

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

many common questions concerning employment with SYGNETICS, Inc...

This handbook cannot, however, anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor SYGNETICS, Inc. is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, SYGNETICS, Inc. reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook. The only recognized deviations from the stated policies are those authorized and signed by the Owner of SYGNETICS, Inc.

**102 EQUAL EMPLOYMENT OPPORTUNITIES**

In order to provide employment and advancement opportunities to all individuals, employment decisions at SYGNETICS, Inc. will be based on merit, qualifications, and abilities. Except where required or permitted by law, employment practices will not be influenced or affected by an applicant's or employee's race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

SYGNETICS, Inc. will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their Department Manager. Employees can raise concerns and make reports without fear of reprimand. Engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

**103 EMPLOYMENT MEDICAL EXAMINATION/DRUG SCREEN**

It is the policy of the Company that an offer of employment may be contingent upon the applicant completing a Medical Examination and Drug Screen.

The company will pay for the initial Drug Screen. If the test is positive the prospective employee may elect to pay out of their own pocket for a second test.

The Company will advance the money for the Physical. If the employee completes the probationary period the Company will absorb the cost. If the employee quits or is terminated for any reason during the probationary period, the cost of the Physical will be deducted from the wages due.

I have read and completely understand the above and agree to the terms and conditions as stated and agree to have the cost deducted from the wages due to me if I do not complete my 90 calendar day probationary period.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name

**104 IMMIGRATION LAW COMPLIANCE**

SYGNETICS, Inc. is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are re-hired must