



Policies and Procedures Manual Receipt

I acknowledge being informed that the TNE Clips LLC (“Company”) Policies and Procedures Manual (“Manual”), and the policies established within are available on the Company website at www.tneclips.com (password=plugthedrain). I have been asked to read and understand its contents. Should I have any questions, I will contact management.

I understand that this Manual is not intended to be a contract, but is provided as a general explanation of policies which the Company uses as guidelines. I further understand that the Company reserves the right to change or modify the terms and conditions set forth at its discretion without prior knowledge by employees.

I have entered into my employment relationship with the Company voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the Company can terminate the relationship at will, with or without cause, at any time with or without notice. No provision of this Manual implies a contract or guarantee of continuing employment with the Company or employment for any specific length of time. The at-will basis of employment of any employee cannot be changed or modified, either openly or implied, by anyone except the franchisee of the company in writing (“Franchisee”).

I agree to abide by the Company's policies and procedures described in this Manual, as well as all policies, practices and regulations currently in effect or that may be put into effect during my employment. I understand that this Manual contains policies regarding Equal Employment, Sexual Harassment, and Harassment and a policy outlining specific procedures for making complaints or reporting violations of these policies.

I understand that this manual is the exclusive property of the Company.

Employee Name (Print): _____

Employee Signature: _____

Date Signed: _____