



Effective Date: 11/20/2015

Employee: Mohamed Haybe

Re: Termination of Employment

Your employment with Employer Solutions Staffing Group has been terminated due to not following safety policies. Please see the attached Moline Line Process, 30 and 90 day reviews, the Supermoms employee survey acknowledging that you understood the safety process when cleaning the Moline Line and handbook pages 14 and 23.

As of this date, you Mohamed Haybe have left us no other option but to terminate from your employment with Employer Solutions Staffing Group / Corporate management Group. This is in accordance with the employee handbook policies, which you signed acknowledgment of at the beginning of your employment (07/08/2015). Thanks you for the service you have provided and wish you well in your future endeavors.

Employer Solutions staffing Group is aware that you are currently treating for a workers compensation injury. We hope you continue your treatment plan and are on your way to recovery.

Employer Representative: *[Signature]*

Date: 11-20-15

Witness: *Kathryn M. Glenn*

Date: 11-20-15

Employer Solutions Staffing Group, LLC  
7301 Ohms Lane Suite 405  
Edina, MN 55439

Cc Alanna Vetsch Gallagher Bassett Claims adjuster.



<b>Moline Line (including Yoga, Sheeter's, Belt and Proofer)</b>		
<b>Document Number:</b> P3117	<b>Type:</b> Bakery Cleaning Procedure	<b>Pages:</b> 5

**Purpose:** The purpose of this procedure is to establish a consistent and documented method for cleaning the Moline Line in the bakery.

**Scope:** This procedure applies to all employees that are responsible for cleaning the Moline Line in the Bakery.

**Frequency:** Per Master Sanitation Schedule

**Cleaning Location:** Fryer area

**Required PPE:**

1. Disposable blue gloves
2. Protective glasses
3. Hairnet
4. Uniform
5. Non-slip shoes or boots

**Chemical(s):**

1. Wipe Off (Soap)
2. Pro 4 Quat 400 ppm (Sanitizer)

**General Equipment:**

1. 3 red sanitation buckets
2. Hot water hose
3. Metal scraper
4. Paper towels (for grease zerts)
5. Clean white towels for food contact surfaces
6. White scouring pad for food contact surfaces
7. Green scouring pad for non-food contact surfaces
8. White brush for food contact surfaces
9. Yellow brush for non-food contact surfaces
10. Air hose with nozzle attachment
11. Plastic bags
12. Vacuum cleaner
13. Yellow floor squeegee
14. Broom and dustpan
15. Mop and mop bucket
16. Blue floor scrubber (if necessary)
17. Bakery cart
18. SkyJack (for proof box)
19. 55 gallon grey brute (or larger)
20. 55 gallon yellow brute

### CAUTIONS:

- Employees handling chemicals should always be cautious for themselves and fellow employees.
- Ensure all chemicals are properly identified.
- While cleaning the Moline Line the floor and surrounding areas will become wet and slippery.
- **ONLY TRAINED/LICENSED PERSONNEL MAY OPERATE THE SKYJACK LIFT!!!**
- **SAFETY HARNESS/HARD HAT MUST BE WORN AT ALL TIMES** while on this lift.
- Always use caution when working with equipment that has any type of electrical current.
- Be aware of all pinch points.
- **Never** reach for anything underneath a conveyor while it is rotating!!!
- Be sure to use the lockout/tag out procedure on the necessary machines.
- Only trained personnel may use/operate the Blue Floor Scrubbers.

**Note:** The Moline Line is cleaned by sections. There are three sections. Refer to the Master Sanitation Schedule for an itemized daily/weekly/monthly cleaning schedule of the Moline Line.

#### **Procedure for Section One:**

(The Yoga)

1. Make sure Yoga is turned off and locked out. (See Supervisor/Lead if help is needed.)
2. Clear the floor/area around the Yoga.
3. Gather 3 red sanitation buckets and a bakery cart. Bring them to the chemical dispenser.
4. On the chemical dispenser, select #1 and dispense soap into the 1<sup>st</sup> red sanitation bucket. Refer to the Chemical Dispenser Guide Sheet. Fill the 2<sup>nd</sup> bucket with sanitizer. Fill the 3<sup>rd</sup> bucket with warm rinse water. Place all three buckets on bakery cart and bring to the Yoga.
5. Wipe clean (soap, rinse, sanitize) the hopper on top of the Yoga machine.
6. Open the metal panels on both sides of the yoga.
  - a. Use a metal scraper and white food contact brush to remove all dough/flour debris from the rollers and conveyor belts. Brush out any flour debris from underneath the conveyor belts. Sweep or vacuum up all dough/flour debris on the floor inside the yoga and dispose of debris into the appropriate brute.
  - b. Wipe any excess grease off of the grease zerts with paper towels.
  - c. Wipe clean (soap, rinse, sanitize) all supporting framework inside the yoga including ceiling and doors.
  - d. Wipe clean (soap, rinse, sanitize) the plastic side rails, the steel sides to the conveyor, hoses, pipes and electrical cords.
7. Wipe clean (soap, rinse, sanitize) the outside of the flour troughs.
8. **Damp** clean (soap, rinse, sanitize) the **outside** of the electrical panel.

9. Wipe clean (soap, rinse, sanitize) the entire outside supporting framework.
10. Hand wash (soap, rinse, sanitize) all areas on the Yoga Hoist (both sides of the metal plates, controls, cords, latches etc.).
11. Sweep the floor around the outside of the Yoga and dispose of debris in the appropriate brute.

**Procedure for Section Two:**

(Beginning outside of the Yoga machine to the end of the long white conveyor belt, including all equipment used in connection with the line.)

