

Acknowledgement of Handbook

Receipt and Review (revision date February 2019)

By signing below, I _____ (print name) acknowledge that I have received a copy of the Young & Pratt, Inc. Employee Handbook (the handbook) and Health and Safety Manual (the Program) and I have read, understand, and agree to comply with Handbook and Program. I understand that the Company has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the President/Owner of the Company. I also understand that any delay or failure by the Company to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of the Company or effect the right of the Company to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized Company representative, I am employed "at-will" (to the extent permitted by law) and this handbook does not modify my "at-will" employment status.

If I am covered by a Collective-Bargaining Agreement that conflicts with the terms of this handbook, I understand that the terms of the Collective-Bargaining Agreement will control.

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA).

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by Young & Pratt, Inc.

If I have any questions about the content or interpretation of this handbook, I will contact the Accounting Department.

Date

Employee Signature

Print Name (employee)