

**SYGNETICS INC.**  
Employee Policy & Procedures Manual

**Receipt and Acknowledgment of SYGNETICS, Inc.'s Employee Manual**

This Employee Manual is an important document intended to help you become acquainted with SYGNETICS, Inc. This Manual will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention. Because the general business atmosphere of SYGNETICS Inc. and economic conditions are always changing, the contents of this Manual may be changed at any time at the discretion of SYGNETICS, Inc... No changes in any benefit, policy or rule will be made without due consideration of the mutual advantages, disadvantages, benefits and responsibilities such changes will have on you as an employee and on SYGNETICS, Inc.. Please read the following statements and sign below to indicate your receipt and acknowledgment of SYGNETICS, Inc. Employee Manual.

I have received and read a copy of the SYGNETICS, Inc. Employee Manual. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of SYGNETICS, Inc. at any time. I further understand that my employment is terminable at will, either by myself or SYGNETICS, Inc., regardless of the length of my employment or the granting of benefits of any kind. I understand that no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of my employment will alter my "at will" employment relationship unless expressed in writing, with the understanding specifically set forth and signed by myself and the Owner of SYGNETICS, Inc. I am aware that during the course of my employment confidential information will be made available to me, i.e., customer lists, pricing policies and other related information. I understand that this information is critical to the success of SYGNETICS, Inc. and must not be disseminated or used outside of SYGNETICS, Inc.'s premises. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or company. I understand that, should the content be changed in any way, SYGNETICS, Inc. may require an additional signature from me to indicate that I am aware of and understand any new policies.

I understand that my signature below indicates that I have read and understand the above statements and have received a copy of SYGNETICS, Inc.'s Employee Manual.

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***Employee's Printed Name***

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Employee's Signature

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Date

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***Supervisor's Printed Name***

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Supervisor's Signature

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Date

The signed original copy of this acknowledgment should be given to your supervisor. It will be filed in your personnel file.