



POLICIES AND PROCEDURES MANUAL

AND

EMPLOYEE HANDBOOK

**POLICIES AND PROCEDURES MANUAL
AND
EMPLOYEE HANDBOOK**

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I. INTRODUCTION

Harris Kocher Smith was started in September of 2002 as Harris Engineering Group, LLC and quickly became Harris Kocher Engineering Group, Inc. in January of 2003. The firm currently operates as Harris Kocher Smith, although Harris Kocher Engineering Group, Inc. is still the legal corporate name.

The purpose of this Policies and Procedures (P & P) Manual is to provide all employees of the Company with the Company's basic policies and procedures in a concise and easily readable format. This Manual is not all-inclusive and legal policies and responsibilities of the Company are presented in Section II under the Employee Manual. This P & P Manual will be updated, from time-to time, as policies and procedures are refined or revised. It should be noted that the Company's policies and procedures are subject to revision at any time and without prior notice.

All employees are required to fully read this Manual and ask either the Office Manager, Janette Rourke, or any of the Project or Survey Managers, if there are any questions or if there are any suggestions to improve the Company.

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SECTION ONE

II. EMPLOYMENT POLICIES

1. Background Checks and Drug Testing
 - a. The Company reserves the right to check the background of employees, as related to the information stated on their Employment Applications or as related to their driving records.
 - b. The Company reserves the right to check the background of employees per job, project, or contract specific requirements.
 - c. The Company reserves the right to conduct drug testing of employees per job, project, or contract specific requirements.

2. Hours of Work
 - a. The hours of work are generally 8:00 a.m. thru 5:00 p.m. with a one-hour lunch, Monday thru Friday, however, other working times may be set by the Company for specific employees or departments.
 - b. Generally, employees may work flexible hours of their choosing, with the following restrictions:
 - 1) The Company reserves the right to approve or disapprove all flex hour schedules.
 - 2) Full-time employees must work an average of forty (40) hours per week
 - 3) Employees must generally be at work between the core hours of 9:00 a.m. and 4:00 p.m.
 - 4) Once a flex hours schedule is chosen, it may not be altered without approval from the Company.
 - c. Flexible work schedules are available to some employees. Work schedule options include:
 - 1) Four nine-hour days with one-hour lunch plus one four-hour day on Friday, no lunch.
 - 2) Eight nine-hour days plus one eight-hour day with one-hour lunch, every other Friday off. Note: this option must align with pay period calendar.
 - 3) Five eight-hour days with one-hour lunch

3. Attendance and Punctuality
 - a. Late attendance or early leaving, without permission, may be grounds for termination or other disciplinary action. All employees must sign in/out with Front Desk Reception when leaving the premises during normal business hours.

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- b. Employees must notify their direct supervisor and Front Desk Reception of their anticipated absence or late arrival prior to the start of their workday.
4. Leaving the Company
- a. The Company will provide the final paycheck to leaving employees after all keys, security cards and Company property have been returned to the Office Manager.

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III. GENERAL POLICIES AND PROCEDURES

1. Ethics Policy

- a. At Harris Kocher Smith everyone should feel comfortable to speak his or her mind, particularly with respect to ethics concerns. Managers have a responsibility to create an open and supportive environment where employees feel comfortable raising such questions. We all benefit tremendously when employees exercise their power to prevent mistakes or wrongdoing by asking the right questions at the right times.

Harris Kocher Smith will investigate all reported instances of questionable or unethical behavior. In every instance where improper behavior is found to have occurred, the company will take appropriate action. We will not tolerate retaliation against employees who raise genuine ethics concerns in good faith.

Employees are encouraged, in the first instance, to address such issues with their managers or the HR manager, as most problems can be resolved swiftly. If for any reason that is not possible or if an employee is not comfortable raising the issue with his or her manager or HR, Harris Kocher Smith's President does operate with an open-door policy.

