



### CMG EMPLOYMENT NEW HIRE PAPERWORK

Name Christopher James Mackay  
First Middle Last Maiden

Present Address 2900 Norwich Cv Austin Texas 78723  
Street City State Zip

Telephone 512-690-1683 E-Mail christopher.james.mackay@gmail.com

Referred by NA

Do you have any responsibilities or commitments that will prevent you from meeting a specified work schedule?

Yes  No If so, please explain \_\_\_\_\_

Do you have any pre-scheduled days off in the next three-six months?

Yes  No If so, please lists all dates Apr 12-14 & June 14-18, 2021

Military Experience:

Have you ever been in the Armed Forces?  Yes  No

Are you currently an active member of the Reserve or National Guard?  Yes  No

Branch \_\_\_\_\_ Specialty \_\_\_\_\_

Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

Application Waiver

In exchange for the consideration of my job application by Corporate Management Group, Inc.,

I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements and the like as they may exist from time to time, or other company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Corporate Management Group, Inc. (CMG), or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by an officer of CMG. Both the undersigned and CMG may end the employment relationship at any time, without specified notice or reason. If employed, I understand that CMG may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts will result in my disqualification from consideration for employment or, if discovered after I begin employment, will result in my termination. I hereby give CMG permission to contact schools, all previous employers (unless otherwise indicated), references and others and hereby release CMG from any liability as a result of such contact.

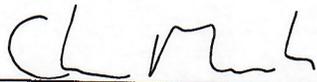
I understand that a comprehensive background check may be conducted to determine my eligibility for hire by CMG. This may include but is not limited to, investigations of criminal and/or conviction records, driving records and/or a drug screen test as required by clients, government regulations or by CMG policies.

I release CMG and other persons or entities from any claims that might be based on CMG's decision to conduct a background check.

I understand that, in connection with the routine processing of your employment application, CMG may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics and mode of living. Upon written request from me, CMG will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with CMG shall be probationary for a period of ninety (90) days or 520 hours (based on the client site I am employed at) and further that at any time during the probationary period or thereafter, my employment relationship with CMG is terminable at will for any reason by either party.

Signature of applicant



Date:

3/24/2021

# Employee's Withholding Certificate

OMB No. 1545-0074

▶ **Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**  
 ▶ **Give Form W-4 to your employer.**  
 ▶ **Your withholding is subject to review by the IRS.**

**2021**

**Step 1:**  
**Enter Personal Information**

|   |                            |   |
|---|----------------------------|---|
| (a) First name and middle initial<br><b>Christopher J.</b>  | Last name<br><b>Mackay</b> | (b) Social security number<br><b>456996146</b>  |
| Address<br><b>2900 Norwich Cv</b>   |                            | ▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to <a href="http://www.ssa.gov">www.ssa.gov</a> . |
| City or town, state, and ZIP code<br><b>Austin, TX, 78723</b>   |                            |   |
| (c) <input type="checkbox"/> Single or Married filing separately  |                            |   |
| <input checked="" type="checkbox"/> Married filing jointly or Qualifying widow(er)  |                            |   |
| <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.) |                            |   |

**Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5.** See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App), and privacy.

**Step 2:**  
**Multiple Jobs or Spouse Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.  
 Do **only one** of the following.

- (a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for most accurate withholding for this step (and Steps 3-4); or
- (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or
- (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld . . . . .

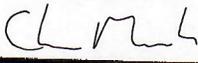
**TIP:** To be accurate, submit a 2021 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

**Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs.** Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

|   |   |             |                |
|---|---|-------------|----------------|
| <b>Step 3:</b><br><b>Claim Dependents</b>             | If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):   |             |                |
|   | Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$   |             |                |
|   | Multiply the number of other dependents by \$500 . . . . . ▶ \$   |             |                |
|   | Add the amounts above and enter the total here . . . . .  | <b>3</b>    | \$ <b>2000</b> |
| <b>Step 4 (optional):</b><br><b>Other Adjustments</b> | (a) <b>Other income (not from jobs).</b> If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . . | <b>4(a)</b> | \$             |
|   | (b) <b>Deductions.</b> If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . .  | <b>4(b)</b> | \$             |
|   | (c) <b>Extra withholding.</b> Enter any additional tax you want withheld each pay period . . . . .  | <b>4(c)</b> | \$             |

**Step 5:**  
**Sign Here**

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.


