

**AMERITRAINING, INC.**  
**EMPLOYEE HANDBOOK**



**Disclaimer  
(South Carolina Employees)**

**OUR COMPANY IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, EITHER YOU OR THE COMPANY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ANY EMPLOYEE FOR EMPLOYMENT OTHER THAN AT-WILL.**

**THIS EMPLOYEE HANDBOOK IS NOT A CONTRACT, EXPRESS OR IMPLIED.**

NAME \_\_\_\_\_

DATE \_\_\_\_\_

EMPLOYEE  
SIGNATURE \_\_\_\_\_

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NAME \_\_\_\_\_

DATE \_\_\_\_\_

EMPLOYEE  
SIGNATURE \_\_\_\_\_

## **Welcome To Ameritraining!**

Starting a new job is exciting, but at times can be overwhelming. This Employee Handbook has been developed to help you become acquainted with our company and answer many of your initial questions.

As an employee of Ameritraining, the importance of your contribution cannot be overstated. Our goal is to provide the finest-quality products and services to our customers and to do so more efficiently and economically than our competitors. By satisfying our customers' needs, they will continue to do business with us and will recommend us to others.

You are an important part of this process because your work directly influences our company's reputation.

We are glad you have joined us, and we hope you will find your work to be both challenging and rewarding.

Sincerely,

Melissa C. Pope  
President and CEO



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# The Way We Work

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## A Word About This Handbook

This Employee Handbook contains information about the employment policies and practices of the company. We expect each employee to read this Employee Handbook carefully, as it is a valuable reference for understanding your job and the company. The policies outlined in this Employee Handbook should be regarded as management guidelines only, which in a developing business will require changes from time to time. The company retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the company. This Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

Except for the policy of at-will employment, which can only be changed by the president of the company in a signed written contract, the company reserves the right to revise, delete and add to the provisions of this Employee Handbook. All such revisions, deletions or additions to the Employee Handbook must be in writing and must be signed by the president of the company. No oral statements or representations can change the provisions of this Employee Handbook.

The provisions of this Employee Handbook are not intended to create contractual obligations with respect to any matters it covers. Nor is this Employee Handbook intended to create a contract guaranteeing that you will be employed for any specific time period.

**OUR COMPANY IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, EITHER YOU OR THE COMPANY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON.**

**WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE PRESIDENT OF THE COMPANY.**

This Employee Handbook refers to current benefit plans maintained by the company. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

Likewise, if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

## **Equal Employment Opportunity**

Our company is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis including, but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age and physical or mental disability.

In addition, race, color, religion, sex, age [40 or over], disability, AIDS/HIV status, national origin and genetic test results are protected classes in Arizona.

Genetic information is a protected class in Arkansas.

Race; religious creed; color; national origin; ancestry; physical disability; mental disability; medical condition, including genetic characteristics; marital status; sex; pregnancy, childbirth or related medical conditions; actual or perceived gender; gender identity; sexual orientation and age [40 or over] are protected classes in California.

Disability, race, creed, color, sex, age [between 40 and 70], marital status, national origin and ancestry are protected classes in Colorado.

Race; color; religious creed; age; sex; pregnancy, child-bearing capacity, sterilization, fertility or related medical conditions; marital status; national origin; ancestry; present or past history of mental disabilities; mental retardation; learning disability or physical disability; sexual orientation and genetic information are protected classes in Connecticut.

Race, color, religion, sex, national origin, age, handicap, genetic test results, Florida National Guard membership, AIDS and/or related diseases, sickle cell trait [as refusal to hire or discharge] and marital status are protected classes in Florida.

Age [between 40 and 70] is a protected class in Georgia.

Race, color, religion, national origin, citizenship status, ancestry, age [40 or over for most employment], sex, sexual orientation [including heterosexuality, homosexuality, bisexuality, and gender-related identity], arrest records, criminal history (that has been sealed or expunged), military status, unfavorable discharge from military service, marital status and handicap are protected classes in Illinois.

Disability, off duty use of tobacco and age [between 40 and 70] are protected class in Indiana.

Race, religion, color, sex, disability, national origin, genetic information, ancestry and age [18 or over] are protected classes in Kansas.

Disability; AIDS and/or HIV; and status as a smoker or nonsmoker are protected classes in Kentucky.

Race, color, sex, sexual orientation, pregnancy and medical conditions which result from pregnancy, physical or mental disability, religion, age, ancestry or national origin, military membership (federal), tobacco use during non-working hours as long as they comply with company regulations and genetic information are protected classes in Maine.

Race, color, religion, age, sex, sexual orientation, national origin, marital status, pregnancy, childbirth, disability and genetic information are protected classes in Maryland.

Disability; religion; race; color; national origin; age; sex; pregnancy, childbirth or related medical condition [that does not include nontherapeutic abortion not intended to save the life of the mother]; height; weight; familial status; marital status and genetic information are protected classes in Michigan.

Race; color; creed; religion; national origin; sex; pregnancy, childbirth and related disabilities; marital status; disability; genetic information; sexual orientation and age [over the age of majority] are protected classes in Minnesota.

Use of tobacco products during non-working hours is a protected class in Mississippi.

Off-site lawful tobacco or alcohol use (unless such use interferes with job performance of any employee or the overall operation of the company's business) and membership in organized militia are protected classes in Missouri.

Race, color, religion, sex, pregnancy, sexual orientation, age, disability, genetic information and national origin are protected classes in Nevada.

Race, creed, color, national origin, ancestry, age, marital status, domestic partnership status, civil union status, affectional or sexual orientation, genetic information, sex, atypical hereditary cellular or blood trait, nationality, refusing to submit to a genetic test or make available the results of a genetic test to an employer, disability and liability for service in the U.S. military are protected classes in New Jersey.

Age [18 and over], race, creed, color, national origin, sexual orientation, sex, disability, predisposing genetic characteristics, military status and marital status are protected classes in New York.

Race, religion, color, national origin, age, sex, military service, disability, sickle cell trait [as to discharge or refusal to employ], hemoglobin C trait [as to discharge or refusal to employ] and genetic information or on account of having requested genetic testing or genetic counseling services [as to discharge or refusal to employ] are protected classes in North Carolina.

Race; color; religion; sex; pregnancy, or any illness arising out of and occurring during the course of pregnancy, childbirth or related medical conditions; national origin; disability; age [40 or over] and ancestry are protected classes in Ohio.

Race, color, religion, sex, national origin, age [40 or over], handicap, genetic information and tobacco use during non-working hours are protected classes in Oklahoma.

Race; religion; color; sex; pregnancy, childbirth and related medical conditions or occurrences; national origin; marital status; age [18 or older]; disability and genetic information are protected classes in Oregon.

Race; religion; color; sex; pregnancy, childbirth or related medical conditions; age [40 or over]; national origin; disability; and tobacco use outside the workplace are protected classes in South Carolina.

Physical, mental or visual handicap and tobacco use during non-working hours are protected classes in Tennessee.

Race; color; disability; religion; sex; pregnancy, childbirth or a related medical condition; national origin; age [40 or over] and genetic information [or refusal to submit to a genetic test] are protected classes in Texas.

Disability is a protected class in Virginia.

Age [40 or over]; sex; marital status; race; creed; color; national origin, including ancestry; sensory, mental or physical disability, including the results of an HIV and/or Hepatitis C test; pregnancy and childbirth, and sexual orientation are protected classes in Washington.

Age [40 or over]; race; creed; color; disability; marital status; sex; national origin; ancestry; pregnancy, childbirth, maternity leave or related medical conditions; arrest or conviction records; military service; sexual orientation; use or nonuse of lawful products off the employer's premises during non-working hours and genetic testing are protected classes in Wisconsin.

You may discuss equal employment opportunity related questions with the Vice President of Operations or any other member of management.

## **Affirmative Action**

The company has been and will continue to be an equal opportunity employer. To assure full implementation of this equal employment policy, we will take steps to make sure that:

- a) Persons are recruited, hired, assigned and promoted without regard to race, religion, color, national origin, citizenship, sex, veteran status, uniform service member status, age, disability or any other legally recognized protected personal characteristics.
- b) Similarly, all other personnel actions, such as compensation, benefits, transfers, layoffs and recall from layoffs, access to training, education, tuition assistance and social recreation programs are administered without regard to race, religion, color, veteran status, uniform service member status, national origin, citizenship, sex, age, disability or any other legally recognized protected personal characteristics.