2. Use of Company Premises, Property & Materials

- a. Premises, property and materials are to be used for Company business only – no use of the above for other business ventures/sidelines/personal use is to occur at any time.

3. Telephones and Computers

- a. Company telephones may not be used for personal long-distance calls except in an emergency, and only if the employee reimburses the Company for the long-distance phone charge. Initiating or receiving private phone calls, even using private cell phones during working hours, is discouraged, and should be kept to a minimum.
- b. The use of Company cell phones for personal calls is strongly discouraged and the Company reserves the right to charge back all such personal calls to the employee.
- c. Employees should note that all data on the computers, even personal data, may be accessed, read and/or deleted by the Company at any time. Employees should not keep personal data or email on their Company computers.

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- d. Personal use of the Internet, including emails, is discouraged and should be limited to lunch hours or after work hours. Internet browsing during working hours is specifically prohibited and may result in termination of employment.
- e. “Streaming”, downloading of files for personal use, and visiting pornographic websites using Company computers is prohibited at all times, even after working hours.
- f. Loading of personal or non-authorized computer software on Company computers is prohibited. The Company may un-install any non-authorized software without notice or permission.

4. Other Employment

- a. Employees may not work for other engineering or surveying companies or other companies related to our business that may constitute a conflict of interest. Employees having other jobs or businesses must disclose those jobs and businesses to the management at the time of their job interview or prior to the time that they commence work at these other jobs or businesses.

5. Company Vehicles

- a. Employees who are provided Company vehicles (which has the Company name advertised on the vehicle) shall follow all traffic laws and shall act in a courteous and polite manner while using those vehicles. Employees driving Company vehicles are personally responsible for any traffic citations that may be incurred.

6. Driving History

- a. The ability to maintain a clean driving record is a prerequisite to some of our staff positions. Violations that would impair those driving records could result in termination of employment. The Company reserves the right to check the driving record of all employees whose ability to drive is a prerequisite of their employment.

7. Inclement Weather and Power Outages

- a. Non-exempt employees who have lost time due to inclement weather will not be paid for the lost time, nor may it be charged to sick time. Vacation time may be used to substitute for time lost due to inclement weather.

8. Professional Attire

- a. Harris Kocher Smith is a professional engineering and surveying company. Employees are expected to dress as professionals in their

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fields. Basic elements for appropriate and professional business attire include clothing that is in neat and clean condition. Shorts, flip flops, sport sandals, ripped or torn jeans and offensive tee shirts.

9. Breaks

- a. We do not have specifically scheduled break times. All office employees are encouraged to periodically rise, stretch, move away from their computers, get refreshments, etc. Non-exempt (hourly) employees may take two ten-minute breaks during an eight-hour day.

10. Performance Reviews

- a. Employees participate in individual employee/company reviews every six months.

11. Membership in Professional and Civic Organizations

- a. Employees are encouraged to participate in professional and civic organizations. Depending upon the organization, membership dues may be partly or entirely paid for by the Company.

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IV. COMPENSATION

1. Timecards and Pay

- a. Timecards must be filled out on a daily basis. Weekly timecards must be filled out, and electronically submitted by the end of day every Friday. All hours worked must be recorded and allocated appropriately. Direct hours (billable hours) should be recorded to the specific project. Indirect hours should be recorded to the proper overhead account. Failure to submit a timecard could result in a delay in the employee getting paid.
- b. Knowingly putting false hours on timecards is grounds for termination.
- c. Paychecks are (except for rare exceptions) direct deposited on the Friday after submittal of timecards. Employees should check their pay stubs and notify the Office Manager of any questions or suspected errors.

2. Payroll Advances/Loans

- a. The Company does not make payroll advances or loans except in exceptional, emergency circumstances and then only at the discretion of the Company.

3. Bonuses

- a. Bonuses are given at the discretion of the Company and only if the Company makes sufficient profits to justify bonuses. Bonuses are not guaranteed to any employee.