3/28/2021

▶ **Employee's signature** (This form is not valid unless you sign it.) ▶ **Date**

**Employers Only**

|                             |                          |                                      |
|-----------------------------|--------------------------|--------------------------------------|
| Employer's name and address | First date of employment | Employer identification number (EIN) |
|-----------------------------|--------------------------|--------------------------------------|

## General Instructions

### Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to [www.irs.gov/FormW4](http://www.irs.gov/FormW4).

### Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505, Tax Withholding and Estimated Tax.

**Exemption from withholding.** You may claim exemption from withholding for 2021 if you meet both of the following conditions: you had no federal income tax liability in 2020 and you expect to have no federal income tax liability in 2021. You had no federal income tax liability in 2020 if (1) your total tax on line 24 on your 2020 Form 1040 or 1040-SR is zero (or less than the sum of lines 27, 28, 29, and 30), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2021 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 15, 2022.

**Your privacy.** If you prefer to limit information provided in Steps 2 through 4, use the online estimator, which will also increase accuracy.

As an alternative to the estimator: if you have concerns with Step 2(c), you may choose Step 2(b); if you have concerns with Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c). If this is the only job in your household, you may instead check the box in Step 2(c), which will increase your withholding and significantly reduce your paycheck (often by thousands of dollars over the year).

**When to use the estimator.** Consider using the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) if you:

1. Expect to work only part of the year;
2. Have dividend or capital gain income, or are subject to additional taxes, such as Additional Medicare Tax;
3. Have self-employment income (see below); or
4. Prefer the most accurate withholding for multiple job situations.

**Self-employment.** Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to figure the amount to have withheld.

**Nonresident alien.** If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

## Specific Instructions

**Step 1(c).** Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

**Step 2.** Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

Option (a) most accurately calculates the additional tax you need to have withheld, while option (b) does so with a little less accuracy.

If you (and your spouse) have a total of only two jobs, you may instead check the box in option (c). The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is roughly accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.



**Multiple jobs.** Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

**Step 3.** This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 972, Child Tax Credit and Credit for Other Dependents. You can also include **other tax credits** in this step, such as education tax credits and the foreign tax credit. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

### Step 4 (optional).

**Step 4(a).** Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

**Step 4(b).** Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2021 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

**Step 4(c).** Enter in this step any additional tax you want withheld from your pay **each pay period**, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

Step 2(b)—Multiple Jobs Worksheet (Keep for your records.)



If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on only ONE Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job.

Note: If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Pub. 505 for additional tables; or, you can use the online withholding estimator at www.irs.gov/W4App.

- 1 Two jobs. If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, skip to line 3
2 Three jobs. If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.
a Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a
b Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b
c Add the amounts from lines 2a and 2b and enter the result on line 2c
3 Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc.
4 Divide the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in Step 4(c) of Form W-4 for the highest paying job (along with any other additional amount you want withheld)

Step 4(b)—Deductions Worksheet (Keep for your records.)



- 1 Enter an estimate of your 2021 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income
2 Enter: { \$25,100 if you're married filing jointly or qualifying widow(er)
\$18,800 if you're head of household
\$12,550 if you're single or married filing separately }
3 If line 1 is greater than line 2, subtract line 2 from line 1 and enter the result here. If line 2 is greater than line 1, enter "-0-"
4 Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information
5 Add lines 3 and 4. Enter the result here and in Step 4(b) of Form W-4