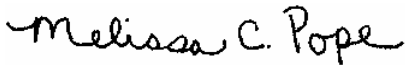
We have appointed the president to take on the responsibility of company EEO coordinator. The EEO coordinator will be responsible for the day-to-day implementation and monitoring of our Affirmative Action Plan. As part of that responsibility, the EEO coordinator

will periodically analyze the company's personnel actions and their effects to ensure compliance with our equal employment policy.

If you have any questions about this policy, or would like to review or be considered under our Affirmative Action Plan, please see the president.

I have reviewed and fully endorse our Affirmative Action and Equal Employment Opportunity program. In closing, I ask for the continued assistance and support of all of the company's personnel to attain our objective of equal employment opportunity for all.

Sincerely,

A handwritten signature in black ink that reads "Melissa C. Pope". The signature is written in a cursive, flowing style.

President

## **Americans With Disabilities Act**

Our company is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which may include providing reasonable accommodation where appropriate. In general, it is your responsibility to notify the Vice President of Operations of the need for accommodation. Upon doing so, the Vice President of Operations may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals.

## **A Word About Our Employee Relations Philosophy**

We are committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee 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 employee.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

## **Non-Harassment**

We prohibit harassment of one employee by another employee, supervisor or third party for any reason including, but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age and physical or mental disability. Harassment of third parties by our employees is also prohibited.

In addition, race, color, religion, sex, age [40 or over], disability, AIDS/HIV status, national origin and genetic test results are protected classes in Arizona.

Genetic information is a protected class in Arkansas.

Race; religious creed; color; national origin; ancestry; physical disability; mental disability; medical condition, including genetic characteristics; marital status; sex; pregnancy, childbirth or related medical conditions; actual or perceived gender; gender identity; sexual orientation and age [40 or over] are protected classes in California.

Disability, race, creed, color, sex, age [between 40 and 70], marital status, national origin and ancestry are protected classes in Colorado.

Race; color; religious creed; age; sex; pregnancy, child-bearing capacity, sterilization, fertility or related medical conditions; marital status; national origin; ancestry; present or past history of mental disabilities; mental retardation; learning disability or physical disability; sexual orientation and genetic information are protected classes in Connecticut.

Race, color, religion, sex, national origin, age, handicap, genetic test results, Florida National Guard membership, AIDS and/or related diseases, sickle cell trait [as refusal to hire or discharge] and marital status are protected classes in Florida.

Age [between 40 and 70] is a protected class in Georgia.

Race, color, religion, national origin, citizenship status, ancestry, age [40 or over for most employment], sex, sexual orientation [including heterosexuality, homosexuality, bisexuality, and gender-related identity], arrest records, criminal history (that has been sealed or expunged), military status, unfavorable discharge from military service, marital status and handicap are protected classes in Illinois.

Disability, off duty use of tobacco and age [between 40 and 70] are protected class in Indiana.

Race, religion, color, sex, disability, national origin, genetic information, ancestry and age [18 or over] are protected classes in Kansas.

Disability; AIDS and/or HIV; and status as a smoker or nonsmoker are protected classes in Kentucky.

Race, color, sex, sexual orientation, pregnancy and medical conditions which result from pregnancy, physical or mental disability, religion, age, ancestry or national origin, military membership (federal), tobacco use during non-working hours as long as they comply with company regulations and genetic information are protected classes in Maine.

Race, color, religion, age, sex, sexual orientation, national origin, marital status, pregnancy, childbirth, disability and genetic information are protected classes in Maryland.

Disability; religion; race; color; national origin; age; sex; pregnancy, childbirth or related medical condition [that does not include nontherapeutic abortion not intended to save the life of the mother]; height; weight; familial status; marital status and genetic information are protected classes in Michigan.

Race; color; creed; religion; national origin; sex; pregnancy, childbirth and related disabilities; marital status; disability; genetic information; sexual orientation and age [over the age of majority] are protected classes in Minnesota.

Use of tobacco products during non-working hours is a protected class in Mississippi.

Off-site lawful tobacco or alcohol use (unless such use interferes with job performance of any employee or the overall operation of the company's business) and membership in organized militia are protected classes in Missouri.

Race, color, religion, sex, pregnancy, sexual orientation, age, disability, genetic information and national origin are protected classes in Nevada.

Race, creed, color, national origin, ancestry, age, marital status, domestic partnership status, civil union status, affectional or sexual orientation, genetic information, sex, atypical hereditary cellular or blood trait, nationality, refusing to submit to a genetic test or make available the results of a genetic test to an employer, disability and liability for service in the U.S. military are protected classes in New Jersey.

Age [18 and over], race, creed, color, national origin, sexual orientation, sex, disability, predisposing genetic characteristics, military status and marital status are protected classes in New York.

Race, religion, color, national origin, age, sex, military service, disability, sickle cell trait [as to discharge or refusal to employ], hemoglobin C trait [as to discharge or refusal to employ] and genetic information or on account of having requested genetic testing or genetic counseling services [as to discharge or refusal to employ] are protected classes in North Carolina.

Race; color; religion; sex; pregnancy, or any illness arising out of and occurring during the course of pregnancy, childbirth or related medical conditions; national origin; disability; age [40 or over] and ancestry are protected classes in Ohio.

Race, color, religion, sex, national origin, age [40 or over], handicap, genetic information and tobacco use during non-working hours are protected classes in Oklahoma.

Race; religion; color; sex; pregnancy, childbirth and related medical conditions or occurrences; national origin; marital status; age [18 or older]; disability and genetic information are protected classes in Oregon.

Race; religion; color; sex; pregnancy, childbirth or related medical conditions; age [40 or over]; national origin; disability; and tobacco use outside the workplace are protected classes in South Carolina.

Physical, mental or visual handicap and tobacco use during non-working hours are protected classes in Tennessee.

Race; color; disability; religion; sex; pregnancy, childbirth or a related medical condition; national origin; age [40 or over] and genetic information [or refusal to submit to a genetic test] are protected classes in Texas.

Disability is a protected class in Virginia.

Age [40 or over]; sex; marital status; race; creed; color; national origin, including ancestry; sensory, mental or physical disability, including the results of an HIV and/or Hepatitis C test; pregnancy and childbirth, and sexual orientation are protected classes in Washington.

Age [40 or over]; race; creed; color; disability; marital status; sex; national origin; ancestry; pregnancy, childbirth, maternity leave or related medical conditions; arrest or conviction records; military service; sexual orientation; use or nonuse of lawful products off the employer's premises during non-working hours and genetic testing are protected classes in Wisconsin.

The purpose of this policy is not to regulate the personal morality of employees. It is to ensure that in the workplace, no employee harasses another for any reason.

While it is not easy to define precisely what harassment is, it includes: slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes and teasing.

Any employee who feels that (s)he is a victim of such harassment should immediately report the matter to one of the following members of management who have been designated to receive such complaints: Bill Pope at (865) 977-8918 and 1149 N. Heritage Drive Maryville, TN 37803 or Dee Dupler at (740) 756-7461 and 4315 Brook Road Lancaster, OH 43130. If an employee makes a report to any of these members of management and the manager either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to one of the other members of management designated in this policy to receive complaints.

The company will investigate all such reports as confidentially as possible. Adverse action will not be taken against an employee because he or she, in good faith, reports or participates in the investigation of a violation of this policy. Violations of this policy are not permitted and may result in disciplinary action, up to and including discharge.

## **Sexual Harassment (Maine Employees)**

Any type of sexual harassment is against company policy and may be unlawful.

We firmly prohibit sexual harassment of any employee by another employee, supervisor or third party. Harassment of third parties by our employees is also prohibited. The purpose of this policy is not to regulate the morality of employees. It is to ensure that in the workplace, no employee is subject to sexual harassment.