4. Overtime

- a. Policy- At times it may be necessary for employees to work overtime. The Company makes every effort to provide as much advance notice as possible. Non-exempt employees will receive overtime pay of 1 1/2 times regular pay for all approved hours worked over 40 in a work week and/or over 12 in a day.
- b. Your responsibilities- Non-exempt employees must obtain prior approval of all overtime from their immediate supervisor. Non-exempt employees may not work through lunch in order to receive overtime without prior approval of their manager. Vacation, holiday and sick time are not counted as hours worked in the calculation of overtime pay.

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V. BENEFITS

Benefits are available to all full-time employees averaging 36 hours per week annually.

1. Vacation

- a. Vacation time is accrued every two weeks for full-time employees. Vacation time is generally accrued as follows:

Years of Service	Number of Hours Accrued Annually
0 – 4.99	80 hours
5 – 9.99	120 hours
10+	160 hours

- b. Vacation time will be paid for during the first six months of employment only at the discretion of the Company.
- c. Vacation time may be sold back to the Company, at the discretion of the Company, after the first year of employment. The Company will generally not purchase less than forty-hours of vacation time and employees may not sell vacation time to such an extent that they have less than forty hours remaining. The Company encourages all employees to take their earned vacations from work.
- d. Vacation time may be carried over from year to year but no more than two earned years of vacation time may be accrued. Example: An employee accrues two weeks of vacation per year. The employee can accrue up to four weeks of vacation time, after which they must (a) use the time, (b) sell it to the Company or (c) lose it.

2. Sick Leave

- a. Forty-eight hours of sick leave are accrued every year for full-time employees. Sick leave can be carried over from year to year to a maximum of two hundred hours. Unused sick leave cannot be sold to the Company.
- b. Sick leave time cannot be used for vacation time. The use of sick leave for vacation time is grounds for termination.

3. Holidays

- a. Full-time employees are paid for New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve and Christmas.

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4. Bereavement Policy

- a. Bereavement Policy Summary - Full-time employees with at least ninety (90) days continuous service, may be paid for scheduled work hours the first three (3) normally scheduled work days following the death of an immediate family member. Time paid will not be counted as hours worked for purposes of overtime pay. Employees may request additional time off work with personal leave or use accrued vacation days or sick leave, but any option is contingent upon the needs of the operation and direct supervisor approval.
- b. HKS defines "immediate family" for the purposes of this policy only as employee's spouse, child, father, mother, grandparents, brother, sister, step-father, step-mother, step-child, grandchild, current mother-in-law and current father-in-law.
- c. The provisions of this Bereavement Policy are subject to all applicable state, local and municipal laws.
- d. Your Responsibilities - You or another family member must contact your manager to inform him/her of the death in the family and your date of return.

5. Personal Leave Policy

- a. HKS does comply with the Family Medical Leave Act. The Company recognizes that family or personal emergencies may necessitate leaves of absences. Current guidelines can be found at <https://www.dol.gov/general/topic/benefits-leave/fmla>. Employees needing such a leave of absence must notify their supervisor and talk to the Office Manager as soon as possible. The Company must approve all leaves of absence.

6. Military/Reserve Leave

- a. Employees will be granted time off for military leave without pay. However, all regular employees, both full-time or part-time, will be kept on the active payroll until their civic duties have been completed. A copy of all associated paperwork is required for the personnel file.