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

**Married Filing Jointly or Qualifying Widow(er)**

| Higher Paying Job Annual Taxable Wage & Salary | Lower Paying Job Annual Taxable Wage & Salary |                   |                   |                   |                   |                   |                   |                   |                   |                   |                     |                     |
|--|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|---------------------|
|  | \$0 - 9,999                                   | \$10,000 - 19,999 | \$20,000 - 29,999 | \$30,000 - 39,999 | \$40,000 - 49,999 | \$50,000 - 59,999 | \$60,000 - 69,999 | \$70,000 - 79,999 | \$80,000 - 89,999 | \$90,000 - 99,999 | \$100,000 - 109,999 | \$110,000 - 120,000 |
| \$0 - 9,999                                    | \$0   | \$190             | \$850             | \$890             | \$1,020           | \$1,020           | \$1,020           | \$1,020           | \$1,020           | \$1,100           | \$1,870             | \$1,870             |
| \$10,000 - 19,999                              | 190   | 1,190             | 1,890             | 2,090             | 2,220             | 2,220             | 2,220             | 2,220             | 2,300             | 3,300             | 4,070               | 4,070               |
| \$20,000 - 29,999                              | 850   | 1,890             | 2,750             | 2,950             | 3,080             | 3,080             | 3,080             | 3,160             | 4,160             | 5,160             | 5,930               | 5,930               |
| \$30,000 - 39,999                              | 890   | 2,090             | 2,950             | 3,150             | 3,280             | 3,280             | 3,360             | 4,360             | 5,360             | 6,360             | 7,130               | 7,130               |
| \$40,000 - 49,999                              | 1,020   | 2,220             | 3,080             | 3,280             | 3,410             | 3,490             | 4,490             | 5,490             | 6,490             | 7,490             | 8,260               | 8,260               |
| \$50,000 - 59,999                              | 1,020   | 2,220             | 3,080             | 3,280             | 3,490             | 4,490             | 5,490             | 6,490             | 7,490             | 8,490             | 9,260               | 9,260               |
| \$60,000 - 69,999                              | 1,020   | 2,220             | 3,080             | 3,360             | 4,490             | 5,490             | 6,490             | 7,490             | 8,490             | 9,490             | 10,260              | 10,260              |
| \$70,000 - 79,999                              | 1,020   | 2,220             | 3,160             | 4,360             | 5,490             | 6,490             | 7,490             | 8,490             | 9,490             | 10,490            | 11,260              | 11,260              |
| \$80,000 - 99,999                              | 1,020   | 3,150             | 5,010             | 6,210             | 7,340             | 8,340             | 9,340             | 10,340            | 11,340            | 12,340            | 13,260              | 13,460              |
| \$100,000 - 149,999                            | 1,870   | 4,070             | 5,930             | 7,130             | 8,260             | 9,320             | 10,520            | 11,720            | 12,920            | 14,120            | 15,090              | 15,290              |
| \$150,000 - 239,999                            | 2,040   | 4,440             | 6,500             | 7,900             | 9,230             | 10,430            | 11,630            | 12,830            | 14,030            | 15,230            | 16,190              | 16,400              |
| \$240,000 - 259,999                            | 2,040   | 4,440             | 6,500             | 7,900             | 9,230             | 10,430            | 11,630            | 12,830            | 14,030            | 15,270            | 17,040              | 18,040              |
| \$260,000 - 279,999                            | 2,040   | 4,440             | 6,500             | 7,900             | 9,230             | 10,430            | 11,630            | 12,870            | 14,870            | 16,870            | 18,640              | 19,640              |
| \$280,000 - 299,999                            | 2,040   | 4,440             | 6,500             | 7,900             | 9,230             | 10,470            | 12,470            | 14,470            | 16,470            | 18,470            | 20,240              | 21,240              |
| \$300,000 - 319,999                            | 2,040   | 4,440             | 6,500             | 7,940             | 10,070            | 12,070            | 14,070            | 16,070            | 18,070            | 20,070            | 21,840              | 22,840              |
| \$320,000 - 364,999                            | 2,720   | 5,920             | 8,780             | 10,980            | 13,110            | 15,110            | 17,110            | 19,110            | 21,190            | 23,490            | 25,560              | 26,860              |
| \$365,000 - 524,999                            | 2,970   | 6,470             | 9,630             | 12,130            | 14,560            | 16,860            | 19,160            | 21,460            | 23,760            | 26,060            | 28,130              | 29,430              |
| \$525,000 and over                             | 3,140   | 6,840             | 10,200            | 12,900            | 15,530            | 18,030            | 20,530            | 23,030            | 25,530            | 28,030            | 30,300              | 31,800              |

