

## Employee Acknowledgement Form

The employee handbook describes important information about my employment, and I understand that I should consult the Human Resources Department regarding any questions not answered in the handbook. I have entered into my employment relationship voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the company can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to the policy of employment at-will. Only the President or the Human Resources Department has the ability to adopt any revisions to the policies in this handbook. All such changes may be communicated through official notices, and I recognize that revised information may supersede, modify, or eliminate existing policies.

I understand a new Employee Acknowledgement Form may not be obtained for any subsequent changes. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received access to the handbook, and I understand that it is my responsibility to read and comply with the policies contained in the handbook and any revisions made to it.

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| 100 About the Handbook – 07/01/2018                         | 302 Holidays- 07/01/18   |
| 101 Employee/Labor Relations -07/01/18                      | 303 Paid Time Off (PTO)-Effective 01/01/19   |
| 102 At Will Employment- 07/01/18                            | 304 Impact of Leaves of Absence on Employee Benefits-07/01/2018                            |
| 103A Equal Employment Opportunity- 08/15/19                 | 305 Family and Medical Leave- 07/01/18   |
| 103B Accommodating Individuals With Disabilities- 07/01/18  | 306 Pregnancy-Related Conditions-07/01/18  |
| 105 Personal Relationships in the Workplace- 07/01/18       | 307 Personal Leave-07/01/18-   |
| 106 Employee Medical Examinations- 07/01/18                 | 308 Bereavement Leave- 07/01/18  |
| 107 Immigration Law Compliance – 07/01/18                   | 309 Jury Duty-08/15/19   |
| 108 Conflicts of Interest-07/01/18                          | 310 Witness/Crime Duty Leave-08/15/2019  |
| 109 Anti-Fraud Policy-07/01/18                              | 311 Military Leave-07/01/18  |
| 110 Whistleblower Protections- 07/01/18                     | 312 Time Off to Vote-07/01/18  |
| 111 Outside Employment-07/01/18                             | 313 Pregnancy and Parental Leave (Minnesota-Only Employees) - 07/01/18                     |
| 112 Confidentiality and Non-Disclosure – 08/15/19           | 314 School Conference and Activities Leave (Minnesota-Only Employees)- 07/01/18            |
| 113 Employment of Minors- 07/01/18                          | 315 Care of Relatives and Safety Leave Care of Relatives- 07/01/18                         |
| 201 Employment Categories – 07/01/18                        | 316 Bone Marrow Donation Leave (Minnesota-Only Employees)-07/01/18                         |
| 202 Access to Personnel Files – 07/01/18                    | 317A Civil Air Patrol Leave (Minnesota-Only Employees)-07/01/18                            |
| 203 Employment Reference Checks from Third Parties-07/01/18 | 317B Civil Air Patrol Leave (Michigan-Only Employees)-07/01/18                             |
| 204 Personnel Data Changes-07/01/2018                       | 318 Military Personnel Injured/Killed in Service Leave (Minnesota-Only Employees)-07/01/18 |
| 205 Introductory Period- 07/01/18                           |  |
| 205 Employment Applications- 07/01/2018                     |  |
| 206 Performance Evaluation- 07/01/18                        |  |
| 301 Employee Benefits - 07/01/18                            |  |

319 Military Ceremony Leave (Minnesota-Only Employees)-07/01/18  
320 Benefits Continuation (COBRA)- 07/01/18  
321 Workers' Compensation Insurance- 07/01/18  
322 401(k) Plan- 07/01/18  
323 Employee Stock Ownership Plan- 07/01/18  
401 Timekeeping- 07/01/2018  
402 Paydays 07/01/2018  
403 Pay Corrections 07/01/2018  
404 Deductions from Pay 07/01/2018  
501 Safety 07/01/2018  
502 Work Schedules 7/01/2018  
503 Emergency Closings and Business Shut-Downs 7/01/2018  
504 Smoking, Vaping and Tobacco Products- 08/15/2019  
505 Break and Meal Periods 07/01/2018  
506 Breaks for Nursing Mothers 07/01/2018  
507 Overtime 07/01/2018  
508 Use of Vehicles and Equipment 08/15/2019  
509 Business Expenses and Reimbursements 07/01/2018  
510 Visitors in the Workplace 07/01/2018

511 Phones and Electronic Devices- 07/01/2018  
512 Computer, Internet and E-Mail Usage- 08/15/2019  
513 Social Networking Websites and Online Communications- 08/15/2019  
514 Workplace Monitoring 07/01/2018  
515 Recording Devices in the Workplace- 08/15/2019  
601 Employee Conduct and Work Rules 07/01/2018  
602 Drug and Alcohol Free Workplace-07/01/18  
604 Bullying, Harassment & Offensive Behavior- 08/15/2019  
605 Attendance and Punctuality-07/01/2018  
606 Personal Appearance-07/01/2018  
607 Return of Property-07/01/2018  
608 Personal Property in the Workplace- 07/01/2018  
609 Workplace Violence-07/01/2018-  
611 Security Inspections-07/01/2018  
612 Solicitation- 07/01/2018  
613 Progressive Discipline- 07/01/2018  
614 Employment Resignation and Termination- 07/01/2018  
615 Conflict Resolution Policy-07/01/2018

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee's Name (typed or printed) \_\_\_\_\_