7. Jury Duty/Witness Service

- a. Jury Duty Summary Policy - HKS believes that employees should willingly accept their civic responsibilities by serving jury duty when required to do so. HKS also wants to minimize any hardship you experience in this respect. Employees will be paid up to a maximum of 3 days their normal hourly rate of base pay for the number of regularly

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- scheduled work hours, provided employees show the jury duty summons to their manager immediately after it is received so that operating requirements can be adjusted to accommodate their absence. In order to qualify for this payment, provide a copy of the Jury Summons and any other documents pertaining to the jury duty to the Human Resources Department.
- b. Your Responsibilities - You are expected to contact your manager each day that you are not required to appear for jury duty and each day you are released early from jury duty to determine whether or not you need to return to work for that day.
8. Time Off to Vote
- a. All Employees are encouraged to vote and may take the necessary time (unpaid) from work to do so.
9. Health and Dental Insurance Benefits
- a. The Company has contracted with major healthcare providers to provide health, dental and vision insurance to its employees and their families. Coverage and deductible specifics of the plans can be obtained from the Office Manager.
 - b. Generally, the Company pays, on the average for all employees, approximately seventy-five percent of the monthly premium for combined health and dental insurance coverage. Specific premium amounts paid by employees vary depending on family coverage and the current premium paid by the Company. This information can be obtained from the Office Manager.
 - c. Coverage is available to all full-time employees who have worked for the Company for a minimum of one month. Participation in the health, dental and vision insurance plans after the initial enrollment period is restricted by the conditions of the plan. Employees opting out of the health insurance plan may join the dental and/or vision insurance plans, subject to the participation limitations of the plan.
- 10.401(k) Retirement Savings Plan
- a. The Company has established a 401(k) savings plan and encourages all employees to participate. The Company has the option to contribute and decides on a year-by-year basis whether to do so.
11. Flexible Spending Plan
- a. The Company has established a Flexible Spending Plan, which allows out-of-pocket medical expenses, dependent care expenses and other

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expenses to be reimbursed with pre-tax dollars. Specifics of the plan can be obtained from the Office Manager.

12.Life Insurance

- a. The Company has contracted for a life insurance plan for all full-time employees. Coverage specifics may be obtained from the Office Manager.

13.Disability

- a. The Company has contracted for a short-term and long-term disability plan for all full-time employees. There is no cost to the employee for participation and coverage specifics may be obtained from the Office Manager.

14.Tuition Reimbursement Policy

- a. The policy will pay reimbursement of up to 75 percent or 6 semester hours of tuition expenses, whichever is less, as follows:

Employee must complete the Harris Kocher Smith Reimbursement Application and receive approval for reimbursement.

Reimbursement will not exceed \$5,250.00 per calendar year for degree courses.

Successful completion of courses is required for a tuition reimbursement to be granted. Successful completion is a GPA of 2.5 or equivalent or better (certification of completion is required for non-graded classes, such as thesis work).

Cost for books, travel, testing, field trips, or any other costs or fees will not be reimbursed.

To be eligible to participate in the Tuition Reimbursement, the employee must have been employed for at least one year, working as a regular, full-time employee. The employee also must be working as a regular, full-time employee and meet the performance expectations of his or her current position at the time of application.

Time needed for formal education will be limited to the employee's personal time off, vacation or unpaid leaves of absence and must be approved by their manager.

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Employee must apply for and be pre-approved for tuition reimbursement before enrolling in courses for which reimbursement is sought.

Following approval of the Reimbursement Application, the employee must sign and submit the Tuition Reimbursement Repayment Agreement.

Please see your manager or a member of the management team if you have questions regarding this policy.

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VI. SAFETY

1. Injury on the Job
 - a. Policy Summary - If you are injured in the course and scope of your employment, you may be eligible for worker's compensation benefits. A worker's compensation claim must be filed in accordance with state or local regulations in order for you to receive benefits.
 - b. Your Responsibilities - All accidents, no matter how minor, must be reported to a manager immediately.

2. Security and Loss Prevention
 - a. The Company strongly discourages the keeping of personal valuables in the office and assumes no liability for any loss of valuables or personal belongings.
 - b. Employees should safeguard the back door access code and, if working after hours, keep all entry doors closed and locked.

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VII. CONCLUSION

This handbook supersedes all previous handbooks and any individual policies contained herein.