In Maine, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

- a) submission to such conduct is made an either explicit or implicit a term or condition of an individual's employment; or
- b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- c) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include: unwelcome sexual advances, requests for sexual favors and/or verbal or physical conduct of a sexual nature including but not limited to sexually-related drawings, pictures, jokes, teasing, uninvited touching or other sexually-related comments.

Sexual harassment of an employee will not be tolerated. Violations of this policy may result in disciplinary action, up to and including discharge. The company will not punish or penalize, or attempt to punish or penalize employees who report violations of this policy in good faith or participate in any investigation of such violations.

Any employee who feels that (s)he is a victim of sexual harassment should immediately report such actions in accordance with the following procedure. All complaints will be promptly and thoroughly investigated as confidentially as possible.

In accordance with state law, we conduct training on this sexual harassment policy.

1. Any employee who believes that (s)he is a victim of sexual harassment or has been retaliated against for complaining of sexual harassment, should report the situation immediately to one of the following members of management who have been designated to receive such complaints: Bill Pope at (865) 977-8918 and 1149 N. Heritage Drive Maryville, TN 37803 or Dee Dupler at (740) 756-7461 and 4315 Brook Road Lancaster, OH 43130. If an employee makes a report to any of these members of management and the manager either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to one of the other members of management designated in this policy to receive complaints.
2. The company will investigate every reported incident immediately. Any employee, supervisor or agent of the company who has been found to have violated this policy may be subject to

appropriate disciplinary action, up to and including immediate discharge.

3. The company will conduct all investigations in a discreet manner. The company recognizes that every investigation requires a determination based on all the facts in the matter. We also recognize the serious impact a false accusation can have. We trust that all employees will continue to act responsibly.
4. The reporting employee and any employee participating in any investigation under this policy have the company's assurance that no reprisals will be taken as a result of a sexual harassment complaint. It is our policy to encourage discussion of the matter to help protect others from being subjected to similar inappropriate behavior.

We encourage our employees to file a complaint of sexual harassment using our company's complaint procedure.

If you are dissatisfied with the resolution of your concern, you may also file a complaint by visiting, writing or calling the Maine Human Rights Commission, 51 State House Station, Augusta, Maine 04333-0051, (207) 624-6050 (voice), (207) 624-6064 (TTY). Complaints must be filed within six months of the adverse action.

## **Sexual Harassment (All Other Employees)**

Any type of sexual harassment is against company policy and may be unlawful.

We firmly prohibit sexual harassment of any employee by another employee, supervisor or third party. Harassment of third parties by our employees is also prohibited. The purpose of this policy is not to regulate the morality of employees. It is to ensure that in the workplace, no employee is subject to sexual harassment. While it is not easy to define precisely what sexual harassment is, it may include: unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature including, but not limited to, sexually-related drawings, pictures, jokes, teasing, uninvited touching or other sexually-related comments.

Sexual harassment of an employee will not be tolerated. Violations of this policy may result in disciplinary action, up to and including discharge. There will be no adverse action taken against employees who report violations of this policy in good faith or participate in the investigation of such violations.

Any employee who feels that (s)he is a victim of sexual harassment should immediately report such actions in accordance with the following procedure. All complaints will be promptly and thoroughly investigated as confidentially as possible.

1. Any employee who believes that (s)he is a victim of sexual harassment or has been retaliated against for complaining of sexual harassment, should report the situation immediately to one of the following members of management who

have been designated to receive such complaints: Bill Pope at (865) 977-8918 and 1149 N. Heritage Drive Maryville, TN 37803 or Dee Dupler at (740) 756-7461 and 4315 Brook Road Lancaster, OH 43130. If an employee makes a report to any of these members of management and the manager either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to one of the other members of management designated in this policy to receive complaints.

2. The company will investigate every reported incident immediately. Any employee, supervisor or agent of the company who has been found to have violated this policy may be subject to appropriate disciplinary action, up to and including immediate discharge.
3. The company will conduct all investigations in a discreet manner. The company recognizes that every investigation requires a determination based on all the facts in the matter. We also recognize the serious impact a false accusation can have. We trust that all employees will continue to act responsibly.
4. The reporting employee and any employee participating in any investigation under this policy have the company's assurance that no reprisals will be taken as a result of a sexual harassment complaint. It is our policy to encourage discussion of the matter, to help protect others from being subjected to similar inappropriate behavior.

## Categories Of Employment

**INTRODUCTORY PERIOD:** Full-time employees are on an introductory period during their first 30 days of employment.

During this time, you will be able to determine if your new job is suitable for you and your supervisor 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 thereafter.

**FULL-TIME EMPLOYEES** regularly work a 40-hour workweek.

**PAYROLLED EMPLOYEES** may work a regular 40 hour work week but are not entitled to any benefits that may be outlined in this manual. Payrolling is a service Ameritraining performs for its customers.

In addition to the preceding categories, employees are also categorized as "exempt" or "non-exempt."

**NON-EXEMPT EMPLOYEES** are entitled to overtime pay as required by applicable federal and state law.

**EXEMPT EMPLOYEES** - Pursuant to applicable federal and state laws, exempt employees are not entitled to overtime pay, and are not subject to certain deductions to their salary under the company's policies.

Upon hire, your supervisor will notify you of your employment classification.

## **Immigration Reform And Control Act**

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, our company is committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the company.

## **New Employee Orientation**

Upon joining our company, you were given this copy of our Employee Handbook. After reading this Employee Handbook please sign the receipt page and return it to your supervisor. You will be asked to complete personnel, payroll and benefit forms.

If you lose your Employee Handbook or if it becomes damaged in any way, please notify your supervisor as soon as possible to obtain a replacement copy.

Your supervisor is responsible for the operations of your department. (S)he is a good source of information about the company and your job.

## **Your Human Resources Department**

The Human Resources department acts as an information center for both employees and management. This department plays an important part in formulating and interpreting company policy and offers help with a variety of problems and matters that concern employees and management. Human Resources staff members are available to discuss subjects such as employment/recruitment, benefits, employee records, safety and disciplinary problems.

The Human Resources department is open 8:00 a.m. to 5:00 p.m., Monday through Friday. Appointments may be arranged for other times.

You are encouraged to contribute suggestions or questions so the staff may be more responsive to your needs.

## **Suggestions And Ideas**

We are always interested in your constructive ideas and suggestions for improving our operations. Your suggestions should be submitted to the Vice President of Operations.

After we investigate your suggestion, you will be notified whether it is feasible to be put into practice.

Specific recognition for suggestions may be reflected in different ways, including additional compensation (cash awards).

## **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 Director of Operations so that the problem can be settled by examination and discussion of the facts. We hope that the Director of Operations is able to satisfactorily resolve most matters.

If you still have questions after meeting with the Director of Operations or if you would like further clarification on the matter, request a meeting with the Vice President of Operations. (S)he will review the issues and meet with you to discuss possible solutions.

Finally, if you still believe that your problem has not been fairly or fully addressed, request a meeting with the President and CEO.

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.

If at any time you do not feel comfortable speaking with the Director of Operations or the next level of management, discuss your concern with any other member of management with whom you feel comfortable.

## Your Pay And Progress



## **Recording Your Time**

Non-exempt employees must either record their hours on time sheets and give them to the director of operations by no later than noon on Monday or record their hours on the computer.

Exempt employees may be required to accurately record their time worked in accordance with federal and state wage and hour law.

All employees subject to this policy are required to accurately record all time worked.

The pay period starts on Sunday and ends on Saturday.

Some customers may consider Monday through Sunday as the pay period.

## **Payday**

You will be paid weekly on Wednesday for the period that ends on the previous Saturday or Sunday.

### **Connecticut, Maryland and New Jersey Employees**

If a payday falls on a nonworking day, employees will be paid the preceding workday.

### **All Other Employees**

When our payday is a holiday, you normally will be paid on the first working day after the holiday.

Your pay stubs are sent to you.

Please review your paycheck for errors. If you find a mistake, report it to the manager immediately. The manager will assist you in taking the steps necessary to correct the error.

## **Paycheck Deductions**

The company is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. Depending on the state in which you are employed and the benefits you choose, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

It is the policy of the company that exempt (salaried) employees' pay will not be "docked," or subject to deductions, in violation of salary pay rules issued by the

United States Department of Labor and any corresponding rules issued by the state government, as applicable. However, the company may make deductions from employees' salaries in a way that is permitted under federal and state wage and hour rules. Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.

