



**YOUR
LOGO**



Employee Manual

Revision A

10/15/2008

YourCompany.

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Employee Manual

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This employee handbook has been adopted by YourCompany. (hereinafter called the Corporation) as the overall governing body of rules and regulations for employees and contractors of the Corporation. In the event of a conflict between anything in this employee handbook and any provision or requirement of the Corporation By-Laws, the Corporation By-Laws shall prevail.

ARTICLE I – POLICY STATEMENTS

ARTICLE I- 1. Introduction

We have prepared this handbook to familiarize you with some of our general procedures and to help answer questions you may have about YourCompany, herein referred to as the Corporation. After reading this handbook, please keep it for future reference. Nothing contained in this handbook is intended to be, nor shall it be deemed to be, a contract between the Corporation and any employee. All policies, practices, and procedures described in the handbook may be changed, modified, or discontinued without prior notice and with retroactive effect. The handbook will apply unless superseded by applicable federal, state or local law.

Unless in writing and signed by the CEO of YourCompany, there is no contract of employment for a definite term between the Corporation and any employee or officer of the Corporation. Without such a written, signed employment agreement, all employment with the Corporation is at will and for no definite period of time, and your employment may be terminated at any time, for any reason, without further obligation. The provisions of this handbook apply to all officers and employees of the Corporation.

ARTICLE I- 2. Confidentiality of Information

It is the policy of the Corporation to ensure that information about the Corporation, its employees, its operations, and its customers obtained in the conduct of the Corporation's business is confidential.

Employees should not discuss internal Corporation matters or developments with anyone outside of the Corporation, except as required in the performance of regular corporate duties. This applies specifically (but not exclusively) to inquiries about the Corporation, which may be made by the press or others in the industry. It is important that all such communications on behalf of the Corporation be through the appropriately designated officer under carefully controlled circumstances. If you receive any inquiries of this nature, you should decline comment and refer the inquirer to the Corporation's Chief Executive Officer. Of course, all records pertaining to employees, confidential corporate business, customers, accounts, and other such matters are confidential. If any such material is removed from the premises, for any reason, it must be safely guarded and not disclosed to anyone outside the Corporation, or those within the Corporation not having a need to know the information.

Employees found to have violated this policy are subject to disciplinary action, up to and including termination, and may also be subject to civil and/or criminal penalties for violations of, among other things, applicable securities laws.

ARTICLE I- 3. Personnel Records

Your personnel record with the Corporation began when your application for employment was submitted. Information concerning your personal status, education, experience, work performance, record of salary

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increases, departmental transfers, attendance record and any other related activity involving you will be maintained in your personnel file.

It is necessary for the Corporation to maintain current employee information in our files. When you change your name, address, phone number, number of income tax exemptions or whom to notify in case of emergency, please notify the Human Resources Department.

Personnel files are Corporation property.

ARTICLE I- 4. Internet Usage

Internet access is provided to the majority of employees for business purposes only. The internet is an excellent tool to lookup information for business related purposes. Personal use of the internet is only permitted on a limited basis after hours when the employee is not on the Corporation time. This includes but is not limited to checking personal e-mail, accessing chat rooms, and accessing personal accounts. Under no circumstance will use of the internet for illegal and pornographic use be permitted. Employees who violate this policy are subject to disciplinary action, up to and including discharge.

ARTICLE I- 5. Electronic Mail

All electronic communication systems and all communication and information transmitted by, received from, or stored in these systems are the property of the Corporation, and as such are to be used solely for job related purposes.

Offensive messages, such as those including racial slurs, sexual innuendo or any other type of inappropriate language, are strictly prohibited. Additionally, the e-mail system is not to be used to solicit outside business ventures or political or religious causes.

Employees should not use this system for personal purposes. Further, employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized Corporation representative. No employee may use a pass code that has not been issued to that employee or that is unknown to the Corporation. Should an employee be issued a code or password or change a code or password for any reason, they shall be required to submit these codes or passwords to Human Resources, or e-mail the code or password to hr@yourcompany.com

Electronic mail communications are considered to be Corporation property and are subject to inspection or deletion by the Corporation at any time without prior notice. Employees who violate this policy are subject to disciplinary action, up to and including discharge.

ARTICLE I- 6. Corporate Safety

It is the policy of the Corporation to promote loss prevention activities designed to avoid accidental bodily injury and property damage and to control the costs resulting from such losses. We provide and maintain a safe working environment and protect our property from loss by controlling exposures and eliminating hazardous activities and conditions, which can adversely affect our operations, our employees, our contractors, and the public. We consider accident loss prevention and control in the work place to be of primary importance. We intend to demonstrate our dedication to the preservation of life and protection of property in the daily conduct of our operations.

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