

CORPORATION

Employee Manual

(date)

NOTICE

The policies in this Manual are to be considered as guidelines. CORPORATION, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this Manual at any time without prior notice. Any such action shall apply to existing as well as future employees with continued employment being the consideration between the employer and employee. Employees may not accrue eligibility for benefits (monetary or otherwise) that they have not earned through actual time spent at work. Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked. No one other than the President of CORPORATION may alter or modify any of the policies in this Manual. No statement or promise by a supervisor, manager, or department head may be interpreted as a change in policy nor will it constitute an agreement with an employee.

Should any provision in this Employee Manual be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Manual, but only the subject provision.

This manual replaces or supersedes all other previous manuals for CORPORATION as of _____.

WELCOME TO CORPORATION

Dear Employee:

Welcome to the CORPORATION team. Thank you for joining us! We want you to feel that your employment with CORPORATION will be a mutually beneficial and pleasant one.

You have joined an organization that has established an outstanding reputation for quality products and services. Credit for this goes to every one of our employees. We hope you, too, will find satisfaction and take pride in your work here.

This Manual provides answers to most of the questions you may have about CORPORATION's benefit programs, as well as the company policies and procedures in effect, our responsibilities to you and your responsibilities to CORPORATION. If anything is unclear or if you have any questions, please discuss the matter with your manager. You are responsible for reading and understanding this Employee Manual, and your performance evaluations will reflect your adherence to CORPORATION policies. In addition to clarifying responsibilities, we hope this Employee Manual also gives you an indication of CORPORATION's interest in the welfare of all who work here.

From time to time, the information included in our Employee Manual may change. Every effort will be made to keep you informed through suitable lines of communication, including postings on the company bulletin boards and/or notices sent directly to you in-house.

Compensation and personal satisfaction gained from doing a job well are only some of the reasons most people work. Most likely, many other factors count among your reasons for working – satisfying and pleasant relationships and working conditions, career development and promotion opportunities, and health benefits are just a few. CORPORATION is committed to doing its part to assure you of a fulfilling work experience.

I extend to you my personal best wishes for your success and happiness at CORPORATION.

Sincerely,

CORPORATION

THE TEAM

As a member of CORPORATION's team, you will be expected to contribute your talents and energies to improve the environment and quality of the company, as well as the company's products/services. In return, you will be given opportunities to grow and advance in your career.

The only things we require for employment, compensation, advancement, and benefits are performance and a good team attitude; however, all employment at CORPORATION is "at will." No one will be denied opportunities or benefits on the basis of age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions; nor will anyone receive special treatment for those reasons.

CORPORATION BENEFITS

The value of your benefits amounts to a considerable sum each year in addition to the wages or salary you earn. These are just some of the benefits CORPORATION provides for eligible employees each year:

(list)

PURPOSE OF THIS MANUAL

This Manual has been prepared to inform you about CORPORATION's history, philosophy, employment practices, and policies, as well as the benefits provided to you as a valued employee and the conduct expected from you as an employee.

No employee manual can answer every question, and we want you to be able to gain answers to any questions you may have. It is in our interpersonal exchanges that we can better know each other, express our views, and work together in a harmonious relationship. Please don't hesitate to ask questions. Your manager will gladly answer them.

We hope this Manual will help you feel comfortable with us. We depend on you, your success is our success. We believe you will enjoy your work and your relationship with your fellow employees here. We also believe you will find CORPORATION a good place to work.

We ask that you read this Manual carefully, and refer to it whenever questions arise. We also suggest that you take it home so your family can become familiar with CORPORATION and our policies.

CORPORATION's policies, benefits and rules, as explained in this Manual, may be changed from time to time as business, employment legislation, and economic conditions dictate. If and when provisions are changed, you will be given replacement pages for those that have become outdated. A copy will also be placed on our bulletin boards.

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About CORPORATION

(brief history)

What You Can Expect From CORPORATION

CORPORATION's established employee relations policy is to:

1. Operate an economically successful business so as to ensure for continued employment and a consistent level of work.
2. Select people on the basis of skill, training, ability, attitude, and character without discrimination with regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.
3. Pay all employees according to their effort and contribution to the success of our business.
4. Review wages, employee benefits and working conditions regularly with the objective of providing maximum benefits in these areas, consistent with sound business practices.
5. Provide paid vacations and holidays to all eligible employees.
6. Provide eligible employees with medical, disability, and other benefits.
7. Develop competent people who understand and meet our objectives, and who accept with open minds the ideas, suggestions and constructive criticisms of fellow employees.
8. Make prompt and fair adjustment of any complaints which may arise in the everyday conduct of our business, to the extent that is practicable.
9. Respect individual rights, and treat all employees with fairness, courtesy and consideration.
10. Maintain mutual respect in our working relationship.
11. Provide a working environment that is attractive, comfortable, orderly and safe.
12. Promote employees on the basis of their ability and merit.
13. Keep all employees informed of the progress of CORPORATION, as well as the company's overall aims and objectives.
14. Do all these things in a spirit of friendliness and cooperation.

What CORPORATION Expects From You

Your first responsibility is to know your own duties and how to do them promptly, correctly and efficiently. Secondly, you are expected to cooperate with management and your fellow employees and maintain a good team attitude. How you interact with fellow employees and our

clients, and how you accept direction can affect the success of your department. In turn, the performance of one department can impact the entire service offered by CORPORATION. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability. The result will be better performance for the company overall, and personal satisfaction for you.

You are encouraged to pursue opportunities for personal development that are offered to you. This Manual offers insight on how you can positively perform to the best of your ability to meet and exceed CORPORATION expectations.

We strongly believe you should have the right to make your own choices in matters that concern and impact your life. We believe in direct access to management. We are dedicated to making CORPORATION a company where you can approach your manager, or any member of management, to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of CORPORATION. Communication is vital to maintaining morale and team spirit.

Remember, you help to create the healthy, pleasant and safe working conditions that CORPORATION intends for you. Your dignity and that of fellow employees, as well as that of our customers, is important. CORPORATION needs your help in making each working day enjoyable and rewarding.

Employment

Personnel Administration

The task of handling personnel records and related personnel administration functions at CORPORATION has been assigned to: _____ (President). Questions regarding insurance, wages, and interpretation of policies may be directed to the President.

Your Personnel File

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the following items, please be sure to notify your manager as soon as possible:

1. Legal name
2. Home address
3. Home telephone number
4. Person to call in case of emergency
5. Number of dependents
6. Marital status
7. Change of beneficiary
8. Exemptions on your _____ tax form

Coverage or benefits that you and your family may receive under CORPORATION's benefits package could be negatively affected if the information in your personnel file is incorrect.

Since CORPORATION refers to your personnel file when we need to make decisions in connection with promotions, transfers, layoffs and recalls, it's to your benefit to be sure your personnel file includes information about educational or training courses completed, outside community activities, and areas of interest and skills that may not be part of your current position here.

You may see information which is kept in your own personnel file if you wish, and you may request and receive copies of all documents you have signed. Please ask your manager to make arrangements for you.

THIS IS A 44-PAGE DOCUMENT.