

FIELD EMPLOYEE HANDBOOK

Section 1 – Welcome to Wilson Employment Networks, LLC

WELCOME

Wilson Employment Networks, LLC is a values based employer. We seek and follow the best business practices in our industry. Our culture's foundation is: exceptional customer service, attention to detail, positive thinking, and honesty.

Our Field Employee Handbook represents Wilson Employment Networks, LLC's professional commitment and investment to this corporate and employment philosophy. If you should have any questions, please feel free to contact your Wilson Employment Networks, LLC Staffing Specialist/Consultant or me.

“We become successful by assisting others to become successful.”

Sincerely,

Paul Wilson, President
Wilson Employment Networks, LLC

OUR MISSION

To develop strategic relationships with quality employers and positively impact the performance of their organizations through recruiting and human capital management.

FIELD EMPLOYEE HANDBOOK

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INTRODUCTION TO THE HANDBOOK

We are pleased to provide you with a copy of our Field Employee Handbook. It has been prepared to acquaint you with our policies, procedures and benefits for field employees. The policies, procedures and benefits described in this Handbook will provide you with useful guidelines. They are presented solely for informational purposes. They are not terms or conditions of employment and the Handbook is not an employment contract or a guarantee of placement in any position(s). No employee is hired for any specified term or duration or pursuant to any contract of employment. Rather, your employment is at-will, and may be ended by the Company at any time and for any reason just as you may terminate your employment for any reason you see fit.

We believe it is in the best interest of both Wilson Employment Networks and our field employees that there is flexibility in the administration of policies and procedures. Therefore, the Company reserves the right at any time and without notice to revise, change, or eliminate any policy or benefit described in the Handbook.

Wilson Employment Networks also provides various benefits to its field employees depending upon the extent of their employment. These benefits typically include the benefits summarized in this Handbook. Wilson Employment Networks reserves the right to change, revise or to eliminate any and all of these employment benefits at any time. The Company, or its designated administrator, also has the exclusive authority to construe and interpret the terms and provisions of this Handbook and to determine all questions of eligibility for any benefits described in the Handbook.

This Handbook supersedes any and all prior manuals, handbooks and policies.

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A. EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Wilson Employment Networks, LLC will be based on merit, qualifications and ability to perform the job with or without reasonable accommodation. Wilson Employment Networks, LLC does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, marital status, military status, citizenship, age, disability, sexual orientation or any other characteristic protected by the law.

Wilson Employment Networks, LLC will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship for Wilson Employment Networks or the company where an individual would be assigned to work. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

Employees with questions or concerns about any type of discrimination in the workplace – whether at our offices or your assigned work location – are encouraged to bring these issues to the attention of Paul Wilson, President of Wilson Employment Networks, LLC. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

B. DISCRIMINATION AND HARASSMENT

Wilson Employment Networks, LLC wants to provide all employees a work environment which encourages productive activity and mutual respect. To accomplish this, we will not tolerate discrimination or harassment described in this policy by any person and will deal severely with anyone who engages in discrimination or harassment. Therefore, it shall be the Company's policy to prohibit discrimination or harassment of employees on account of their race, color, sex, age, national origin, citizenship, religion, disability, sexual orientation, military status or marital status.

Harassment is serious or pervasive and offensive conduct directed toward an employee because of his/her race, color, sex, age, national origin, citizenship, religion, disability, sexual orientation, military status or marital status. Most harassment starts out as just offensive and inappropriate conduct directed toward an employee because of his/her race, color, sex, age, national origin, citizenship, religion, disability, sexual orientation, military status or marital status. The Company does not tolerate this kind of conduct. In many cases, the person who is offended can stop the conduct by telling the other person that he/she is offended and expects the other person to stop; the person must immediately stop that conduct. We encourage this kind of forthright communication. It is much better to deal with inappropriate conduct which does not amount to true harassment at that point. The Company wants to assure that all employees are not subjected to harassment or inappropriate conduct for these reasons.

Sexual harassment is difficult to define. It generally is serious or pervasive offensive conduct which is directed toward an employee **because** of his/her sex and is unwelcomed by the employee. It also generally has a sexual or sexist component. Certain conduct is more offensive to some people than others. However, the basic guideline which the Company will follow is that physical touching not required by the job is not appropriate. Likewise, discussions, jokes or remarks involving sex, sexual matters,

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propositions or physical makeup or gender-stereotyping are prohibited. No employee or supervisor may engage in this type of conduct. Although all the kinds of prohibited conduct could not be listed, the following list sets out examples of types of prohibited conduct:

- unnecessary touching
- brushing against someone
- comments or slurs of a sexual or sexist nature
- cartoons or pictures that deal with a sexual or sexist subject
- pressuring someone to go on a date
- dirty or offensive jokes or comments of a sexual or sexist nature

Anyone who has information regarding any prohibited conduct described above should notify his/her Staffing Specialist/Consultant, Joe Wentworth or Paul Wilson. This includes harassment or inappropriate conduct by another employee, supervisor or non-employee, such as vendor or employer clients.

The Company will undertake an investigation of the conduct, keeping information as confidential as possible. All persons contacted must cooperate fully.

Any person who is found to be responsible for harassment or inappropriate conduct will be subject to appropriate discipline, the severity of which will be decided by the Company and based on the circumstances of the case. Discipline could involve, as example, a warning, suspension, demotion or discharge. If the actor is a non-employee, we will take whatever steps are necessary to protect the employee.

No one who participates in this process or makes a complaint under this policy shall suffer any retaliation. Obviously, everyone is expected to be truthful and to use his/her best judgment.

C. IMMIGRATION LAW COMPLIANCE

In compliance with the Immigration Reform and Control Act of 1986, each new or rehired employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and eligibility to work in the United States.

