review and internalize the list of "Don'ts" above and try to use good judgment at all times.

*Workplace Inspections*

At It's Electric Entertainment, LLC we have a responsibility to protect our employees and our property. For this reason, we reserve the right to inspect the following, at any time, with or without notice:

· Offices

· Computers and other equipment

· Company vehicles

· Any personal possessions brought onto Company premises, such as handbags, briefcases, and vehicles.

All inspections are compulsory. Those who resist inspection may be denied access to Company premises and be subject to disciplinary action.

*Personal Property*

The company is not responsible for loss or damage to personal property. Valuable personal items, such as purses and all other valuables should not be left in areas where theft might occur.

*If You Must Leave Us*

Should you decide to leave your employment with us, we ask that you provide the owner with at least 60 days' advance written notice. Your thoughtfulness is appreciated and will be noted favorably should you ever wish to reapply for employment with the company. Team members, who are rehired following a break in service, other than an approved leave of absence, must serve a new initial introductory period whether or not such a period was previously completed. Such team members are considered new team members from the effective date of their reemployment for all purposes, including the purposes of measuring benefits.

**At-Will Employment Agreement and Acknowledgement of Receipt of Employee Handbook**

Employee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I acknowledge that I have received a copy of the It's Electric Entertainment, LLC Employee Handbook, which contains vital information on the Company's policies, procedures and benefits.

I understand that this Handbook's policies are intended only as guidelines, not as a contract of employment. I understand that my employment is on "at-will" terms and therefore subject to termination, with or without notice or obvious reason, by myself or the Company. Changes to my "at-will" status may only take the form of a written agreement signed by an authorized member of the Company as well as myself. This agreement supersedes all prior/contemporaneous inconsistent agreements.

I understand that the Company may change its policies, procedures and benefits at any time at its sole discretion, as well as interpret or vary them however it deems appropriate.

I have read (or will read) and agree to abide by all policies and procedures contained therein.

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**At-Will Employment Agreement and Acknowledgement of Receipt of Employee Handbook**

Employee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I understand that the Company may change its policies, procedures and benefits at any time at its sole discretion, as well as interpret or vary them however it deems appropriate.

I have read (or will read) and agree to abide by all policies and procedures contained therein.

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_