

Employee Handbook Content/Resources

This employee handbook is intended to inform employees about the Company's philosophy, employment practices, policies, and benefits, as well as the conduct expected from employees. While this handbook is not intended to be a contract, it does include important guidelines that employees are expected to understand and follow.

Except for the at-will employment provision, the handbook can be amended at any time. No one other than authorized management may alter or modify a policy in the employee handbook. Should a statement from someone in management conflict with the employee handbook, that issue should be addressed with Human Resources immediately.

Should any provision in this employee handbook be found to be unenforceable or invalid, that will not invalidate the rest of the handbook. Nothing in this handbook is intended to infringe upon employee rights under the National Labor Relations Act.

We ask that employees read this guide carefully, become familiar with the policies, and refer to it whenever questions arise. Employees are encouraged to approach their manager or Human Resources should they have a question that is not answered by the handbook.