In accordance with this law, Wilson Employment Networks, LLC is committed to employing only individuals who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

D. BUSINESS ETHICS AND CONDUCT

The successful business operation and reputation of Wilson Employment Networks, LLC is built upon the principles of fair dealing and ethical conduct of all our employees. Our reputation for integrity and excellence requires careful observance of all applicable laws and regulations, as well as the highest standards of conduct and personal integrity.

The continued success of Wilson Employment Networks, LLC is dependent upon our customers' trust

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and we are dedicated to preserving that trust. Employees of Wilson Employment Networks, LLC are expected, at all times, to act in a way that will merit the continued trust of our customers and confidence of the public. Our field employees are among the most visible representatives of our Company as you work at your assigned locations throughout our community. Employees will refrain from any illegal, dishonest or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your Staffing Specialist/Consultant or directly with Paul Wilson.

Compliance with this policy of business ethics and conduct is the responsibility of every employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including termination of employment or a decision that a field employee will not be offered any further assignments by Wilson Employment Networks.

E. CONFIDENTIALITY AND NON-DISCLOSURE

The protection of confidential business information and trade secrets is vital to the interests and the success of Wilson Employment Networks, LLC. Such confidential information includes, but is not limited to, compensation data, administrative forms, internal policies and procedures, customer lists and preferences, and financial information. This confidential business information may also include business-related and other information our customers share with us or information you may use or become aware of during your work assignment.

All property, documents and/or trade secrets with which you come in contact while on assignment at client companies are considered confidential and the property of the client company. You are prohibited from copying, confiscating or disclosing any such material or information except as specifically authorized by the client company.

Employees who improperly use or disclose trade secrets or confidential business information – whether it belongs to Wilson Employment Networks, LLC or a client company – will be subject to disciplinary action, up to and including termination of employment or a decision that a field employee will be offered no further assignments by Wilson Employment Networks.

F. EMPLOYEE COMMUNICATIONS

Wilson Employment Networks, LLC is committed to maintaining a positive and pleasant environment in which to work and endorses communication channels between employees and our Staffing Specialist/Consultants and other management to bring personnel closer together in understanding and purpose. If, as a field employee, you have any questions or concerns about your assignment or events happening there, we invite you to discuss those concerns with your Staffing Specialist/Consultant or another member of management.

Despite our best efforts to be a conscientious employer, problems will occur. Wilson Employment Networks, LLC has established the following procedure for addressing work-related issues:

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1. Discuss the issue with your Staffing Specialist/Consultant. In most cases, issues can be resolved in these initial stages.
2. Should the issue remain unresolved after discussing it with your Staffing Specialist/Consultant, you should address the issue with Paul Wilson, President of Wilson Employment Networks, LLC.

Not every issue will be resolved to what an employee feels is a satisfactory solution. However, every attempt will be made to present an appropriate response to an issue.

Other methods of communication will be in one-on-one conferences or staff meetings. Notices regarding employee activities, special internal programs, organizational changes, and other internal company news will be generated through memos and/or meetings with Paul Wilson.

While no procedure can result in every concern being resolved to your satisfaction, as we noted above, Wilson Employment Networks values your input and you should feel free to raise issues of concern.

G. PUBLIC INFORMATION

Requests for information to be released to any media or other public source must be referred to Paul Wilson, President of Wilson Employment Networks, LLC.

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A. EMPLOYEE CONDUCT AND WORK RULES

Field employees are expected to conduct themselves in a professional and responsible manner at all times and to adhere to the policies and procedures established by Wilson Employment Networks, LLC and the client to which they are assigned for work. The reason for disciplining an employee would ordinarily be some form of inappropriate conduct or violation of policy such as those outlined in this policy. The form of discipline could range from, but not be limited to, verbal or written warnings, probation, suspension, denial of further assignments, or immediate termination of employment. The severity of discipline would be determined at Wilson Employment Networks, LLC's sole discretion based on the circumstances.

To ensure orderly operations and provide the best possible work environment, Wilson Employment Networks, LLC expects employees to follow rules of conduct that will protect the interests and safety of all employees, Wilson Employment Networks, LLC and our clients.

The following list is not meant to be all-inclusive and may also be supplemented by work rules provided by a client company which are specific to a particular assignment. It is not possible to list all the forms of conduct that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct – whether they occur in the Wilson Employment Networks offices or a client's workplace – that may result in disciplinary action, up to and including termination of employment.

- Theft or inappropriate removal/possession of Wilson Employment Networks, LLC or client property
- Falsification of time sheets or paid time off logs
- Violation of the Alcohol and Drug Policy
- Fighting or threatening conduct in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or weapons, in the workplace
- Excessive absenteeism or tardiness, or any absence without notification
- No call, no show for 2 days
- Unauthorized or inappropriate use of telephones, mail system or other employer-owned equipment
- Unauthorized disclosure of Wilson Employment Networks, LLC or customer business "secrets" or confidential information
- Violation of Wilson Employment Networks, LLC or our client company's personnel or safety policies
- Unsatisfactory performance or conduct

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B. SMOKING

In keeping with Wilson Employment Networks, LLC's intent to provide a safe and healthy work environment, smoking is prohibited throughout our workplace. Employees who do smoke are expected to do so outside of the office out of public view. When on assignment, you are expected to follow the smoking policy of our client companies.

C. WORKPLACE THREATS/VIOLENCE

Threats, threatening behavior, or acts of violence by or against employees, visitors, guests or other individuals by anyone on Wilson Employment Networks, LLC's or our client company's property will not be tolerated. Violations of this policy by employees will lead to disciplinary action which may include termination of employment, denial of any future assignments by Wilson Employment Networks, and the filing of charges, if appropriate.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on Wilson Employment Networks, LLC's or our client company's property shall be removed from the premises as quickly as safety permits, and shall remain off Wilson Employment Networks, LLC's and the client company's premises pending the outcome of an investigation. Wilson Employment Networks, LLC will initiate an appropriate investigation and response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment or assignments, and/or criminal charges against the person or persons involved.

