

# RECEIPT AND ACKNOWLEDGEMENT OF JIMCO MAINTENANCE INC. EMPLOYMENT MANUAL

Please read the following statements, sign below and return to your Human Resource Director.

## **Understanding and Acknowledging Receipt of Jimco Maintenance Inc. Employee Manual, updated on September 1, 2004 and Attached Drug Free Work Place Policy.**

I have received and read a copy of the Jimco Maintenance Inc. Employee Manual. I understand that the policies and benefits described in it are subject to change at the sole discretion of Jimco at any time.

### **At-Will Employment**

I further understand that my employment is at will, and neither myself nor Jimco has entered into a contract regarding the duration of my employment. I am free to terminate my employment with Jimco at any time, with or without reason. Likewise, Jimco has the right to terminate my employment, or otherwise discipline, transfer, or demote me at any time, with or without reason, at the discretion of Jimco. No employee of Jimco can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without the written approval from the President.

### **Confidential Information**

I am aware that during the course of my employment confidential information will be made available to me, for instance, service designs, customer lists, pricing policies and other related information. I understand that this information is proprietary and critical to the success of Jimco and must not be disclosed, given out or used outside of Jimco's premises or with non-Jimco employees. During my employment and, in the event of termination of employment, whether voluntary or involuntary, I hereby agree not to disclose, utilize or exploit this information with any other individual or company.

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Employee's Printed Name

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Position

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Employee's Signature

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Date