

III. EMPLOYEE RELATIONS

Section 3.01 Equal Opportunity Employer

It is a fundamental policy of [Company Name] not to discriminate on the basis of race, color, religion, sex, national origin, age, handicap or disability, genetic information, veteran's status, or military status with respect to recruitment, hiring, training, promotion and other terms and conditions of employment.

It is the policy of the Company to base employment decisions solely upon an individual's qualifications relating to the requirements of the position for which the individual is being considered. It is also the policy of the Company to recruit, hire, and promote the best qualified persons for all jobs without regard to race, color, religion, sex, national origin, age, handicap or disability, genetic information, veteran's status or military status.

It is the policy of the Company to ensure that all personnel actions such as compensation, benefits, transfers, layoffs, Company-sponsored training, promotions, terminations and disciplinary actions are applied equally.

Section 3.02 At Will Employment

This employee handbook does not constitute a contract for employment between [Company Name] (The Company) and its employees. Employees of the Company are considered "at-will", and therefore, either the employee or the Company may terminate the employment relationship at any time with or without cause or notice. No person other than the [President/CEO] has authority to enter into any agreement for employment for any specified period of time and any such agreement must be in writing. The Company reserves the right to modify the provisions of this handbook at any time.

Employers with 100 or more employees (including part-time employees who work at least 4,000 hours per week in the aggregate) fall under the provisions of the WARN act. Under the Act, covered employers must provide 60 days advance notice of any lay-off of 50 or more full-time employees resulting from a "plant closing" as defined by the Act. If you fall under the WARN act and are contemplating a mass lay-off, it is advised that you seek legal counsel to ensure that you comply with the WARN Act.

Section 3.03 Duration of Employment

[Company Name] does not require employees to commit to employment for any specific duration, and the Company does not commit to employees that their employment will last for any specific duration. Consequently, all employment by the Company is considered at will. This means that [Company Name] may terminate your employment at any time for any lawful reason and likewise you are free to resign your employment at any time. Only the President can modify this relationship and, even then, only in writing.