No existing policy, practice or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring or a life-threatening situation from developing.

All employees are responsible for notifying their Staffing Specialist/Consultant of any threats which they have witnessed, received or been told that another person has witnessed or received, whether at Wilson Employment Networks or a client company's workplace. If your Staffing Specialist/Consultant is unavailable, employees must notify Paul Wilson. Even without an actual threat, employees should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job-related or might be carried out on the premises or is connected to employment with Wilson Employment Networks, LLC or one of our client companies. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior.

Any employee who applies for or obtains a protective or restraining order which lists Wilson Employment Networks, LLC's or a client company's location(s) as being a protected area, must provide a copy of the temporary or permanent protective or restraining order which is granted to Wilson Employment Networks, LLC. Wilson Employment Networks, LLC understands the sensitivity of the information requested and has developed confidentiality procedures that recognize and respect the privacy of the employee.

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In addition, under no circumstances is an employee to bring any weapon or firearm onto Wilson Employment Networks, LLC's or a client company's property or premises, whether authorized by permit to carry a firearm or not and whether or not the firearm is concealed. This Wilson Employment Networks policy supersedes any less restrictive client company policy on this topic. Violation of this requirement may result in immediate termination of employment or denial of further job assignments.

D. ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, Wilson Employment Networks, LLC expects employees to be reliable and punctual in reporting for scheduled work.

If you cannot attend work for any reason or you are going to be late, we require that you contact us as early as possible or at least one hour before your scheduled work time. If on a previously scheduled assignment, you must also comply with the client company's policy regarding reporting absence or tardiness. Wilson Employment Networks has voice mail on 24 hours a day. You are required to arrive at work on time, return from lunch on time and work the scheduled hours of the client company. To schedule any personal time off, you must notify us at least two weeks in advance.

Poor attendance and tardiness as well as failure to notify Wilson Employment Networks or a client company of absence or tardiness are disruptive of business operations. Any of this conduct may lead to disciplinary action, up to and including termination of employment or denial of future assignments.

E. SAFETY ORIENTATION

It is each employee's responsibility to assist in maintaining a safe and healthy work environment. Ensuring common walkways are kept clear of obstacles and spills are cleaned up promptly are just examples of ways to fulfill this responsibility. In addition, if you feel something is unsafe in the office or on the property, promptly notify Paul Wilson.

Wilson Employment Networks, LLC is committed to the safety of its employees. We complete a safety tour of all work environments before placing our field employees. The following information is to assist you in understanding the safety procedures and equipment you may find available to you and/or required of you at each of our client work sites.

Personal Protection Equipment, also known as P.P.E., is equipment that you may be required to use or wear when performing your job at the work site. This equipment is designed to protect you from injury. Some examples of P.P.E. are: dust masks, earplugs, steel toe shoes, safety glasses, gloves and hardhats.

Material Safety Data Sheets may be available to you at our client work sites. The information on these sheets informs you of hazardous materials that are present on the work site and all materials are labeled as to their specific hazards and requirements for proper handling. It is essential that you comply with this information.

Lock Out Tag Out is a procedure used to disable machinery or equipment that is being worked on or repaired. There will be a tag and a lock present, which should keep you from turning the machine or equipment on. If you see a tag or a lock on or around a machine, do not touch or operate it. Contact

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your Staffing Specialist/Consultant if you have any questions.

Once you arrive at the work site, you may receive information on evacuation procedures, location of fire extinguishers and any other specific safety information relevant to that work site.

Dress Code: No loose hair, clothing, jewelry or open toed shoes are allowed. Field employees are expected to comply with the client company's dress code. If you are uncomfortable with that dress code, please contact your Staffing Specialist/Consultant.

In case of injury, you are required to contact Wilson Employment Networks, LLC within 24 hours or as soon as possible. We are your employer and provide your workers' compensation insurance. In order for this insurance to cover you effectively, we must report detailed and accurate information to our insurance company and the State in a timely manner. Wilson employment Networks, LLC may require a post-accident drug test of all covered persons near the scene following an on-the-job accident or incident.

Your safety is important to us. You are expected to comply with all safety requirements associated with your work regardless of your work location. If you feel that the environment you are working in is unsafe, contact us immediately.

F. DRUGS & ALCOHOL POLICY

I. OBJECTIVE

This policy establishes guidelines to provide a safe, healthy and secure work environment for employees and other individuals doing business with Wilson Employment Networks, LLC. While the Company has no intention of intruding into the personal lives of its employees, it recognizes that involvement with drugs or alcohol takes a toll on job performance. The Company strongly encourages persons with drug or alcohol problems to seek immediate treatment..

II. SCOPE OF POLICY

All individuals are subject to this policy at all times during their workday, regardless of location.

III. DRUGS

A. The term drugs in this policy is defined as any drug or drug-like substance whose sale, use or possession is unlawful, e.g. heroin, cocaine and marijuana, or prescription drugs used in a manner other than as prescribed.

B. The possession, use or sale of drugs is inconsistent with the Company's objective of operating in a safe and efficient manner. Therefore, no employee shall use or sell drugs or have drugs in his or her possession at any time during working hours or on property of the Company or a client. Additionally, no employee shall report to work while under the influence of drugs or have drugs in his/her system. The Company shall consider anyone who tests positive for drugs to be in violation of this policy. In addition, it will be considered a positive test result for drugs if the sample is diluted or adulterated, if the sample is from another person or if the test result is inconclusive positive. If the test result is inconclusive negative, the employee will be retested immediately; if the second test result is

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inconclusive negative, it will be considered a positive result.