Thus, exempt employees may be subject to the following salary deductions, except where prohibited by state law, but only for the following reasons:

- Absences of one or more full days for personal reasons, other than sickness or disability; or
- Absences of one or more full days due to sickness or disability, if there is a plan, policy, or practice providing replacement compensation for such absences; or
- Absences of one or more full days before eligibility under such a plan, policy, or practice or after replacement compensation for such absences has been exhausted; or
- Suspensions of one or more full days for violations of safety rules of major significance; or
- Suspensions of one or more full days for violations of written workplace conduct rules, such as rules against sexual harassment and workplace violence; or
- Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of an employee's full salary; or
- Any unpaid leave taken under the Family and Medical Leave Act; or
- Negative paid-time-off balances, in whole-day increments only.

If questions or concerns about any pay deductions arise, employees may discuss and resolve them with the Human Resources Department.

## **Garnishment/Child Support**

When an employee's wages are garnished by a court order, our company is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. Our company will, however, honor federal and applicable state guidelines that protect a certain amount of an employee's income from being subject to garnishment.

## **Direct Deposit**

You have the option of receiving your pay in a payroll check or having your pay deposited into your bank account through our direct deposit program. Ameritraining STRONGLY encourages direct deposit.

## **Overtime (California Employees)**

There will be times when you will need to work overtime so that we may meet the needs of our customers. Although you will be given advance notice when feasible, this is not always possible. Non-exempt employees must have all overtime approved in advance by your immediate supervisor.

Generally, unless an alternate workweek is in effect or state law dictates otherwise, non-exempt, non-agricultural workers will be paid at a rate of time and one-half their regular hourly rate for: (1) hours worked in excess of eight hours in a day; (2) hours worked in excess of 40 hours in a week not compensated as daily overtime; and (3) for the first eight hours of work on a seventh day of work in a single workweek; and at a rate of double their regular hourly rate for: (a) hours worked in excess of 12 hours in a day; and (b) hours worked in excess of eight hours on a seventh day of work in a single workweek.

Only actual hours worked count toward computing weekly overtime.

If you have any questions concerning overtime pay, check with human resources.

## **Overtime (All Other Employees)**

There will be times when you will need to work overtime so that we may meet the needs of our customers. Although you will be given advance notice when feasible, this is not always possible. Non-exempt employees must have all overtime approved in advance by your immediate supervisor.

Non-exempt employees will be paid at a rate of time and one-half their regular hourly rate for hours worked in excess of 40 hours in a workweek, unless state law provides a greater benefit in which case, we will comply with the state law.

Only actual hours worked count toward computing weekly overtime.

If you have any questions concerning overtime pay, check with human resources.

## Time Away From Work And Other Benefits



## **Employee Benefits**

Our company has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefits represent a hidden value of additional income to our employees.

This Employee Handbook describes the current benefit plans maintained by the company. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

The company reserves the right to modify its benefits at any time. We will keep you informed of any changes.

## **Holidays**

Our company normally observes the following holidays during the year:

New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas

Eligible employees receive a paid holiday only if the holiday falls on a day they are normally scheduled to work.

Eligible employees are eligible for paid holidays after completing five hundred twenty hours of employment.

Exempt employees will receive holiday pay in compliance with state and federal wage and hour laws.

Non-exempt employees must work at least 24 hours in the work week of the holiday in order to be paid for the holiday.

## COBRA

You and your covered dependents will have the opportunity to continue medical benefits for a period of up to 36 months under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) when group medical coverage for you and your covered dependents would otherwise end due to your death or because:

- your employment terminates, for a reason other than gross misconduct; or
- your employment status changes due to a reduction in hours; or
- your child ceases to be a "dependent child" under the terms of the medical plan; or
- you become divorced or legally separated; or
- you become entitled to Medicare.

In the event of divorce, legal separation, or a child's loss of dependent status, you or a family member must notify the plan administrator within 60 days of the occurrence of the event.

The plan administrator will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage.

For more information regarding COBRA, you may contact the Vice President of Operations.

## **Section 125 Plans**

Our company offers a pretax contribution option for employees. This employee benefit is known as a Section 125 plan.

A Section 125 plan is a benefit plan that allows you to make contributions toward premiums for medical insurance and out-of-pocket medical expenses or dependent care expenses on a “before tax”, rather than an “after tax” basis. Your premium contributions and qualified expenses are deducted from your gross pay before income taxes and Social Security is calculated.

To participate in this plan, complete an election form and return it to the Vice President of Operations.

You cannot make any changes to your pretax contributions until the next open enrollment period, unless your family status changes or you become eligible for a special enrollment period due to a loss of coverage. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child or termination of employment of your spouse. A change in election due to a change in family status is effective the following month.

## **Federal Family And Medical Leave Act**

Eligible employees may take up to 12 weeks of unpaid family/medical leave within a 12-month period and be restored to the same or an equivalent position upon their return to work.

To be eligible for family/medical leave, you must satisfy both of the following conditions:

1. Worked for the company for at least 12 months and for at least 1,250 hours in the past 12 months; and
2. At the time leave is requested either: (a) worked at a worksite with 50 or more employees or (b) worked at a worksite with less than 50 employees if 50 or more employees are employed within 75 miles of the worksite.

Eligible employees may take family/medical leave for any of the following reasons:

1. The birth of your child and to care for such child; or
2. The placement of a child with you for adoption or foster care, and in order to care for the newly placed son or daughter; or
3. To care for a spouse, child, or parent ("covered relations") with a serious health condition; or
4. Because of your own serious health condition that renders you unable to perform an essential function of your position.

Any leave due to the birth and care of such child or the placement of a child for adoption or foster care, and care of the newly placed child, must be completed within one year of the date of birth or placement of the child.

If you request leave because of a birth, adoption or foster care placement of a child or to care for a covered relation with a serious health condition any accrued paid



vacation, personal days or family leave must be used first as part of your family/medical leave.

If you request leave because of your own serious health condition or to care for a covered relation with a serious health condition any accrued paid vacation, personal days or family leave must be used first as part of your family/medical leave.

The substitution of paid leave time for unpaid leave time does not extend the 12-week leave period. Also, your family/medical leave may run concurrently with other types of leave.

During an approved family/medical leave, the company will maintain your health benefits under the same terms and conditions applicable to employees not on leave.

- If paid leave is substituted for unpaid family/medical leave, the company will deduct your portion of the health plan premium as a regular payroll deduction.
- If your leave is unpaid, you must pay your portion of the premium by making arrangements with the Vice President of Operations.
- Your health coverage may cease if your premium payment is more than 30 days late. If your payment is more than 30 days late, we will send you a letter to this effect. If we do not receive your co-payment within 15 days of this letter, your coverage will cease.

If you elect not to return to work at the end of the leave for at least 30 calendar days, you will be required to reimburse the company for the cost of the premiums paid by the company for maintaining coverage during your unpaid leave unless you cannot return to work

because of a serious health condition or because of other circumstances beyond your control.

When spouses are employed by this company, they are entitled to a combined total of up to 12 weeks' leave: (1) for birth, adoption, or foster care and in order to care for such a child; or (2) to care for a parent with a serious health condition. Each individual is entitled to 12 weeks' leave because of his or her own serious health condition or to care for the serious health condition of his or her child or spouse without counting leave time taken by the other spouse.

Leave due to a serious health condition may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday) if medically necessary. If the leave is unpaid, the company will adjust your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced-schedule leave, the company may temporarily transfer you to an available alternate position that better accommodates your recurring leave and that has equivalent pay and benefits.

You must complete the appropriate family/medical leave forms. These forms are available from the Vice President of Operations.

If your need for family/medical leave is foreseeable, you must give 30 days' prior written notice. If this is not possible, you must give notice to the Vice President of Operations as soon as is practicable (within one or two business days of learning about your need for leave). Failure to provide such notice may be grounds for delay of leave. If your need is because of a planned medical treatment, attempt to schedule the treatment to avoid disrupting the company's operations.