**Single or Married Filing Separately**

| Higher Paying Job Annual Taxable Wage & Salary | Lower Paying Job Annual Taxable Wage & Salary |                   |                   |                   |                   |                   |                   |                   |                   |                   |                     |                     |
|--|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|---------------------|
|  | \$0 - 9,999                                   | \$10,000 - 19,999 | \$20,000 - 29,999 | \$30,000 - 39,999 | \$40,000 - 49,999 | \$50,000 - 59,999 | \$60,000 - 69,999 | \$70,000 - 79,999 | \$80,000 - 89,999 | \$90,000 - 99,999 | \$100,000 - 109,999 | \$110,000 - 120,000 |
| \$0 - 9,999                                    | \$440   | \$940             | \$1,020           | \$1,020           | \$1,410           | \$1,870           | \$1,870           | \$1,870           | \$1,870           | \$2,030           | \$2,040             | \$2,040             |
| \$10,000 - 19,999                              | 940   | 1,540             | 1,620             | 2,020             | 3,020             | 3,470             | 3,470             | 3,470             | 3,640             | 3,840             | 3,840               | 3,840               |
| \$20,000 - 29,999                              | 1,020   | 1,620             | 2,100             | 3,100             | 4,100             | 4,550             | 4,550             | 4,720             | 4,920             | 5,120             | 5,120               | 5,120               |
| \$30,000 - 39,999                              | 1,020   | 2,020             | 3,100             | 4,100             | 5,100             | 5,550             | 5,720             | 5,920             | 6,120             | 6,320             | 6,320               | 6,320               |
| \$40,000 - 59,999                              | 1,870   | 3,470             | 4,550             | 5,550             | 6,690             | 7,340             | 7,540             | 7,740             | 7,940             | 8,140             | 8,150               | 8,150               |
| \$60,000 - 79,999                              | 1,870   | 3,470             | 4,690             | 5,890             | 7,090             | 7,740             | 7,940             | 8,140             | 8,340             | 8,540             | 9,190               | 9,990               |
| \$80,000 - 99,999                              | 2,000   | 3,810             | 5,090             | 6,290             | 7,490             | 8,140             | 8,340             | 8,540             | 9,390             | 10,390            | 11,190              | 11,990              |
| \$100,000 - 124,999                            | 2,040   | 3,840             | 5,120             | 6,320             | 7,520             | 8,360             | 9,360             | 10,360            | 11,360            | 12,360            | 13,410              | 14,510              |
| \$125,000 - 149,999                            | 2,040   | 3,840             | 5,120             | 6,910             | 8,910             | 10,360            | 11,360            | 12,450            | 13,750            | 15,050            | 16,160              | 17,260              |
| \$150,000 - 174,999                            | 2,220   | 4,830             | 6,910             | 8,910             | 10,910            | 12,600            | 13,900            | 15,200            | 16,500            | 17,800            | 18,910              | 20,010              |
| \$175,000 - 199,999                            | 2,720   | 5,320             | 7,490             | 9,790             | 12,090            | 13,850            | 15,150            | 16,450            | 17,750            | 19,050            | 20,150              | 21,250              |
| \$200,000 - 249,999                            | 2,970   | 5,880             | 8,260             | 10,560            | 12,860            | 14,620            | 15,920            | 17,220            | 18,520            | 19,820            | 20,930              | 22,030              |
| \$250,000 - 399,999                            | 2,970   | 5,880             | 8,260             | 10,560            | 12,860            | 14,620            | 15,920            | 17,220            | 18,520            | 19,820            | 20,930              | 22,030              |
| \$400,000 - 449,999                            | 2,970   | 5,880             | 8,260             | 10,560            | 12,860            | 14,620            | 15,920            | 17,220            | 18,520            | 19,820            | 20,930              | 22,030              |
| \$450,000 and over                             | 3,140   | 6,250             | 8,830             | 11,330            | 13,830            | 15,790            | 17,290            | 18,790            | 20,290            | 21,790            | 23,100              | 24,400              |

