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6.0 Introduction

(Insert Company Biographical Information Here)

I acknowledge receiving and reading the employee handbook.

Employee Name

Signature

Date

6.01 Hours of Operation

Hours of operation are as follows:

8:30 AM to 5:30 PM
Monday through Friday

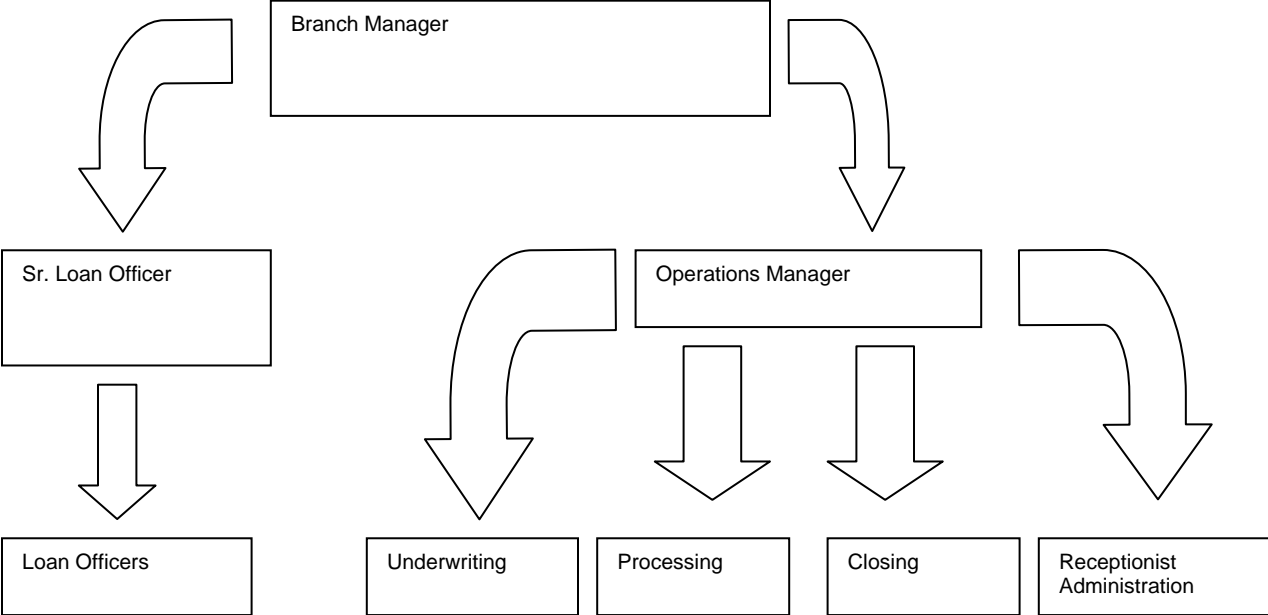
6.01.1 Holidays

We observe the following Holidays

New Years Day - January 1
Memorial Day
Independence Day
Labor Day
Thanksgiving Day - Thursday, Friday
Christmas - December 24 and 25
New Years Eve - December 31

Some personnel will be required to attend work on certain holidays. Mandatory attendance is dependent on workload. Management will make every effort to give advance notice in the event personnel will be required to work on these holidays.

6.02 Organizational Chart



6.02 - Employee Handbook - General Employment Policy

Employment with Company Name is "at will". This means that you are not guaranteed jobs for any specific period of time or until you retire. Your personal employment flexibility will be determined upon time of hire. This flexibility lets you adapt to changing personal circumstances or other employment opportunities, and it allows Company Name to effectively administer its human resource policies.

6.02.1 Equal Employment Opportunity

Fair employment is an essential component of a compelling place to work. This company is committed to providing a fair work environment which protects the civil rights of every Employee, customer and vendor.

It is the policy of Company Name to treat all applicants and Employees the same regardless of race, color, religion, sex, national origin, age, disability, citizenship status, status as disabled veteran or veteran of the Vietnam era, marital status, sexual orientation, ancestry, ethnicity or any other reason prohibited by law. This policy also prohibits all forms of harassment based on any of these factors.

Any violation of this policy will result in disciplinary action up to and including termination.

6.02.2 Training Policy

In order to help you succeed at whatever position you have, Company Name will provide you with the necessary training to perform satisfactorily in your new position. Training can be formal or informal, ranging from classroom training, self-instruction with a workbook or computer, video or cassette training or as simple as a conversation with your Manager, Office Trainer, or a fellow Employee.

All new hires will receive an Employee Handbook, all related company materials, and a checklist of new hire needs will be completed for the new employee by a division or department manager. This sheet will be signed by the new employee.