## **Medical Certification for a Serious Health Condition**

If you are requesting leave because of your own or a covered relation's serious health condition, the appropriate health care provider must supply medical certification. Obtain a medical certification form from the Vice President of Operations. If possible, you should provide the medical certification within 15 days after you request leave. If you provide at least 30 days' notice of your need for medical leave, you should provide the medical certification before your leave begins. If you do not provide the required medical certification in a timely manner, your leave may be delayed until it is provided.

The company, at its expense, may require an examination by a second health care provider designated by the company, if it has reason to doubt the medical certification you initially provide. If the second health care provider's opinion conflicts with the original medical certification, the company, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. The company may require subsequent medical recertification. Failure to provide requested certification within 15 days if such is practical may result in delay of further leave until it is provided.

## **Tracking Your Leave**

The 12-month period in which 12 weeks of leave may be taken is the calendar year.

## **Reporting While on Leave**

If you take leave because of your own serious health condition or to care for a covered relation with a serious health condition, contact the Vice President of Operations on a prescheduled basis regarding the status of the leave and your intention to return to work. In

addition, you must give notice as soon as is practicable (within two business days if feasible) if the dates of leave change or are extended or initially were unknown.

### **Returning To Work**

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you must provide fitness-for-duty certification that you are able to resume work before you return. Obtain return-to-work fitness-for-duty forms from the Vice President of Operations.

Employees failing to complete the return-to-work medical certification form will not be permitted to resume work until it is provided.

Certain highly compensated employees or "key employees" may be denied restoration to their prior or equivalent position. Key employees are those salaried employees who are among the highest paid ten percent of employees within 75 miles of the worksite. Denial is based on the following conditions:

1. The denial is necessary to prevent substantial economic injury to the employer;
2. The employer has notified the employee of his or her "key" employee status as well as its decision to deny restoration should the leave take place or continue; and
3. The employee elects not to return to work after being notified of the employer's decision.

### **No Work While On Leave**

The taking of another job while on family or medical leave or any other authorized leave may lead to disciplinary action, up to and including discharge.

### **State and Local Family and Medical Leave Laws**

Where state or local family and medical leave laws offer more protection or benefits to employees, the protection or benefits provided by such laws will apply.

## **State Disability Insurance (California Employees)**

All employees are eligible for disability insurance benefits when an illness, injury or pregnancy-related disability prevents them from working and they meet all the eligibility requirements.

The benefits are calculated as a percentage of your salary up to a weekly maximum as specified by law, for up to 52 weeks.

Employees who apply for this benefit must provide written notice of disability, including a doctor's certificate stating the nature of the disability and your expected date of return to work.

You are responsible for filing your claim and other forms promptly and accurately with the Employment Development Department. A claim form may be obtained from the Employment Development Department by telephone, letter or in person.

The cost of this insurance is fully paid by the employee.

## **Family Leave Insurance (California Employees)**

The State of California may provide partial wage benefits to eligible employees for up to a maximum of six weeks for the following reasons:

- To bond with a new child after birth or placement for adoption or foster care;

- To care for a serious health condition of an employee's child, parent, spouse, or registered domestic partner.

The Paid Family Leave Act provides benefits based on past quarter earnings for up to six weeks in a 12-month period. The cost of the insurance is fully paid by the employee. The 12-month period begins on the first day an employee submits a claim.

To be eligible for benefits, employees may be required to provide medical and/or other information that supports a claim for time off to bond with a new child or to care for a child, parent, spouse or registered domestic partner with a serious health condition. In addition, there is a seven calendar day waiting period before benefits begin.

You are responsible for filing your claim for family leave insurance benefits and other forms promptly and accurately with the Employment Development Department. A claim form may be obtained from the Employment Development Department by telephone, letter, the Internet or in person. All eligibility and benefit determinations are made by the Employment Development Department.

You may not be eligible for Paid Family Leave benefits if you are receiving State Disability Insurance, Unemployment Compensation Insurance or Workers' Compensation benefits.

The Paid Family Leave Act does not provide a right to leave, job protection or return to work rights. Further, this policy does not provide additional time off, rather, family leave insurance may provide compensation during an approved leave pursuant to any company provided leave.

## **Short-Term Disability Insurance (New Jersey Employees)**

All employees who have met the minimum earning requirements are eligible for short-term disability insurance. This insurance is designed to provide income for you when you are absent from work for more than seven calendar days due to non-occupational illness, injury or pregnancy-related disability.

The benefits are calculated as a percentage of your salary up to a weekly maximum, as specified by law, for up to 26 weeks.

The cost of this insurance is shared between the company and the employee.

Provide written notice including a doctor's certificate stating the nature of the disability and your expected date of return to work. Disability insurance information may be obtained from the Vice President of Operations.

## **Short-Term Disability Insurance (New York Employees)**

Employees are eligible for short-term disability insurance after four consecutive weeks of full-time employment or 25 days of regular part-time employment in accordance with state law. Other employees may also be eligible for this insurance, depending on the employee's previous employer. This insurance is designed to provide income for you when you are absent from work for more than seven calendar days due to non-occupational illness, injury or pregnancy-related disability.

The benefits are calculated as a percentage of your salary up to a maximum each week, as specified by law, for up to 26 weeks.

The cost of this insurance is shared between the company and the employee.

Provide written notice including a doctor's certificate stating the nature of the disability and your expected date of return to work. Disability insurance information may be obtained from the Vice President of Operations.

## **Social Security**

During your employment, you and the company both contribute funds to the federal government to support the Social Security program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

## **Unemployment Insurance**

Upon separation from employment, you may be entitled to state and federal unemployment insurance benefits. Information about unemployment insurance can be obtained from the Vice President of Operations.

## **Workers' Compensation**

On-the-job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to the Vice President of Operations. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management to any condition that could lead to or contribute to an employee accident.

## **401(k) Qualified Retirement Plan**

Our company provides eligible employees with a 401(k) Qualified Retirement plan which is an excellent means of long-term savings for your retirement. The company's contribution, if any, is determined by the employer on an annual basis.

You can obtain a copy of the Summary Plan Description which contains the details of the plan including eligibility and benefit provisions from the Vice President of Operations. In the event of any conflict in the description of any plan, the official plan documents, which are available for your review, shall govern. If you have any questions regarding this plan, see the plan administrator.

## **Bonus Plan**

Employees may receive bonuses from time to time. These are based on individual merit, the company's profitability and any other factor(s) deemed significant by the company. Whether or not bonuses are granted and the amounts granted are within the sole discretion of the Vice President of Operations.

## **Professional Development**

Our company believes in supporting the individual growth of its employees. To encourage employee development, our company offers a professional development reimbursement program to eligible employees who attend job-related seminars.

To participate in this program, you must be a full-time employee.

Approval from the Vice President of Operations must be received prior to registration for the seminar. Our company will pay a portion of approved job-related seminars.

In an effort to keep our practice informed of new developments, we ask that you share any new information presented at the seminar with the rest of the staff.



## **On The Job**

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## Conduct At Customer's Office

The nature of our company may require that employees perform work connected with a customer's assignment at the customer's office. The importance of professional conduct when working in a customer's office cannot be emphasized enough. Professional conduct is a broad term that is open to many interpretations. The following guidelines describe appropriate conduct when working at a customer's office:

- Limit discussions with customer's employees to matters that concern their department and level of responsibility. Long, personal discussions with customer personnel are discouraged. Such disruptions of work will only offend customer executives and customer employees.
- Do not discuss internal affairs with customer personnel.
- Avoid comments or criticisms involving other companies and their particular work or fees.
- Refrain from discussing shortcomings or idiosyncrasies of customer employees.
- Avoid conversations involving customer matters in all public places.
- Avoid discussing procedural problems with management while customer employees are present.
- Purchase items from a customer at normal sale prices.

- Do not borrow money from a customer unless the customer's business involves lending money.
- Do not solicit customers for charitable donations.

## **Social Security Number Privacy (Michigan Employees)**

To ensure to the extent practicable the confidentiality of our employees' Social Security Numbers (SSNs), no employee may acquire, disclose, transfer or unlawfully use the SSN of any employee except in accordance with this policy. The release of employee SSNs to external parties is prohibited except where required by law. Internal access to employee SSNs is restricted to employees with a legitimate business need for the information.