**Head of Household**

| Higher Paying Job Annual Taxable Wage & Salary | Lower Paying Job Annual Taxable Wage & Salary |                   |                   |                   |                   |                   |                   |                   |                   |                   |                     |                     |
|--|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|---------------------|
|  | \$0 - 9,999                                   | \$10,000 - 19,999 | \$20,000 - 29,999 | \$30,000 - 39,999 | \$40,000 - 49,999 | \$50,000 - 59,999 | \$60,000 - 69,999 | \$70,000 - 79,999 | \$80,000 - 89,999 | \$90,000 - 99,999 | \$100,000 - 109,999 | \$110,000 - 120,000 |
| \$0 - 9,999                                    | \$0   | \$820             | \$930             | \$1,020           | \$1,020           | \$1,020           | \$1,420           | \$1,870           | \$1,870           | \$1,910           | \$2,040             | \$2,040             |
| \$10,000 - 19,999                              | 820   | 1,900             | 2,130             | 2,220             | 2,220             | 2,620             | 3,620             | 4,070             | 4,110             | 4,310             | 4,440               | 4,440               |
| \$20,000 - 29,999                              | 930   | 2,130             | 2,360             | 2,450             | 2,850             | 3,850             | 4,850             | 5,340             | 5,540             | 5,740             | 5,870               | 5,870               |
| \$30,000 - 39,999                              | 1,020   | 2,220             | 2,450             | 2,940             | 3,940             | 4,940             | 5,980             | 6,630             | 6,830             | 7,030             | 7,160               | 7,160               |
| \$40,000 - 59,999                              | 1,020   | 2,470             | 3,700             | 4,790             | 5,800             | 7,000             | 8,200             | 8,850             | 9,050             | 9,250             | 9,380               | 9,380               |
| \$60,000 - 79,999                              | 1,870   | 4,070             | 5,310             | 6,600             | 7,800             | 9,000             | 10,200            | 10,850            | 11,050            | 11,250            | 11,520              | 12,320              |
| \$80,000 - 99,999                              | 1,880   | 4,280             | 5,710             | 7,000             | 8,200             | 9,400             | 10,600            | 11,250            | 11,590            | 12,590            | 13,520              | 14,320              |
| \$100,000 - 124,999                            | 2,040   | 4,440             | 5,870             | 7,160             | 8,360             | 9,560             | 11,240            | 12,690            | 13,690            | 14,690            | 15,670              | 16,770              |
| \$125,000 - 149,999                            | 2,040   | 4,440             | 5,870             | 7,240             | 9,240             | 11,240            | 13,240            | 14,690            | 15,890            | 17,190            | 18,420              | 19,520              |
| \$150,000 - 174,999                            | 2,040   | 4,920             | 7,150             | 9,240             | 11,240            | 13,290            | 15,590            | 17,340            | 18,640            | 19,940            | 21,170              | 22,270              |
| \$175,000 - 199,999                            | 2,720   | 5,920             | 8,150             | 10,440            | 12,740            | 15,040            | 17,340            | 19,090            | 20,390            | 21,690            | 22,920              | 24,020              |
| \$200,000 - 249,999                            | 2,970   | 6,470             | 9,000             | 11,390            | 13,690            | 15,990            | 18,290            | 20,040            | 21,340            | 22,640            | 23,880              | 24,980              |
| \$250,000 - 349,999                            | 2,970   | 6,470             | 9,000             | 11,390            | 13,690            | 15,990            | 18,290            | 20,040            | 21,340            | 22,640            | 23,880              | 24,980              |
| \$350,000 - 449,999                            | 2,970   | 6,470             | 9,000             | 11,390            | 13,690            | 15,990            | 18,290            | 20,040            | 21,340            | 22,640            | 23,900              | 25,200              |
| \$450,000 and over                             | 3,140   | 6,840             | 9,570             | 12,160            | 14,660            | 17,160            | 19,660            | 21,610            | 23,110            | 24,610            | 26,050              | 27,350              |



**Employment Eligibility Verification**  
**Department of Homeland Security**  
**U.S. Citizenship and Immigration Services**

**USCIS**  
**Form I-9**  
 OMB No. 1615-0047  
 Expires 10/31/2022

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

|   |  |  |   |                        |   |                   |
|---|--|--|---|------------------------|---|-------------------|
| Last Name (Family Name)<br>Mackay                   |  | First Name (Given Name)<br>Christopher |   | Middle Initial<br>J    | Other Last Names Used (if any)              |                   |
| Address (Street Number and Name)<br>2900 Norwich Cv |  |  | Apt. Number                                       | City or Town<br>Austin | State<br>TX                                 | ZIP Code<br>78723 |
| Date of Birth (mm/dd/yyyy)<br>7/5/1977              | U.S. Social Security Number<br>456 - 99 - 6146 |  | Employee's E-mail Address<br>chris.mackay@kla.com |                        | Employee's Telephone Number<br>512-690-1683 |                   |

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

|   |
|---|
| <input checked="" type="checkbox"/> 1. A citizen of the United States   |
| <input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>  |
| <input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____   |
| <input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____<br>Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i>  |
| <p><i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:<br/>         An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i></p> <p>1. Alien Registration Number/USCIS Number: _____<br/>         OR<br/>         2. Form I-94 Admission Number: _____<br/>         OR<br/>         3. Foreign Passport Number: _____<br/>         Country of Issuance: _____</p> |
| QR Code - Section 1<br>Do Not Write In This Space   |

|                                     |  |
|-------------------------------------|--|
| Signature of Employee<br><i>CLM</i> | Today's Date (mm/dd/yyyy)<br>3/28/2021 |
|-------------------------------------|--|

**Preparer and/or Translator Certification (check one):**  
 I did not use a preparer or translator.     A preparer(s) and/or translator(s) assisted the employee in completing Section 1.  
*(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)*

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

|                                     |  |                           |                   |
|-------------------------------------|--|---------------------------|-------------------|
| Signature of Preparer or Translator |  | Today's Date (mm/dd/yyyy) |                   |
| Last Name (Family Name)             |  | First Name (Given Name)   |                   |
| Address (Street Number and Name)    |  | City or Town              | State    ZIP Code |

**STOP**    *Employer Completes Next Page*    **STOP**



**Employment Eligibility Verification**  
**Department of Homeland Security**  
**U.S. Citizenship and Immigration Services**