C. The unlawful involvement with drugs on non-work times will also constitute grounds for termination of employment. Employees must notify the Company if they are charged with or convicted of an unlawful drug activity or convicted of an activity involving an illegal drug no later than five calendar days after the conviction.

D. Employees violating this policy will be disciplined, up to and including termination at the discretion of the Company.

E. Any employee taking medication should consult the prescriber to determine whether the drug may affect his/her personal safety or ability to perform the essential functions of the job and should advise you Staffing Specialist/Consultant of any job limitations. Upon notification of job limitations, Wilson Employment Networks, LLC will make reasonable efforts to accommodate the limitation.

IV. ALCOHOL

No employee shall consume alcohol or have alcohol in their possession during working hours. However, alcohol may be consumed in moderation at a Company approved meeting, during business meals or while entertaining or in an appropriate business-social setting. If you have any questions, you should discuss them with your Staffing Specialist/Consultant. No employee shall report to work or be under the influence of alcohol during work hours.

A. An alcohol test of .02 but less than .08 will result in removal from the work site for 24 hours and a minimum of a one-day suspension without pay.

B. An alcohol test at .08 or above will result in discipline or termination to be determined by the Company.

C. Nothing in this policy limits the Company's rights to determine what disciplinary action, including termination, is appropriate in the event any level of alcohol is found.

V. TESTING

A. Employees must understand that all drugs have a lingering effect and a drug test will show a positive result for days, sometimes weeks, after ingestion.

B. The presence of alcohol will be determined by a breathalyzer or blood test.

C. The presence of drugs will be tested by the collection of a urine sample under the supervision of a clinic or laboratory. The sample will be subjected to an initial screening test; a positive finding will result in the use of a confirmatory test.

D. Fitness for Duty. Employees whose actions or performance indicates that they may be affected by drugs and/or alcohol will be subject to a drug and/or alcohol test.

E. Post-accident testing. Employees will be subject to drug tests or alcohol testing at the discretion of the Company following an on-the-job accident or incident.

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F. Random testing. Employees may be drug tested if the Company believes drugs may be in use or there is a potential for damage caused by drug use.

G. Client mandated testing. Employees may be drug tested if the client requires it.

H. Employees who are requested to submit to a drug and/or alcohol test will be asked to sign an "Employee Consent/Release" authorizing an agent of a Company-designated clinic or laboratory to perform the test and to release the results to the Company. (A sample copy of the Employee Consent/Release is attached.)

I. Employees who refuse to sign an Employee Consent/Release, who refuse to take the test or who test positive for drugs or alcohol or who are under the influence of drugs or alcohol will be discharged.

J. Results of the test will be released to the employee, the Company, any federal, state or local governmental authority which inquires about the employee, including Workers' Comp, Unemployment, etc. or any other entity under compulsion of law or subpoena.

EMPLOYEE CONSENT/RELEASE

I AGREE TO HAVE A TEST TO DETECT DRUGS OR A TEST TO DETECT ALCOHOL LEVELS. I ALSO AGREE FOR THE REPORT OF SAID TEST(S) TO BE RELEASED TO AGENTS OF THE COMPANY AND RELEASE THE COMPANY AND ITS AGENTS FROM ANY LIABILITY ARISING OUT OF THE TEST. I UNDERSTAND THAT A POSITIVE RESULT TO THE TEST WILL RESULT IN DISCIPLINE OR DISCHARGE AT THE COMPANY'S DISCRETION.

I UNDERSTAND AND AGREE THAT THE RESULTS OF THE TEST WILL BE RELEASED TO ANY FEDERAL, STATE AND LOCAL GOVERNMENTAL AUTHORITY WHICH INQUIRES ABOUT ME, INCLUDING WORKERS' COMPENSATION AND DEPARTMENT OF EMPLOYMENT SECURITY OR ANY OTHER ENTITY UNDER COMPULSION OF LAW OR SUBPOENA.

EMPLOYEE SIGNATURE:

DATE: _____ TIME: _____

SCREEN TO BE PERFORMED

[] Drug
[] Alcohol

Person Requesting Screen

Date

G. SEARCHES

The Company reserves the right to conduct searches of its own premises or any place the employee may work, including desks, file cabinets and lockers. A search may require the employee to allow the Company to search his/her personal possessions, such as purse, briefcase, backpack, etc. Employees are required to cooperate with such search and failure to do so will result in discharge.

H. ELECTRONIC SYSTEMS POLICY

Due to the advances in technology and the frequency with which Wilson Employment Networks, LLC and our client companies conduct business via electronic systems, the following policy was established to clearly define the use of Wilson Employment Networks and client equipment and internet access and use.

Computers, E-mail, voice mail, internet access, software, etc. are the property of Wilson Employment Networks or our client(s); these resources are furnished to employees for business use only. These electronic systems are not for private or personal use and are subject to monitoring by the client as well as Wilson Employment Networks. Employees do not have privacy rights to the contents of E-mail or voice mail messages and Wilson Employment Networks and the client have the right to review, audit, intercept and disclose all matters sent over all of their systems and equipment.

E-mail and the internet may not be used to solicit others for commercial ventures unrelated to your work at Wilson Employment Networks or the client company, religious or political causes, outside organizations or other non-business matters.

The use of any electronic systems for unlawful, defamatory, obscene or other abusive or inappropriate communications or use is prohibited and subject to disciplinary action up to and including termination of employment or denial of future assignments.

I. USE OF PHONE AND MAIL SYSTEMS

Employees should practice discretion when making personal calls during their normal work hours. The use of client phones for personal calls should be limited to making or receiving calls for emergency purposes only. While this policy may be loosened by the client company, both Wilson Employment Networks, LLC and the client companies reserve the right to audit phone usage, bills and other records to assess usage. Employees who make personal calls may be required to reimburse Wilson Employment Networks or the client company for any charges resulting from their personal use of the company telephone.