Except where permitted by state or federal law, we will not: 1) publicly display all or more than four sequential digits of an employee's SSN; 2) use all or more than four sequential digits of an employee's SSN as the primary account number for an individual; 3) visibly print all or more than four sequential digits of an employee's SSN on any identification badge or card; 4) require an individual to use or transmit all or more than four sequential digits of their SSN to gain access to an Internet web site or computer system or network unless the connection is secure, the transmission is encrypted, or a password or unique PIN is also required to gain access; 5) include all or more than four sequential digits of an employee's SSN in or on any document or information mailed or otherwise sent to an individual if it

is visible on or without manipulation from outside the envelope or packaging; or 6) include all or more than four sequential digits of an employee's SSN in any document or information mailed to a person.

Employee SSNs may be collected in the ordinary course of business for the purpose of identity verification or to administer benefits and in accordance with state and federal laws.

Any documents, that include employee SSNs and are discarded, must be shredded.

Any violation of this policy will result in disciplinary action up to and including discharge.

For more information about this policy, please contact the Vice President of Operations.

## **Attendance And Punctuality**

Attendance and punctuality are important factors for your success within our company. We work as a team and this requires that each person be in the right place at the right time.

If you are going to be late for work or absent, notify the Vice President of Operations as far in advance as is feasible under the circumstances, but before the start of your workday.

Personal issues requiring time away from your work, such as doctor's appointments or other matters, should be scheduled during your nonworking hours if possible.

If you are absent for three days without notifying the company, it is assumed that you have voluntarily abandoned your position with the company, and you will be removed from the payroll.

## **Meal Time (California Employees)**

Except for certain exempt employees, all employees who work five or more hours in a day are required to take a 30-minute unpaid duty-free meal period. An employee who works over ten hours in a day is required to take a second 30-minute unpaid duty-free meal period unless the employee elects to waive the second meal period as described below. Employees are completely relieved of their job responsibilities during their meal periods. For this reason, unless there is a valid written agreement for an on-duty meal period, employees must clock in and out for their meal periods, or record the

beginning and ending time of the meal period on their timesheet every day.

Waiver of Meal Period. Employees may waive their meal periods only under the following circumstances. If an employee will complete their workday in six hours, the employee may waive their meal period. Additionally, depending upon your occupation, employees who work more than ten hours in a day may be able to waive their second meal period, but only if they take their first meal period and they do not work more than 12 hours that day. Please speak to the Vice President of Operations for clarification on whether you are entitled to waive your second meal period. Anytime you elect to waive a meal period you must submit a written request and receive prior written authorization from the Vice President of Operations. Employees may not waive meal periods to shorten their workday or to accumulate meal periods for any other purpose.

On Duty Meal Period. In limited situations, certain designated employees may be required to work an on-duty meal period due to the nature of the employee's duties. Unless the Vice President of Operations directs you to take an on-duty meal period due to the nature of your job duties and you agree to an on-duty meal period in writing, you will not be permitted to take an on-duty meal period.

## **Meal Time (New York Employees)**

Employees working a shift of more than six hours will be provided at least 30 unpaid minutes for a meal between 11:00 a.m. and 2:00 p.m. Employees working a shift that starts before 11:00 a.m. and continues past 7:00 p.m. will be provided an additional unpaid meal period of at least 20 minutes between 5:00 p.m. and 7:00 p.m. Employees working a shift of more than six hours between 1:00 p.m. and 6:00 a.m. will be provided an unpaid meal period of at least 45 minutes midway through the shift. The Vice President of Operations is responsible for approving the scheduling of this time.

## **Meal Time (Colorado, Connecticut, Illinois, Kentucky, Maine, Minnesota, Nevada, Oregon, Pennsylvania, Tennessee, Washington, and Wisconsin Employees)**

A 30-minute, unpaid meal break should be taken each day. The Vice President of Operations is responsible for approving the scheduling of this time.

## **Meal Time (All Other Employees)**

A 30-minute, unpaid meal break should be taken each day. The Vice President of Operations is responsible for approving the scheduling of this time.

## Standards Of Conduct

Each employee has an obligation to observe and follow the company's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or discharge. The appropriate disciplinary action imposed will be determined by the company. The company does not guarantee that one form of action will necessarily precede another.

The following may result in disciplinary action, up to and including discharge: violation of the company's policies or safety rules; insubordination; unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in company activities or in company vehicles; unauthorized possession, use or sale of weapons, firearms or explosives on work premises; theft or dishonesty; physical harassment; sexual harassment; disrespect toward fellow employees, visitors or other members of the public; performing outside work or use of company property, equipment or facilities in connection with outside work while on company time; poor attendance or poor performance. These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

**Nothing in this policy is designed to modify our employment-at-will policy.**

## **Access To Personnel Files (Arizona Employees)**

Upon request, you may inspect your own personnel file up to two times each year. Inspections will be held on company premises in the presence of a company official. Contact the Vice President of Operations to arrange a time to view these records. You will be permitted to review and copy records related to your qualification for employment, compensation and disciplinary action. You are not permitted access to any letter of reference maintained by the company. If you disagree with the accuracy of any statement in the records and no correction can be agreed upon, you may submit an explanatory statement, which will be attached to the records.

For more information, contact the Vice President of Operations.

## **Access To Personnel Files (California Employees)**

Upon request, employees may inspect their own personnel files at a mutually agreeable time, on company premises in the presence of a company official. You will be permitted to see any records regarding your qualification for employment, promotion, wage increases or discipline. Exceptions include records regarding criminal investigation and any letters of reference maintained by the company. You will be allowed to have a copy of any document you have signed relating to your employment.

For more information, contact the Vice President of Operations.

## **Access To Personnel Files (Connecticut Employees)**

Upon written request, employees may inspect their own personnel files during regular business hours up to two times each year on company premises and in the presence of a company official. Inspection includes relevant employment information, with the exceptions of medical records, references from third parties and certain other documents as allowed by state law. If you disagree with information in your personnel file you may get it removed or changed if the company agrees, or you may file a statement explaining your position.

Upon written request, the company will permit the inspection of an employee's medical records during regular business hours on or reasonably near the company's premises by a physician chosen by the employee or by a physician chosen by the company with the employee's consent.

For more information, contact the Vice President of Operations.

## **Access To Personnel Files (Illinois Employees)**

Employees may inspect their personnel records, up to two times each year. Requests should be submitted in writing and generally will be granted within seven working days. Personnel records include any personnel documents that are or have been intended to be used in determining your qualification for employment, promotion, transfer, wage increases, discharge or other disciplinary action. Employees who wish to obtain a copy of their records may do so and the company may charge a reasonable fee for the duplication cost. If you disagree with any information in the personnel record, you can submit a written statement explaining your position, attached to the disputed part of the personnel record. The inclusion of such a statement does not mean that the company agrees.

For more information, contact the Vice President of Operations.

## **Access To Personnel Files (Maine Employees)**

Employees who submit a written request may review their own personnel file at the location where the files are maintained, and during normal business hours. During any calendar year, the company will provide employees, upon their request, with one copy of their personnel file, at no cost.

If an employee requests more than one copy of his or her personnel file in a calendar year, the employee must bear the expense of a reasonable copying fee.

For more information, contact the Vice President of Operations.

## **Access To Personnel Files (Michigan Employees)**

Upon written request, employees will be allowed to review their personnel records up to two times each year or as otherwise permitted by law, during normal business hours. If a review during normal business hours would require employees to take time off from work, the company must provide some other reasonable time for a review. The record may be copied and a reasonable fee may be charged for duplicating the personnel record. If there is a disagreement as to the information in the record, employees may ask to have it corrected or removed and may submit a statement explaining their position. Such statement becomes part of the file.

For more information, contact the Vice President of Operations.

## **Access To Personnel Files (Minnesota Employees)**

Employees have the opportunity to review their personnel file upon written request, once every six months, unless the employee is separated from the company. The company will comply with a request within seven working days if the personnel record is located within the state and within 14 working days if the record is located outside the state. A former customer may review the record once each year after separation for as long as the personnel records are maintained. The personnel record subject to review shall include job applications, wage or salary history, warning or termination notices, fringe benefits information, attendance records, and performance evaluations. Other information such as letters of reference, results of employer testing, written comments of a personal nature about another employee or written comments made by and kept in sole possession of the employee's supervisor do not form part of the personnel record that is subject to review.