**USCIS**  
**Form I-9**  
 OMB No. 1615-0047  
 Expires 10/31/2022

**Section 2. Employer or Authorized Representative Review and Verification**  
*(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")*

|  |  |   |                  |   |
|--|--|---|------------------|---|
| <b>Employee Info from Section 1</b>          | <b>Last Name (Family Name)</b><br>Mackay | <b>First Name (Given Name)</b><br>Christopher | <b>M.I.</b><br>J | <b>Citizenship/Immigration Status</b><br>US Citizen |
| <b>List A</b>                                | <b>OR</b>                                | <b>List B</b>                                 | <b>AND</b>       | <b>List C</b>                                       |
| <b>Identity and Employment Authorization</b> |  | <b>Employment Authorization</b>               |                  |   |

|  |   |  |
|--|---|--|
| <b>Document Title</b><br>US Passport                       | <b>Document Title</b>   | <b>Document Title</b>                        |
| <b>Issuing Authority</b><br>US Dept of State               | <b>Issuing Authority</b>  | <b>Issuing Authority</b>                     |
| <b>Document Number</b><br>546365064                        | <b>Document Number</b>  | <b>Document Number</b>                       |
| <b>Expiration Date (if any) (mm/dd/yyyy)</b><br>11/17/2021 | <b>Expiration Date (if any) (mm/dd/yyyy)</b>  | <b>Expiration Date (if any) (mm/dd/yyyy)</b> |
| <b>Document Title</b>                                      | <div style="border: 1px solid black; padding: 5px;"> <b>Additional Information</b> </div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-top: 10px;"> <b>QR Code - Sections 2 &amp; 3</b><br/>           Do Not Write in This Space         </div> |  |
| <b>Issuing Authority</b>                                   |   |  |
| <b>Document Number</b>                                     |   |  |
| <b>Expiration Date (if any) (mm/dd/yyyy)</b>               |   |  |
| <b>Document Title</b>                                      |   |  |
| <b>Issuing Authority</b>                                   |   |  |
| <b>Document Number</b>                                     |   |  |
| <b>Expiration Date (if any) (mm/dd/yyyy)</b>               |   |  |

**Certification:** I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): 03/30/2021 (See instructions for exemptions)

|   |   |   |
|---|---|---|
| <b>Signature of Employer or Authorized Representative</b><br>Elaine Hunt                                    | <b>Today's Date (mm/dd/yyyy)</b><br>03/31/2021                          | <b>Title of Employer or Authorized Representative</b><br>Senior Recruiter     |
| <b>Last Name of Employer or Authorized Representative</b><br>Hunt   | <b>First Name of Employer or Authorized Representative</b><br>Elizabeth | <b>Employer's Business or Organization Name</b><br>Corporate Management Group |
| <b>Employer's Business or Organization Address (Street Number and Name)</b><br>12000 N. Washington St. #350 | <b>City or Town</b><br>Thornton   | <b>State</b><br>CO  |
|   |   | <b>ZIP Code</b><br>80241  |

**Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)**

|                                    |                                |                       |  |  |
|------------------------------------|--------------------------------|-----------------------|--|--|
| <b>A. New Name (if applicable)</b> |                                |                       | <b>B. Date of Rehire (if applicable)</b> |  |
| <b>Last Name (Family Name)</b>     | <b>First Name (Given Name)</b> | <b>Middle Initial</b> | <b>Date (mm/dd/yyyy)</b>                 |  |

**C:** If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

|                       |                        |  |
|-----------------------|------------------------|--|
| <b>Document Title</b> | <b>Document Number</b> | <b>Expiration Date (if any) (mm/dd/yyyy)</b> |
|-----------------------|------------------------|--|

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

|   |                                  |  |
|---|----------------------------------|--|
| <b>Signature of Employer or Authorized Representative</b> | <b>Today's Date (mm/dd/yyyy)</b> | <b>Name of Employer or Authorized Representative</b> |
|---|----------------------------------|--|

## LISTS OF ACCEPTABLE DOCUMENTS

All documents must be **UNEXPIRED**

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

| LIST A<br>Documents that Establish<br>Both Identity and<br>Employment Authorization  | OR | LIST B<br>Documents that Establish<br>Identity   | AND | LIST C<br>Documents that Establish<br>Employment Authorization  |
|--|----|--|-----|---|
| <ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:                             <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                                     <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol> | OR | <ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above:</li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol> | AND | <ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:                             <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security</li> </ol> |

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

# Emergency Contact Information

In the event of an emergency CMG will contact the follow contacts

Please list two people in order of priority.

|   |  |
|---|--|
| In the event of an emergency CMG will contact the follow contacts |  |
| Please list two people in order of priority.                      |  |
| Name: Rachael Gilg<br>Relationship: Wife                          | Home Phone: 512-590-3100<br>Cell Phone: 512-590-1683 |
| Name: Kirstie Osten<br>Relationship: Sister                       | Home Phone: 512-626-5612<br>Cell Phone: 512-626-5563 |

Additional information you would like CMG and our clients to know in the event of an emergency:

---

---

---

---

---

---

---



## Direct Deposit/Payroll Debit Card Authorization Form

Employees have the option of receiving wages by Direct Deposit or Payroll Debit Card.  
If you do not provide a written payroll election a Payroll Debit Card will be provided.

