

## RECEIPT OF EMPLOYEE HANDBOOK

This acknowledges that I have received a copy of the Global Coating Employee Handbook. As an employee of Global Coatings LLC, I have read this Handbook and have asked my supervisor about any portion of this Handbook I do not understand. I also understand that Global Coating has the right to add, delete or otherwise modify the policies, procedures, or other information provided in this Handbook at any time. I agree to abide by these policies, procedures and other requirements of this Handbook. I understand that my failure to do so may lead to disciplinary action up to and including immediate discharge for the first offense. I understand that neither this Employee Handbook nor any verbal statements made by Global Coating constitute an agreement or promise of continued employment, and that the provisions of this Handbook may be changed at any time. I understand that Global Coating reserves the right to terminate my employment at will at any time and that I also reserve the right to terminate my employment at any time. I am also aware and understand that no one other than Global Coating General Manager has any authority to enter into any agreement for employment or to make any agreement contrary to the foregoing, and no such agreement has been made

I, \_\_\_\_\_, have read and understand the above Employee Handbook. I agree to accept and abide by all the policies set forth in this manual.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date