The record will be made available during the company's normal hours of operation and at the employee's place of employment or other nearby location, in the presence of a company representative.

Consistent with applicable law, an employee may have the opportunity to provide a written response, not to exceed five pages, to any disputed information in his/her personnel record.

After reviewing their files, employees may receive a copy of their personnel file upon written request. For more information, contact the Vice President of Operations.

## **Access To Personnel Files (Nevada Employees)**

Upon request, employees have the opportunity to inspect their own personnel files during usual hours of business. Records available include information used to determine qualification and any disciplinary action taken against the employee. Records not available include confidential reports from previous employers or investigative agencies or other confidential information concerning investigation, arrest or conviction of the employee for a violation of the law. Only employees who have been employed for more than 60 days are entitled to a copy of these records and they may be charged the actual cost of providing access to and copying them. Employees may submit a written explanation in direct response to any written entry in the records. Such written explanation must be reasonable in length and in a format prescribed by the company and maintained by the company in the employment records. If an employee disagrees with any information contained in the file he or she may have it changed if the company agrees.

For more information, contact the Vice President of Operations.

## **Access To Personnel Files (Ohio Employees)**

Upon request, you may inspect your own personnel file up to two times each year. Inspections will be held on company premises in the presence of a company official. Contact the Vice President of Operations to arrange a time to view these records. You will be permitted to review the records in your personnel file related to your qualification for employment, compensation and disciplinary action. You are not permitted access to any letter of reference maintained by the company. If you disagree with the accuracy of any statement in the records and no correction can be agreed upon, you may submit an explanatory statement, which will be attached to the records.

You may request to inspect or receive a copy of your compensation records. For purposes of this policy, "compensation records" includes your name, address, occupation, pay rate, hours worked for each day (non-exempt employees only), and each amount paid. We will provide these records to you without charge. Likewise, we will provide your records to a person acting on your behalf if you provide us with a signed, written statement authorizing us to release specific information to the designated person.

For more information, contact the Vice President of Operations.

## **Access To Personnel Files (Oregon Employees)**

Employees will be allowed a reasonable opportunity to inspect their personnel records that are used to determine their qualifications for employment, promotion, wage increases or records used to discipline or terminate the employee. Employees may request a certified copy of their record and the company may charge a reasonable service charge.

For more information, contact the Vice President of Operations.

## **Access To Personnel Files (Pennsylvania Employees)**

Employees or an agent designated by the employee can inspect parts of the employee's own personnel files once a year, in the presence of a company official. Parts subject to inspection include the employee's job application, wage or salary information, notices of commendations, warnings or other discipline, authorization for a deduction or withholding of pay, fringe benefit information, leave records and employment history with the company. The records may be inspected at reasonable times during regular business hours and in the office where the records are kept. Employees or their designated agent may take notes regarding the contents of the file. Employees or their designated agent may place a statement in the file if they find an error in the file.

Employees shall provide a signed authorization designating a specific individual who is authorized to inspect their personnel file. The signed authorization shall be for a specific date and shall indicate either the purpose for which the inspection is authorized or the particular parts of the employee's personnel file that the designated agent is authorized to inspect.

For more information, contact the Vice President of Operations.

## **Access To Personnel Files (Washington Employees)**

Employees may inspect their own personnel files annually, within a reasonable time period after the request. Employees may place a statement in the file if they disagree with a document in the file. Personnel files exclude information relating to a criminal investigation and records compiled in preparation for an impending lawsuit that would not be available to another party.

For more information, contact the Vice President of Operations.

## **Access To Personnel Files (Wisconsin Employees)**

Upon written request, employees may inspect their own personnel files up to two times a year. Requests will be granted within seven working days of the request. Inspections will be held during working hours and reasonably near the employee's place of employment. If employees disagree with any data in the records and no correction can be agreed upon, employees may submit an explanatory statement that will be attached to the records. The right to inspect does not apply to certain information as allowed by state law, such as records of investigation of criminal offenses and reference letters. Employees have the right to receive a copy of the records and the company may charge a reasonable fee for copies.

For more information, contact the Vice President of Operations.

## **Customer And Public Relations**

Our company's reputation is built on excellent service and quality work. To maintain this reputation requires the active participation of every employee.

The opinions and attitudes that customers have toward our company may be determined for a long period of time by the actions of one employee. It is sometimes easy to take a customer for granted, but if we do we run the risk of losing not only that customer, but his or her associates, friends or family who may also be customers or prospective customers.

Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

## **Solicitation And Distribution**

To avoid unnecessary annoyances and work interruptions, solicitation by an employee of another employee is prohibited while either person is on working time.

Employee distribution of literature, including handbills, in work areas is prohibited at all times.

Trespassing, soliciting or distribution of literature by non-employees on these premises is prohibited at all times.

## **Changes In Personal Data**

To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information.

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to the Vice President of Operations promptly.

## **Care Of Equipment**

You are expected to demonstrate proper care when using the company's property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break or damage any property, report it to the Vice President of Operations at once.

## **Employee Referral Bonus**

The company will pay a referral bonus to any employee who refers an applicant to our company who is ultimately hired by the company to a full-time position. The position must be non-clerical, call center, or accounting position. The bonus is payable upon completion of the newly hired employee's first 90 days. The referring employee must still be employed with the company at the time the bonus is to be given. Ameritraining, Inc. also offers a bonus for leads for call center or other positions when the lead results in a newly hired employee that completes the introductory period. Employee referrals must be directed to the Vice President of Operations.

## **Travel/Expense Accounts**

The company will reimburse employees for reasonable expenses incurred through pre-approved business travel or entertainment. All cash advances must be accounted for and expense receipts are required.

The following business expenses will be reimbursed:

- Travel Expense
- Automobile/Mileage
- Lodging
- Tips
- Business Meals (in accordance with our per diem rates; room service excluded)

See the Vice President of Operations regarding additional reimbursable business expenses.

## **Identification Badges**

You will be issued an identification badge upon hire. It must be worn where it can be seen at all times when you are working.

## **Personal Telephone Calls**

Although the occasional use of the company's telephones for a personal emergency may be necessary, routine personal calls are not permitted.

Personal cellular telephones must be turned off or set to a silent alert during working hours while on company premises.

Employees are prohibited from using cellular telephones to text message during working hours while on company premises.

## **Electronic Mail Monitoring**

We recognize your need to be able to communicate efficiently with fellow employees and customers. Therefore we have installed an electronic mail (e-mail) system to facilitate the transmittal of business-related information within the company and with our customers.

The e-mail system is intended for business use only. The use of the company's e-mail system to solicit fellow employees or distribute non job-related information to fellow employees is strictly prohibited.

Our company's policies against sexual and other types of harassment apply fully to the e-mail system. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Therefore, employees are also prohibited from the display or transmission of sexually-explicit images, messages, ethnic slurs, racial epithets or anything that could be construed as harassment or disparaging to others.

Employees shall not use unauthorized codes or passwords to gain access to others' files.

All e-mail passwords must be made available to the company at all times. Please notify the Vice President of Operations if you need to change your password.

Violation of this policy may result in disciplinary action, up to and including discharge.

For business purposes, management reserves the right to enter, search and/or monitor the company's private e-mail system and the files/transmission of any employee without advance notice and consistent with applicable state and federal laws. Employees should expect that communications that they send and receive by the company's private e-mail system will be disclosed to management. Employees should not assume that communications that they send and receive by the company's private e-mail system are private or confidential.

## **Internet Usage**

The Internet is intended for business use only. Use of the Internet for any non-business purpose, including but not limited to, personal communication or solicitation, purchasing personal goods or services, gambling and downloading files for personal use, is strictly prohibited.

Our company's policies against sexual and other types of harassment apply fully to Internet usage, including the use of instant messaging programs. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Therefore, employees are also prohibited from displaying, transmitting and/or downloading sexually explicit images, messages, ethnic slurs, racial epithets or anything that could be construed as harassment or disparaging to others.