No statements or policies contained in this handbook are intended to alter the employment at will relationship, meaning that the Employee may terminate his/her employment at any time and that the Company may make and carry out any decision regarding any term or condition of Employee's employment, including but not limited to, promotion, demotion, transfer, hiring and termination, at any time, with or without cause, with or without notice or warning, without requiring that a particular disciplinary or corrective action or personnel procedure, if any, be followed and without restriction, except for any reason expressly prohibited by law.

You should direct any questions about the policies and statements in this handbook to your Office Manager.

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SECTION TWO

I. EMPLOYER POLICIES

1. Employment At Will

- a. Employment with Harris Kocher Smith is at will. This means that the Employee may terminate his/her employment at any time and that the Company may make and carry out any decision regarding any term or condition of Employee's employment, including but not limited to, promotion, demotion, transfer, hiring and termination, at any time, with or without cause, with or without notice or warning, without requiring that a particular disciplinary or corrective action or personnel procedure, if any, be followed and without restriction, except for any reason expressly prohibited by law. Nothing in this manual is intended nor should be interpreted as altering the employment at will relationship or providing a guarantee of employment.

2. Equal Employment Opportunity

- a. It is the policy of the Company to extend equal opportunities to all qualified applicants without regard to race, religion, color, sex, sexual orientation, marital status, age, national origin, veteran status or disability. This policy applies to recruitment, employment, promotion, assignment, training, demotion and discharge, and all other actions affecting personnel.

3. Prohibition Against Illegal Harassment

- a. Harris Kocher Smith strictly prohibits illegal harassment of employees, visitors, and clients. Illegal harassment may take the form of intimidation, threats, violent acts, jokes, verbal abuse, comments or other actions which impact a person on the basis of race, color, religion, sex, national origin, age, marital status, sexual preference, disability or any other basis prohibited by law. This behavior is prohibited not only in our work place but also in any work-related setting, such as business trips, outside client meetings, and business-related social events.
- b. Illegal harassment generally takes two main forms: (1) offensive conduct that negatively affects the work environment; or (2) promises and rewards in return for sexual favors or threats for refusing to grant requests for sexual favors. Sexual harassment may include a wide range of behaviors and may involve individuals of the same or different gender.

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Depending on the circumstances, the following behaviors may constitute illegal harassment (this list is not intended to be all-inclusive):

- unwelcome sexual advances or repeated, unwelcome requests for social contact;
 - subtle or overt pressure for sexual favors;
 - sexual or racial jokes;
 - jokes or comments that are derogatory toward one's sex, race, religion, disability, national origin, age, marital status, sexual preference or other protected characteristic;
 - sexual innuendoes, advances, or propositions;
 - verbal abuse of a sexual or racial nature;
 - commentary about an individual's body, bodily functions, sexual prowess or sexual deficiencies;
 - leering, whistling, touching, pinching, assault, or coerced sexual acts;
 - suggestive, insulting, or obscene comments or gestures;
 - display of sexually suggestive or sexually or racially offensive objects or pictures;
 - other physical, verbal or visual conduct of a sexual nature; or
 - demand for sexual favors as a condition for obtaining a job benefit or avoiding discipline or other adverse employment action.
- c. If you should ever feel you are a victim of illegal harassment or if you ever observe illegal harassment of another employee, you must report such concerns to a manager or principal of the firm so that we can remedy the problem as soon as possible. All complaints will be taken seriously and will be promptly and thoroughly investigated. Harris

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Kocher Smith retains full discretion to determine the type of discipline to be given, which may include termination.

- d. Employees who come forward with complaints of illegal harassment or other types of discrimination will not suffer retaliation. Complaints of retaliation should be reported and will be investigated in the same way as complaints of illegal harassment. Any employee who acts in a retaliatory manner toward any employee complaining of harassment will be disciplined. Employees must report incidents of suspected retaliation to a manager or principal of the firm.

