

Employee Acknowledgment

This is to acknowledge that I have received a copy of the Curtis Instruments Employee Handbook and I understand that it contains information about the employment policies and practices of the company, including a policy prohibiting discrimination, harassment and retaliation. 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 may require changes from time to time. I understand that this Employee Handbook supersedes and replaces all prior Employee Handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of “at will” employment, Curtis reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. 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 IS INTENDED TO CREATE ANY CONTRACTUAL OBLIGATIONS OR 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 – FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME OR REGARDING ANY OTHER TERM OR CONDITION OF EMPLOYMENT UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE PRESIDENT OR VICE PRESIDENT OF HUMAN RESOURCES.

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 ask my supervisor or a member of management.

NAME (print): _____

DATE: _____

EMPLOYEE SIGNATURE: _____