Consistent with applicable federal and state law, the time you spend on the Internet may be tracked through activity logs for business purposes. All abnormal usage will be investigated thoroughly.

Employees learning of any misuse of the Internet shall notify a member of management.

Violation of this policy may result in disciplinary action up to and including discharge.

## **Dress Policy**

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

Our customers satisfaction represents the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct customer 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 employees.

## **Reference Checks**

Our company will not honor any oral requests for references. All requests must be in writing and on company letterhead. Generally, we will only confirm our employees' dates of employment, salary history and job title.

Under no circumstances should an employee provide another individual with information regarding current or former employees of our company. If you receive a request for reference information, please forward it to the Vice President of Operations.

## **Protecting Company Information**

Protecting our company's information is the responsibility of every employee, and we all share a common interest in making sure information is not improperly or accidentally disclosed. Do not discuss the company's confidential business with anyone who does not work for us. You may be required to sign a non-compete and/or a nondisclosure agreement as a condition of your employment, in accordance with state and federal law.

All telephone calls regarding a current or former employee's position/compensation with our company must be forwarded to the Vice President of Operations.

The company's address shall not be used for the receipt of personal mail.

## **Conflict Of Interest/Code Of Ethics**

A company's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore, employees must never use their positions with the company, or any of its customers, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities.

The company adheres to the highest legal and ethical standards applicable in our business. The company's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance.

Employees of the company shall conduct their personal affairs such that their duties and responsibilities to the company are not jeopardized and/or legal questions do not arise with respect to their association or work with the company.

## **If You Must Leave Us**

Should you decide to leave your employment with us, we ask that you provide the Vice President of Operations with at least two weeks' advance notice. Your thoughtfulness is appreciated and will be noted favorably should you ever wish to reapply for employment with the company.

Generally, we will confirm upon request our employees' dates of employment, salary history and job title.

All company property, including this Employee Handbook, must be returned upon termination. Otherwise, the company may take action to recoup any replacement costs and/or seek the return of company property through appropriate legal recourse.

You should notify the company if your address changes during the calendar year in which termination occurs so that your tax information will be sent to the proper address.



## **Safety In The Workplace**



## **Each Employee's Responsibility**

Safety can only be achieved through teamwork at our company. Each employee, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify the Vice President of Operations of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform the Vice President of Operations immediately.
2. The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on the company's property is forbidden.
3. Use, adjust and repair machines and equipment only if you are trained and qualified.
4. Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
5. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; just ask the Vice President of Operations.
6. Know the locations, contents and use of first aid and fire fighting equipment.
7. Wear personal protective equipment in accordance with the job you are performing.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

## **Workplace Violence**

Violence by an employee or anyone else against an employee, supervisor or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to company property in the event someone, for whatever reason, may be unhappy with a company decision or action by an employee or member of management.

If you receive or overhear any threatening communications from an employee or outside third party, report it to the Vice President of Operations at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence.

Violations of this policy, including your failure to report or fully cooperate in the company's investigation, may result in disciplinary action, up to and including discharge.

## **Workplace Searches**

To protect the property and to ensure the safety of all employees, customers and the company, the company reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from the company's property. In addition, the company reserves the right to search any employee's office, desk, files, locker, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of the company, and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of the company.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of the company's security procedures or any other company rules and regulations.

## **Smoking In The Workplace (Maine Employees)**

Our company is committed to providing a safe and healthy environment for employees and visitors. Smoking is not permitted indoors or outdoors.

Violations of this policy may result in disciplinary action, up to and including discharge.

## **Smoking In The Workplace (All Other Employees)**

Our company is committed to providing a safe and healthy environment for employees and visitors. Smoking is not permitted.

## **Concealed Weapons (Oklahoma, Kentucky, Mississippi and Minnesota Employees)**

Possession, use or sale of weapons, firearms or explosives on work premises, while operating company machinery, equipment or vehicles for work-related purposes or while engaged in company business off premises is forbidden except where expressly authorized by the company and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee's locked motor vehicle.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to the Vice President of Operations immediately.

Violations of this policy will result in disciplinary action, up to and including discharge.

## **Concealed Weapons (All Other Employees)**

Possession, use or sale of weapons, firearms or explosives on work premises, while operating company machinery, equipment or vehicles for work-related purposes or while engaged in company business off premises is forbidden except where expressly authorized by the company and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to the Vice President of Operations immediately.

Violations of this policy will result in disciplinary action, up to and including discharge.

## **In An Emergency**

The Vice President of Operations should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. If the Vice President of Operations is unavailable, contact the nearest company official.

Should an emergency result in the need to communicate information to employees outside of business hours, the Vice President of Operations will contact you. Therefore, it is important that employees keep their personal emergency contact information up to date. Notify the Vice President of Operations when this information changes.

Please direct any questions you may have about the company's emergency procedures to the Vice President of Operations.

## **Substance Abuse**

The company has vital interests in ensuring a safe, healthy and efficient working environment for our employees, their co-workers and the customers we serve. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment with the company the following substance abuse policy.

The company has implemented a drug testing program in compliance with local, state and federal laws.

Employees are prohibited from reporting to work or working while using illegal or unauthorized substances. Employees are prohibited from reporting to work, or working when the employee uses any controlled substance, except when the use is pursuant to a doctor's orders and the doctor advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties.

In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal or unauthorized substances and alcohol in the workplace including: on company paid time, on company premises, in company vehicles, or while engaged in company activities. Our employees are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Employees are further prohibited from consuming alcohol during working hours, including meal and break periods.

Your employment or continued employment with the company is conditioned upon your full compliance with the foregoing substance abuse policy. Any violation of this policy may result in disciplinary action, up to and including discharge.

Consistent with its fair employment policy, the company maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before their substance or alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others. The company will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence and other measures consistent with the company's policies and applicable federal, state or local laws.

The company further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of company issued lockers, desks or other suspected areas of concealment.

This policy represents management guidelines. For more information, please speak to the Vice President of Operations.



## **Receipt Of Employee Handbook and Employment-At-Will Statement (Connecticut Employees)**

This is to acknowledge that I have received a copy of the Ameritraining, Inc. Employee Handbook and understand that it contains information about the employment policies and practices of the company. I agree to read and comply with this Employee Handbook. I understand that the policies outlined in this Employee Handbook are management guidelines only, which in a developing business will require changes from time to time. I understand that the company retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the company. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will employment, which can only be changed by the president of the company in a signed written contract, the company reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook will be in writing and will be signed by the president of the company. I understand that no oral statements or representations can change the provisions of the Employee Handbook. I agree that I will be considered to have expressly consented to any changes, deletions or additions that may be made to the Employee Handbook by my continued employment with the company.

I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook

does not create a contract guaranteeing that I will be employed for any specific time period.

**THIS COMPANY IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ME OR ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE PRESIDENT OF THE COMPANY.**

I understand that this Employee Handbook refers to current benefit plans maintained by the company and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I also understand that if a written contract is inconsistent with the Employees Handbook, the written contract is controlling.

If I have questions regarding the content or interpretation of this Employee Handbook, I will bring them to the attention of my supervisor.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

EMPLOYEE  
SIGNATURE \_\_\_\_\_



## **Receipt Of Employee Handbook and Employment-At-Will Statement (All Other Employees)**

This is to acknowledge that I have received a copy of the Ameritraining, Inc. Employee Handbook and understand that it contains information about the employment policies and practices of the company. I agree to read and comply with this Employee Handbook. I understand that the policies outlined in this Employee Handbook are management guidelines only, which in a developing business will require changes from time to time. I understand that the company retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the company. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will employment, which can only be changed by the president of the company in a signed written contract, the company reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook will be in writing and will be signed by the president of the company. I understand that no oral statements or representations can change the provisions of this Employee Handbook.

I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period.

**THIS COMPANY IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ME OR ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE PRESIDENT OF THE COMPANY.**

I understand that this Employee Handbook refers to current benefit plans maintained by the company and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I also understand that if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

If I have questions regarding the content or interpretation of this Employee Handbook, I will bring them to the attention of my supervisor.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

EMPLOYEE  
SIGNATURE \_\_\_\_\_