Employee Name: Christopher James Mackay

|  |   |
|--|---|
| <b>Payroll Election:</b><br><input checked="" type="checkbox"/> Direct Deposit (Please see Section A)<br><input type="checkbox"/> Payroll Debit Card (Please see Section B)  |   |
| <b>Section A: Direct Deposit</b><br>Bank Name: <u>University Federal Credit Union</u><br>Routing Number: <u>314977405</u><br>Account Number: <u>1800900794731</u><br>Account Type: Check <input checked="" type="checkbox"/> Savings: <input type="checkbox"/> Other: <input type="checkbox"/> | I understand and acknowledge that if I do not provide a voided check with this direct deposit form, I am responsible for any delays in payroll or extra costs incurred if the account information that I provided is incorrect.<br>Initial: <u>CTM</u> Date: <u>3/28/2021</u> |

|  |   |
|--|---|
| <b>Section B: Payroll Debit Card</b><br>Routing Number:<br>Account Number:<br>Initial: _____ Date: _____ | I have received my Payroll Debit Card, welcome brochure, program fees, conditions and disclosures. By activating my Payroll Debit Card on my first pay day I am agreeing to the program terms, conditions and disclosures that are included or made available to me from time to time from the financial institution. I authorize CMG to debit my Payroll Debit Card account for the fees described to me in the provided material. |
|--|---|

|   |   |
|---|---|
| <b>Section C: Additional Accounts</b><br>Bank Name: <u>None</u><br>Routing Number: <u>NA</u><br>Account Number: <u>NA</u><br>Account Type: Check <input type="checkbox"/> Savings: <input type="checkbox"/> Other: <input type="checkbox"/> | I request that the following funds be deposited to the account listed in Section C:<br><input type="checkbox"/> _____% of my original deposit<br><input type="checkbox"/> \$ _____ from my original deposit<br>Initial: _____ Date: _____ |
|---|---|

|   |                        |
|---|------------------------|
| I authorize CMG to directly deposit my wages and other payments as necessary into my account(s) as designated above and to initiate, debit entries and adjustments for any credit entries made in error to my account(s). |                        |
| I have been informed how to gain access to my electronic pay stubs if needed.   |                        |
| Employee Signature: <u>CTM</u>  | Date: <u>3/28/2021</u> |



To: All Employees  
*Quien: Todos Empleados*

From: Corporate Management Group & Employer Solutions Group  
*De: Corporate Management Group y Employer Solutions Group*

Re: Stop Payment Check Fee  
*Re: Tarifa de cheque parado*

---

Effective immediately, to replace a lost or stolen check, \$50.00 will be deducted from the replacement check for a stop payment fee and for a reprocessing fee. *Efectivo inmediatamente, para reemplazar un cheque de sueldo perdido o robado, \$50.00 de tarifa sera deducido de el cheque reemplazado para parar el cheque original y para procesarlo denuevo.*

If you lose your check, we will first have to verify that it has not been processed through the bank. If it has not, a new check will be issued, minus the \$50.00 fee. *Si usted pierde su cheque, tendremos que verificar que no ha sido procesado en el banco. Si no, un cheque nuevo sera processado, menos las tarifa de \$50.00.*

If your check is stolen, we will first need a copy of the police report before a new check can be reissued. After we receive a copy of the police report, a new check will be issued following the same procedures as listed above. *Si su cheque es robado, necesitaremos una copia de el reporte de policia antes de que un cheque nuevo sera procesado. Despues de obtener una copia del reporte de policia, un cheque nuevo sera procesado usando los mismos procedimientos mencionados arriba.*

If you have any questions regarding this new policy, please contact your On-Site Representative or the Corporate Office (303-920-1425). *Si usted tiene preguntas sobre esta poliza, por favor contacte a su representante de CMG o la oficina corporal al (303-920-1425)*

Thank you for your continued dedication and hard work!

