EMPLOYEE HANDBOOK: PREFACE

The policies outlined in this booklet should be regarded as management guidelines only, which in any business will require changing from time to time. The Company retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to both the employees and the Company. This handbook supersedes and replaces any and all prior handbooks, policies, procedures and practices of the Company.

This employee handbook may also summarize current benefit plans. Refer to the actual plan documents and summary descriptions in the handbook if you have specific questions regarding the benefit plans. Those documents will be controlling rather than the summaries contained in this handbook. The employee handbook (and other plan documents) are not contractual in nature and do not guarantee any continuation of benefits.

In those instances where an employment contract exists, the provisions of the employment contract will be controlling if over any conflicting provisions in the employee handbook.

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