Cell phones are for personal convenience and can be disruptive to the work environment. Employees are required to have their cell phones in the silent mode during working hours at Wilson Employment Networks and client companies, to restrict outgoing calls to lunch or break periods and to limit the duration of all personal calls. If a client company has a more restrictive cell phone policy, you are expected to adhere to that policy while working for the client.

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J. CHANGE IN PERSONAL STATUS

Employees must notify Wilson Employment Networks, LLC if they have a change in name, address, telephone number, marital status, dependents, emergency contact information, etc. It is essential that such changes be reported immediately since payroll deductions or employment records may be affected.

K. ACCESS TO PERSONNEL FILES

Wilson Employment Networks, LLC maintains a personnel file for each employee. The personnel file may include such information as the employee's job application, resume, records of training, documentation of performance evaluations and salary increases, information regarding assignments, and other employment records.

Personnel files are the property of Wilson Employment Networks, LLC and access to the information they contain is generally restricted.

With reasonable advance notice, employees may review their own personnel files. Employees are free to add to or rebut information contained in their files.

Employees or former employees may request a copy of their personnel file. Wilson Employment Networks, LLC charges a fee per page for copying and the file will be made available after payment of the required fee.

L. PERSONAL APPEARANCE

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image that Wilson Employment Networks, LLC presents to clients and visitors.

During business hours, employees are expected to dress appropriately and use their best judgment in their attire. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees who miss work or an assignment may not be compensated for the time away from work.

Field employees must comply with any specific dress code of the client company for whom you are working. In the absence of a specific policy at the client's workplace, Wilson Employment Networks expects field employee to apply the following standards to their attire:

For light industrial positions:

No rips, tears, holes or offensive words or graphics in or on shirts or pants. For safety: No loose hair, clothing, jewelry or open toed shoes at any time. Other specific requirements may be presented to you that are related to the specific position to which you are assigned; you are expected to comply with these specific requirements.

For professional positions:

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Women are expected to wear a pressed suit or slacks or skirt and blouse and dress shoes.

Men are expected to wear a pressed suit or dress slacks, shirt and tie with sport coat.

For business casual positions:

Women may wear casual slacks (no jeans), shirt or sweater and shoes (no sandals) with hosiery or socks.

Men may wear casual slacks (no jeans), with shirt or sweater and shoes with socks.

If you have any questions regarding appropriate clothing, speak with your Staffing Specialist/Consultant or Paul Wilson.

M. SOLICITATIONS

This policy has been established to avoid interruptions of your work.

A. Employees are not permitted to solicit other employees on work time for any purpose, e.g., collections, memberships, selling, contributions, subscriptions, chances or similar activities. Solicitation by an employee for any cause or organization is prohibited during his work time or during the work time of the employee being solicited.

B. Distribution of literature is prohibited during work time. Distribution also is prohibited in any work area at all times.

C. Work time does not include periods when employees are not assigned to perform job duties, such as breaks or lunch.

D. Employees who are not scheduled to work may not be on client or the Company's property.

N. TRAVEL

If you are requested to drive from the employment site while on assignment, **do not do it**. We accept no liability for transportation to and from the work site or any other work-related transportation on a client's behalf. Please contact us immediately if this request is made of you.

O. RESIGNATION/TERMINATION

Employees who terminate their own employment with Wilson Employment Networks, LLC are asked to submit a written resignation to either their Staffing Specialist/Consultant or Paul Wilson providing the effective date of that resignation as far in advance as possible. In order to provide continuity of business operations, Wilson Employment Networks, LLC would appreciate the professional courtesy of at least two weeks advance notice.

A Staffing Specialist/Consultant will make every attempt to communicate with resigning employees in order to discuss their employment experience with Wilson Employment Networks, LLC. This dialogue

would afford an opportunity to address concerns, questions or suggestions as to how we might improve our employee relations.

Since employment with Wilson Employment Networks, LLC is based on mutual consent, both the employee and Wilson Employment Networks, LLC have the right to terminate employment at will, with or without cause, at any time.

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Section 4 – Compensation Policies and Pay Day

A. EMPLOYEE CLASSIFICATION

It is the intent of Wilson Employment Networks, LLC to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time; employees at Wilson Employment Networks remain at all times employees at will.

Your assigned position at the client company may be classified in any one of a number of ways. Your position will be classified and your wages paid in accordance with Wilson Employment Networks policy and practice, and Wilson Employment Networks arrangement with the client company.

Supplemental or Seasonal employees hired as interim replacements to temporarily supplement a client's workforce or to assist in the completion of a specific project. Employment assignments are of an expected duration and employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees receive all legally mandated benefits such as workers' compensation insurance, Social Security and Medicare, but are ineligible to participate in other Company-sponsored benefit programs.

Full-time employees include both 1) salaried employees and 2) hourly employees who are scheduled to work a minimum of 40 hours per week on a consistent basis.

Part-time employees are hourly employees who are scheduled to work fewer than 40 hours per week on a consistent basis.

B. EMPLOYMENT CATEGORY

Exempt employees are all employees who are paid on a salaried basis and who are not entitled to overtime.

Non-Exempt employees are employees paid on an hourly basis and entitled to overtime compensation under the Fair Labor Standards Act.

C. WORK SCHEDULES

Work schedules for field employees vary depending on the client assignment. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in total hours that may be scheduled each day and week.

D. LUNCH PERIODS

All field employees required to work five or more consecutive hours in a workday must take an unpaid lunch period of at least 30 minutes.

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E. OVERTIME

When operating requirements or other needs cannot be met during regular working hours, employees may be requested to work overtime hours by either Wilson Employment Networks or a client company. Any overtime work requested for Wilson Employment Networks must receive prior management authorization. Overtime assignments that are not covered by existing field employee assignments will be distributed as equitably as practical to all employees qualified and available to perform the required work.

