

**EMPLOYEE ACKNOWLEDGMENT**

This Employee Handbook describes important information about MIS Corporation - Michigan  
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("Company"). Unless otherwise stated in this Handbook, the information, policies and benefits described in the Handbook are necessarily subject to change. Accordingly, the Company may make revisions to the Handbook on occasion and any revised information may supersede, modify, or eliminate existing policies. Should this occur the Company will provide notice to the employees of the changes.

As a Company employee, I acknowledge that this Handbook is not a contract of employment. I have voluntarily entered into my employment relationship with the Company, and I acknowledge that my employment is for no specified period of time. Either the Company or I can unilaterally terminate the employment relationship at any time, with or without cause, and with or without notice so long as there is no violation of applicable federal or state law. I further understand that the "at will" nature of my employment relationship can be modified only by agreement, set forth in writing, between the President of the Company and me.

I acknowledge that I have received the Company's Employee Handbook. I understand that it is my responsibility to read and comply with all of the policies contained in this Handbook, including any revisions made to it. Should I fail to abide by the Company's policies and procedures, I know that I will be subject to discipline up to and including discharge based on the severity of my actions, the policy violated, and my applicable discipline history.

I understand that I should consult my Supervisor regarding any questions I might have that are not answered in this Handbook.

X \_\_\_\_\_ X \_\_\_\_\_  
EMPLOYEE'S SIGNATURE DATE

X \_\_\_\_\_  
EMPLOYEE'S NAME (TYPED OR PRINTED)

**THE EMPLOYEE MUST SIGN AND RETURN THIS ACKNOWLEDGMENT FORM WITHIN ONE WEEK OF RECEIPT OF THE EMPLOYEE HANDBOOK. FAILURE TO DO SO MAY JEOPARDIZE CONTINUED EMPLOYMENT. THE EMPLOYER WILL PLACE THE ORIGINAL OF THE EMPLOYEE'S SIGNED ACKNOWLEDGMENT IN THE EMPLOYEE'S PERSONNEL FILE.**

MIS Corporation's Safety Policy and Employee Handbook are available on our web site: [miscorporation-michigan.com](http://miscorporation-michigan.com). Please review before signing. If internet access is not available, a hard copy will be made available upon request.