4. Drugs, Alcohol and Smoking

- a. To protect the health and safety of all employees and the general public and to maintain a productive work force, Harris Kocher Smith strictly prohibits the unauthorized use, possession and sale of illegal drugs by our employees, whether on or off duty. The Company also prohibits the use of alcohol during working hours, including breaks. Working in an impaired condition because of drug or alcohol use is prohibited. In addition, smoking is prohibited in The Company's offices. Those who violate this policy will be subject to appropriate disciplinary action.

5. Weapons

- a. Employees are prohibited from possessing or carrying weapons of any kind on Company property, in Company vehicles, or while on Company time. This includes:
 - any form of weapon or explosive;
 - all firearms; and
 - all illegal knives or knives with blades that are more than six (6) inches in length.
- b. If an employee is unsure whether an item is covered by this policy, please contact Human Resources. Employees are responsible for making sure that any item they possess is not prohibited by this policy. Police officers, security guards, and other individuals who have been given consent by the Company to carry a weapon on the property will be allowed to do so. Nothing herein shall be construed as creating any duty or obligation on the part of the Company to take any actions beyond those required of an employer by existing law.

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6. Violence in the Workplace

- a. The safety and security of all employees is of primary importance. Threats, threatening and abusive behavior, or acts of violence against employees, visitors, clients, or other individuals by anyone on company property will not be tolerated. Violations of this policy will lead to corrective action up to, and including, termination and/or referral to appropriate law enforcement agencies for arrest and prosecution. The Company reserves the right to take any necessary legal action to protect its employees.
- b. Any person who makes threats, exhibits threatening behavior, or engages in violent acts on company premises shall be removed from the premises as quickly as safety permits and shall remain off company premises pending the outcome of an investigation. Following investigation, the Company will initiate an immediate and appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

7. Employee Responsibilities

- a. All employees are responsible for notifying management of any threats that they witness or receive or that they are told another person witnessed or received. Even without a specific threat, all employees should report any behavior they have witnessed that they regard as potentially threatening or violent, or which could endanger the health or safety of an employee, when the behavior has been carried out on a company-controlled site, or is connected to company employment or company business. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threatening behavior and the person or persons being threatened.

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II. EMPLOYEE ACKNOWLEDGMENT FORM

I understand that the Employee Handbook describes important information about HARRIS KOCHER SMITH and that I should consult my manager or Human Resources Manager regarding any questions about information contained in the handbook.

I understand this handbook supersedes all previous handbooks and any individual policies contained herein. Since provisions of the handbook are subject to change, I further understand that the Company reserves the right to revise, supplement or rescind any policies or portion of the handbook at any time as it deems appropriate, at its sole discretion. I also understand that the provisions of the handbook are subject to local, municipal, state and federal laws, and that all provisions in the handbook are intended to comply with all applicable laws.

I acknowledge that this Employee Handbook is not an employment contract and is not intended to nor does it create contractual obligations of any kind. I further acknowledge that my employment is at will, meaning that I may terminate my employment at any time and that the Company may make and carry out any decision regarding any term or condition of my employment, including but not limited to, promotion, demotion, transfer, hiring and termination, at any time, with or without cause, with or without notice or warning, without requiring that a particular disciplinary or corrective action or personnel procedure, if any, be followed and without restriction, except for any reason expressly prohibited by law.

Any deviation from this specific policy must be confirmed in writing and signed by the President or Office Manager.

I understand that this handbook belongs to HARRIS KOCHER SMITH and I will return it when the Company no longer employs me. I also understand that in case I leave employment for any reason, I will settle all open accounts, including, but not limited to, outstanding debts, loans, or travel advances in full and return all company property, including, but not limited to, keys, company vehicles, identification cards, parking/security passes, company equipment, company credit cards, manuals and all other company documents.

I have received a copy of the Employee Handbook and I am responsible for reading its contents. I will comply with the policies, rules, terms and conditions contained in this handbook, and any revisions made to it.

PLEASE SIGN, DATE AND RETURN TO YOUR MANAGER:

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (TYPE OR PRINT)