Overtime is paid to all non-exempt field employees after 40 hours are worked in a week in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Any time off or leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Exempt employees are paid on a salaried basis and are not eligible for overtime compensation.

F. TIME SHEETS

Accurate recording of time worked is the responsibility of every field employee. Wilson Employment Networks, LLC must keep an accurate record of time worked in order to calculate employee pay and benefits, and accurately account for your time worked with our client companies. Time worked is all the time actually spent on the job performing assigned duties. All hourly employees must record time he/she begins and ends the workday and time he/she begins and ends lunch. The process for recording time may vary by your assignment; you will be instructed how to account for your time worked.

Altering, falsifying, or tampering with any time records or time off records, or recording time on another employee's time records – whether in the Wilson Employment Networks offices or one of our client company's workplaces – may result in disciplinary action, up to and including termination of employment.

It is the field employee's responsibility to sign their time sheets to certify the accuracy of all time recorded. In addition, if corrections or modifications are made to the time sheet, both the field employee and the supervisor must verify the accuracy of the changes by initialing the time sheet.

Time sheets are due at the Wilson Employment Networks offices by 9 AM on Monday. Late time sheets may impact the accuracy of your paycheck.

G. PAY DAY

All field employees are paid every week on Friday for the hours worked during the previous week. Exceptions may be made to accommodate holidays. Paychecks are mailed on Wednesday as long as you have submitted your time card in a timely manner. If your time sheet was not received in time for payroll processing, you are required to pick up your paycheck between 9 AM and 3 PM on Friday.

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H. METHOD OF PAYMENT

Employees are paid by check each payday.

I. DEDUCTIONS FROM YOUR PAY

Every effort is made to avoid errors in your paycheck. If you believe an error has been made or an improper deduction taken, tell your Staffing Specialist/Consultant immediately. He/she will take the necessary steps to research the problem and to assure that any necessary correction is made promptly.

The Company is required by law to make certain deductions from your paycheck each time one is prepared. Among these are federal, state, and local income taxes and your contribution to Social Security and Medicare and garnishments for child support, taxes and student loans, as required by law. These deductions will be itemized on your check stub. The amount of the deductions will depend on your earnings and on the information you furnish on your W-4 form regarding the number of exemptions you claim. If you wish to modify this number, please request a new W-4 form from your Staffing Specialist/Consultant. You also may authorize other deductions, such as for the Simple IRA. Again, if you believe that your pay has been subject to an improper deduction, let your Staffing Specialist/Consultant know immediately. We will investigate and make any adjustments that are warranted.

If the Company has accidentally overpaid you or in the case of a bona fide loan, the Company will require you to complete a form allowing it to deduct payments from your paycheck in the future, including any unpaid amount from your final paycheck.

FIELD EMPLOYEE HANDBOOK

Section 5 – Benefits

Wilson Employment Networks, LLC currently provides various benefits to its field employees depending on the extent of their employment. These benefits typically include the benefits summarized in this Handbook. However, Wilson Employment Networks reserves the right to change, revise, or to eliminate any and all of these employment benefits at any time. The Company, or its designated administrator, also has the exclusive authority to construe and interpret the terms and provisions of this Handbook and to determine all questions of eligibility for any benefits described herein.

In the event that there is any discrepancy between benefit terms listed in this Handbook and the benefit insurance policy or plan, the insurance policy or plan will govern. Plan benefits, vendors and contribution rates are subject to change at any time without notice at the discretion of Wilson Employment Networks, LLC, however, changes will be communicated to employees.

A. PAID TIME OFF (PTO)

Field employees are currently awarded forty (40) hours of PTO when they have successfully completed a minimum of 1600 hours of work within a period of 12 consecutive months. To receive additional PTO, the employee must complete another 1600 hours of work within a new period of 12 consecutive months, starting on the date of the last award of PTO. Example:

Employee starts on February 1, 2007

On January 31, 2008, she completes 1200 hrs. in the prior 12 mons.

On June 1, 2008, she completes 1600 hrs. in the prior 12 mons. – she receives 40 hrs. of PTO

On May 31, 2009, she completes 1400 hrs. in the prior 12 mons.

On September 1, 2009, she completes 1600 hrs. in the prior 12 mons. – she receives 40 hrs. of PTO

An employee may not have more than 40 hours unused PTO at any time. If PTO is due to be awarded, it will be awarded only so the employee has a maximum of 40 hours unused PTO; any excess PTO will not be earned or awarded until the employee requalifies for an award of PTO, as described above.

PTO will be paid at the employee's hourly rate when s/he uses PTO. Eligibility for PTO, i.e., when the employee has completed 1600 hours within a period of 12 consecutive months, and the wage to be paid for that PTO will be determined by Wilson Employment Networks in its sole discretion.

If the employee converts to a client's payroll, the Company will payout unused PTO. If employment with the Company ends for any other reason, the Company will pay out unused PTO if it decides, in its sole discretion, that the employee is eligible for rehire. If the Company determines the employee is not eligible for rehire, it will not pay the employee unused PTO. The Company will inform the employee if s/he is or is not eligible for rehire.

B. TEMPORARY HEALTH INSURANCE

Wilson Employment Networks currently provides information about and access to temporary health insurance to field employees. Field employees may participate at their own expense in this health insurance package subject to the terms and conditions of the insurance carrier.

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C. SOCIAL SECURITY (FICA) AND MEDICARE

During your working years, the employee and employer pay Social Security and Medicare contributions. For complete eligibility information, contact the Social Security Office.