*Gracias por su dedicacion continua!*

By signing below you are confirming that you understand the above policy.  
*Con su firma abajo usted esta confirmando que entiende la poliza descrita.*

Signature/Firma: \_\_\_\_\_

Date/Fecha: 3/28/2021

February 2011



**Notification of Colorado Law Requirement**  
**Unemployment Acknowledgement**

*According to Colorado Statutes section 8-73-105.3. A temporary employee who is given a notice that the employee is required to contact or notify the employer upon completion of an assignment and to be available to work, as agreed upon at the time of hire, during a specified period of time, on specified dates, or upon call by the employer on an as-needed basis and who does not contact or notify the employer upon completion of an assignment in compliance with the notice and is not available to work at the agreed-upon times is deemed to have voluntarily terminated employment for the purpose of determining benefits pursuant to section 8-73-108 (5) (e). Also, a temporary employee who agrees to work on an as-needed basis and refuses all work within three separate pay periods when contacted by the employer is deemed to have voluntarily terminated employment for reasons that may or may not allow an award of benefits pursuant to section 8-73-108.*

It is your responsibility to contact or notify CMG once your assignment ends. If you fail to do so, it may affect your unemployment benefits.

I understand by signing this form that I am responsible to contact or notify CMG once an assignment ends. I also acknowledge that I have received a separate copy of this form.

CTM (Initial)

Christopher James Mackay  
Employee Signature:

3/28/2021  
Date:

Christopher James Mackay  
Employee (please print your name here)



*"your workforce management & staffing experts"*

## **ANTI-HARASSMENT POLICY**

It is Corporate Management Group's (CMG) policy that all employees should be able to enjoy a work environment free from all forms of discrimination, including harassment. As such, CMG is committed to vigorously enforcing their Anti-harassment Policy. This policy applies to all employees of the organization (without regard to position) and individuals not directly connected to CMG (e.g., an outside vendor, consultant, customer or guest). Title VII of the Civil Rights Act of 1964 prohibits employment discrimination based on race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation or veteran status. Harassment is considered a form of discrimination and is specifically included among the prohibitions under Title VII of the Civil Rights Act of 1964. In addition, retaliation or reprisal taken against anyone who has expressed concern about harassment or discrimination against the individual raising the concern is illegal.

The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as "unwelcome sexual advances, requests for sexual favors, sexual comments, or other verbal or physical acts of a sexual or sex-based nature including, but not limited to drawings, pictures, jokes, and/or teasing where (1) submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment; (2) an employment decision is based on an individual's acceptance or rejection of such conduct; or (3) such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment."

The Anti-harassment Policy prohibits harassment and/or retaliation by any individual employed by, doing business with or for, or visiting CMG. Employees who believe they have been the subject of harassment and/or retaliation or an employee who may have been witness to harassment and/or retaliation must report the incident immediately. Information and/or allegations must be reported to a manager of CMG (by telephoning 866.920.1425 or 303.920.1425). Only those who have an immediate need to know, including the alleged target of harassment or retaliation, the alleged harassers or retaliators, and any witnesses may find out the identity of the complainant. All individuals contacted in the course of an investigation will be advised that all persons involved in a charge are entitled to respect and that any retaliation or reprisal against an individual who is an alleged target of harassment or retaliation, who has made a complaint, or who has provided information in connection with a complaint, is a separate violation of CMG's policy. All information will be disclosed only on a need-to-know basis to allow CMG to

investigate and resolve the incident. CMG recognizes the serious nature of harassment and therefore will endeavor to protect the employee who may have been subjected to harassment, any witnesses and the party against whom allegations have been filed to every possible extent.

Harassment is unlawful and has a negative impact on employees. Violation of the Anti-harassment Policy will not be tolerated by CMG and may result in discipline up to and including termination. Offensive acts or conduct have no legitimate business purpose; accordingly, any employee, regardless of his/her position within CMG, who it is determined has engaged in such conduct will be made to bear the full responsibility for such unlawful conduct.

With respect to sexual harassment, the following is prohibited:

1. Unwelcome sexual advances, request for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
  - Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
  - Such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.
2. Offensive comments, jokes, innuendoes and other sexually-oriented statements.

**If Harassment Occurs:**

1. When possible, confront the harasser and tell him/her to stop. Sometimes a simple confrontation will end the situation.
2. If confrontation is unsuccessful, immediately contact your CMG supervisor to report the harassment.
3. An investigation will be conducted and appropriate action taken, including disciplinary measures. We will investigate, in confidence; all reported incidents of harassment and retaliation.

Employee Signature: \_\_\_\_\_

Date: 3/28/2021