D. UNEMPLOYMENT COMPENSATION

Wilson Employment Networks, LLC contributes toward unemployment compensation insurance for all employees to provide a temporary source of income for individuals who have lost their jobs through no fault of their own. This benefit is intended to replace a portion of lost wages while an employee is looking for and unable to find suitable work. For complete eligibility information, contact the Unemployment Office.

If you have any questions about the policies contained in this Field Employee Handbook or presented to you by a client company, please see Paul Wilson.

E. MEDICAL LEAVE

This policy applies when an employee has a medical condition which keeps him/her from working and he/she is not eligible for Family/Medical Leave or has used all that leave. Otherwise, the time off will fall under the Family/Medical Leave policy.

1. The employee must use any accrued PTO during Medical Leave.
2. The employee must provide a doctor's statement that the employee cannot work due to a medical condition and the date the employee is expected to be able to return to work. This statement must be provided as early as possible. If the employee cannot return on the expected date, he/she must provide another doctor's statement that he/she cannot work and the new date of expected return. The company may request that the employee provide additional doctor's statements or visit a doctor of its choice, at its cost, for a fitness-for-duty examination.
3. Prior to returning to work, the employee must contact the Company to submit the medical clearance to return to work and to determine when to report for duty. Failure to follow these procedures may result in delay when he/she is ready to come back to work.

F.MATERNITY LEAVE

A pregnant employee should let her Staffing Specialist/Consultant know her due date and whether she expects to return after the birth. She must provide a doctor's statement setting out any work

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limitations her condition may require, if any.

1. The employee must use any accrued PTO during Maternity Leave.
2. The employee will receive six weeks leave during her time off for maternity leave. If she needs more time off, she must provide a statement from her doctor stating that she cannot work due to her medical condition.
3. The employee is expected to return to work when she is physically able to work. The Company will return the employee to her job or a comparable job, unless business requirements make it impossible, impractical or unreasonable subject to the client's needs. Prior to returning to work, the employee must contact the Company to submit the medical clearance to return to work. Failure to follow these procedures may result in delay when he/she is ready to come back to work.
4. If the employee is eligible for Family and Medical Leave, then the time she takes under this policy will count as leave under that policy.

G. FAMILY/MEDICAL LEAVE

The Company recognizes that employees occasionally need to take time away from work to care for important family and medical needs. This FAMILY/MEDICAL LEAVE policy (FM LEAVE) is designed to meet those needs in a manner that is beneficial to employees, their families and the Company.

EMPLOYEE ELIGIBILITY REQUIREMENTS

Field employees may be eligible for FM Leave. You will be informed if you are or are not eligible. To be eligible for a leave of absence under this policy, an employee must:

1. have been employed for at least 12 months; and
2. have worked at least 1,250 hours during the 12 months preceding the commencement of the leave; and
3. work at a work site where 50 or more employees are employed within 75 miles of the work site – work site may be the Company or the client company.

REASONS FOR FM LEAVE

Eligible employees may be entitled to take a leave of absence for the following reasons:

1. The birth of a child or the placement in your home of a child for adoption or for foster care (NEW CHILD LEAVE);
2. The need to care for your spouse, son, daughter or parent whom has a serious health condition (FAMILY LEAVE);
3. A serious health condition that prohibits you from performing essential functions of your job (EMPLOYEE LEAVE);

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4. The need to be absent because of a qualifying exigency arising out of your spouse, son, daughter or parent being on active duty or being notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation (EXIGENCY LEAVE);
5. The need for you, as the spouse, son, daughter, parent or next of kin of a recovering servicemember, to care for that servicemember who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces when that injury or illness has rendered him/her unfit to perform duties of his/her office, grade, rank or rating (SERVICEMEMBER FAMILY LEAVE).

DEFINITION OF SERIOUS HEALTH CONDITION

A serious health condition is an illness, injury, impairment or physical or mental condition which involves the following:

1. inpatient care; or
2. period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that involves treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider or by a health care service under orders of or on referral by a health care provider – the first visit generally must be within 7 days of first day of incapacity and second must be within 30 days of first day; or
3. a period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that involves treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider -- the visit to the health care provider generally must be within 7 days of first day of incapacity; or
4. a chronic condition which requires periodic visits for treatment by a health care provider or by a nurse or physician's assistant under direct supervision of a health care provider at least 2 visits per year and continues over an extended period of time (including recurring episodes of a single underlying condition) and may cause episodic absence rather than a continuing period of incapacity (e.g., diabetes, epilepsy); or
5. a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective -- the employee or family member must be under the continuing supervision of, but need not be receiving active treatment by a health care provider (e.g., Alzheimer's, a severe stroke); or
6. a period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of or on referral by a health care provider, either for restorative surgery after an accident or other injury or for a condition which would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment (e.g., chemotherapy, radiation, dialysis); or

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7. any period of incapacity due to pregnancy or for prenatal care.

DEFINITIONS FOR SERVICEMEMBER FAMILY LEAVE

The servicemember is a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is otherwise on the temporary disability retired list for a serious injury or illness.

Outpatient status means the assignment of the servicemember to a military medical treatment facility as an outpatient or to a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

A qualifying exigency arises out of the employee's spouse, son, daughter or parent being on active duty or being notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation. A qualifying exigency includes short-notice deployment; military events and related activities; childcare and school activities, financial and legal arrangements; counseling; rest and recuperation; post-deployment activities; and other activities agreed by the Company and employee.

Next of kin is the nearest blood relative to the servicemember.

AMOUNT OF LEAVE AVAILABLE

For EMPLOYEE, NEW CHILD, FAMILY OR EXIGENCY LEAVE: An eligible employee may take up to a total of 12 weeks of leave in a 12-month period. The amount of leave available is determined by looking at the amount used during the 12 months preceding the date leave would begin; the total amount of leave available in this 12-month period may not exceed 12 weeks. NEW CHILD LEAVE must be taken in consecutive weeks within 12 months after the child's birth or placement of the child by adoption or foster care.

For SERVICEMEMBER FAMILY LEAVE: An eligible employee may take one 26-week leave period in a single 12-month period. The right to take this leave does not renew once a new 12-month period begins and all this leave must be taken in a single 12-month period, although it may be taken intermittently or on a reduced schedule. Note that an eligible employee is entitled to a combined 26 weeks for SERVICEMEMBER FAMILY LEAVE and all other types of FM LEAVE.

Different rules for the amount of time available for all types of leaves apply when both spouses work for the Company.

The Company has the right to designate as FM LEAVE all time missed by an employee which would qualify under this policy.

NOTIFICATION BY EMPLOYEE

1. For EMPLOYEE, NEW CHILD, FAMILY and SERVICEMEMBER FAMILY LEAVE:
 - a. Foreseeable Events. The employee must notify his/her Staffing Specialist/Consultant at least 30 days in advance of foreseeable leaves, such as leaves for planned medical treatment or for the employee's child's birth.
 - b. Unforeseeable Events. For unforeseen events, such as accidental injury

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causing a serious health condition, premature birth or a sudden change in the employee's health, he/she must notify Staffing Specialist/Consultant of his/her need for leave as soon as it possible and practical to do so. In most cases, the employee should notify Staffing Specialist/Consultant/Specialist of an unforeseen leave within one day of when he/she finds out when leave is needed.

2. For EXIGENCY LEAVE: Where the necessity for EXIGENCY LEAVE is foreseeable, the employee must provide as much notice as is reasonable and practicable.
3. Failure to Give Notice: Failure to give notice as required here may result in delay or denial of FM LEAVE. In the case of foreseeable leaves, the Company may delay the leave for up to 30 days from the date the employee notified it of the need to take the FM LEAVE.

NOTIFICATION BY THE COMPANY

The Company will notify an employee when it designates absences as FM LEAVE. In appropriate cases, the Company will designate leave as FM LEAVE even if not requested by the employee.

CERTIFICATION OF NEED FOR FM LEAVE

For EMPLOYEE LEAVE or FAMILY LEAVE: The employee must submit a Certification of Health Care Provider no later than 15 days following his/her request. The Certification of Health Care Provider must be completed and signed by a qualified health care provider.

The Company retains the right to have the employee examined by another health care provider (and possibly a third one, if the first two medical opinions are inconsistent) at its expense. The Company reserves the right to request periodic additional medical certification during the term of a leave of absence.

For EXIGENCY OR SERVICEMEMBER LEAVE: The employee must submit provide a Certification the Company will provide.

INTERMITTANT OR REDUCED SCHEDULE

If and only if it is medically necessary, FAMILY LEAVE, EMPLOYEE LEAVE or SERVICEMEMBER FAMILY LEAVE may be taken on an intermittent or reduced schedule basis. EXIGENCY LEAVE may be taken on an intermittent or reduced schedule basis. Intermittent or reduced schedule leave will be counted on a quarterly-hour basis to apply toward the twelve-week maximum per twelve months.

The employee must submit a Certification of Health Care Provider to support his/her need for an intermittent or reduced schedule leave when medically necessary. Furthermore, the employee must inform the Company of the anticipated treatment schedule and the reasons for the proposed schedule.

The Company may require the employee to work in a different position or on a different schedule during the period of an intermittent or reduced schedule leave that will better accommodate the necessities of his/her schedule. The alternative position will have the same pay and benefits as the position held prior to commencement of the leave. For all leaves involving planned medical treatments, including intermittent and reduced schedule

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leaves, the employee is obligated to plan for treatments so that they will cause the least disruption to the Company.

The Company retains the right to deny an intermittent or reduced schedule leave for NEW CHILD LEAVE.

PAY AND BENEFITS

The FM LEAVE is unpaid. However, the employee must use PTO during this leave, unless the FM LEAVE is running concurrently with Workers' Compensation leave. Regardless of whether the employee receives pay during the FM LEAVE, the full amount of leave will be counted toward the maximum leave available in a 12-month period.

The employee will not accrue any benefits during the FM LEAVE.

RETURN TO WORK

An employee returning from EMPLOYEE LEAVE must provide a fitness-for-duty certification from his health care provider that he/she is able to resume working. Prior to returning to work, the employee must contact the Company to submit the medical clearance to return to work and to determine when and where to report for duty. Failure to follow these procedures may result in delay when he/she is ready to come back to work. The Company may require the employee to submit to a fitness-for-duty exam at its cost.

The employee will be returned to the same or an equivalent employment position unless he/she has been notified that he/she is a "key employee". The employee will not lose any benefits because of the leave.

Failure to return to work at the end of the FM LEAVE may be considered a resignation.

FAILURE TO COMPLY WITH THIS POLICY

If an employee fails to follow the guidelines in the policy or falsifies any information related to the certification, his/her leave may be delayed or denied and discipline, up to and including discharge, may result.

ACKNOWLEDGEMENT

I have received my copy of the WILSON EMPLOYMENT NETWORKS, LLC. FIELD EMPLOYEE HANDBOOK and understand it contains policies and rules which apply to me. I agree that I will follow these guidelines in my conduct on the job. I understand that these documents are not an employment contract and do not bind the company in any way. The company may change or depart from any provision at any time in its discretion.

I agree that my employment is for no definite period and may be terminated at any time by the company or me, with or without cause and without any previous notice. I also understand that all final decisions on any matter, including any continued employment and terms of employment, rest solely with the president of the company.

Only the company president has the authority to make an enforceable agreement. To be enforceable, the agreement must be in writing signed by the company president.

You must sign this acknowledgement and return one copy to the Company. Retain a copy for yourself.

date

Employee Signature

Print Employee Name