1. Clear the floor/area around the Moline Line.
2. Gather 3 red sanitation buckets and a bakery cart. Bring them to the chemical dispenser.
3. On the chemical dispenser, select #1 and dispense soap into the 1<sup>st</sup> red sanitation bucket. Refer to the Chemical Dispenser Guide Sheet. Fill the 2<sup>nd</sup> bucket with sanitizer. Fill the 3<sup>rd</sup> bucket with warm rinse water. Place all three buckets on bakery cart and bring to the Moline Line.
4. Using a white food contact brush, brush off all the food contact surfaces on the line.
5. For the conveyor belts use a food contact brush and metal scraper to remove all dough/flour debris. The conveyor belts will have to be turned on and rotated to get all surfaces of the belts.
6. Using a yellow non-food contact brush, brush off all non-food contact surfaces on the line including supporting framework.
7. Once the conveyor belts have been scraped and brushed off, underneath the conveyor belts must be brushed off/vacuumed so that they are free from any flour debris.
8. Wash the conveyor belts. (Refer to the cleaning procedure for White Vinyl Belt Conveyors.)
9. The following items must be hand wiped with soap, rinse water and sanitizer using clean white cloths:
  - a. Display panels/controls
  - b. Scale
  - c. Rollers over conveyors
  - d. Sides of conveyors
  - e. All electrical cords
  - f. All air hoses
  - g. All water lines/levers
  - h. Conduit/pipes
  - i. Plastic conveyor guides
  - j. Outside of all guards
  - k. Scrapers to conveyors
  - l. Outsides of flour troughs
  - m. Emergency stop buttons (both sides of line)
  - n. Emergency pull cords (both sides of line)
  - o. All cutters on the line
  - p. 2 cone rollers

10. Empty and clean all catch pans.
11. Wipe any excess grease off of the grease zerts with paper towels (there are 16 grease zerts total).
12. Wipe clean (soap, rinse, sanitize) all supporting framework.
13. Clean up the floor in your area. Sweep up all debris and place into the appropriate brute.
14. Wash, rinse and sanitize the general cleaning equipment and return all items to the appropriate storage area.
15. Once finished and verified for cleanliness, make sure to sign off on the Master Sanitation Schedule for that day.

**Procedure for Section Three:**

(The Curved Conveyor and the Proofer)

1. Clear the floor/area around the curved conveyor/proofer.
2. Gather 3 red sanitation buckets and a bakery cart. Bring them to the chemical dispenser.
3. On the chemical dispenser, select #1 and dispense soap into the 1<sup>st</sup> red sanitation bucket. Refer to the Chemical Dispenser Guide Sheet. Fill the 2<sup>nd</sup> bucket with sanitizer. Fill the 3<sup>rd</sup> bucket with warm rinse water. Place all three buckets on bakery cart and bring to the curved conveyor/proofer area.
4. Empty and clean the catch pan.
5. For the conveyor belt use a food contact brush and metal scraper to remove all dough/flour debris. The conveyor belt will have to be turned on and rotated to get all surfaces of the belt.
6. Clean underneath the conveyor belt using a brush and/or vacuum to remove all flour/dough debris.
7. Scrape and vacuum the motor.
8. Using a yellow non-food contact brush, brush off all non-food contact surfaces on the conveyor belt including supporting framework.
9. Wash the conveyor belt. (Refer to the cleaning procedure for White Vinyl Belt Conveyors.)
10. The motor must be **damp** cleaned only with soap, water and sanitizer.
11. Open all the lower access panels on the proofer.
12. Use the forced air hose with nozzle attachment to blow the heat unit clean. This unit has space between each of the coils. Each individual space must be cleaned thoroughly.
13. The SkyJack is located in the Bakery Warehouse. You will need to thoroughly inspect the lift and safety harness before use. Fill out the inspection/sign out sheet located on the front of the machine.
14. Once the lift has been inspected and the safety/sign-out sheet has been filled out, put on the hard hat and safety harness and move the SkyJack to the proofer. Rise up to the level that you will be working at. Open all then upper access panels.
15. Start at the highest level in the proofer and work your way down. Use the air hose, metal scraper and white brush to clean each individual shelf inside the proofer. Use the vacuum for harder to reach areas and corners. **Note:** The shelves inside the proofer are a dry clean only.

16. Wipe clean the inside and outside of the access panels with soap, rinse water and sanitizer. It is very important to clean the seals on the access panels thoroughly.  
**Note:** Once you are down to the floor level of the proofer, return the SkyJack to the warehouse and if necessary plug it in so that there is a full charge for the next use.
17. Clean the floor inside the proofer and all windows in the access panels.
18. Close all access panels when cleaning inside the proofer is complete.
19. The area on the outside of the proofer where the dough is fed in must be wiped down with soap, water and sanitizer including the outside of the starch trough.  
(Do not wash the exposed shelves from inside the proofer.)
20. The control panel and display screen must be **damp** cleaned only with soap, water and sanitizer.
21. Clean up the floor in your area. Sweep up all debris and place into the appropriate brute.
22. Wash, rinse and sanitize the general cleaning equipment and return all items to the appropriate storage area.
23. Once finished and verified for cleanliness, make sure to sign off on the Master Sanitation Schedule for that day.

**Note:** The motors on the Yoga/Moline Line are cleaned by sections and have specific times when they are cleaned. Refer to the Master Sanitation Schedule for details.

**Procedure for Motors on the Yoga/Moline Line:**

1. Scrape excess debris off of motor using a metal scraper.
2. Vacuum motor.
3. Wipe motor clean with a green non-food contact scouring pad using soap, water and sanitizer. **Do not rinse sanitizer, allow sanitizer to air dry.**

**Note:** The inside of the flour/cinnamon/starch trough's have specific times when they are cleaned. Refer to the Master Sanitation Schedule for details.

**Procedure for Troughs on the Yoga/Moline Line:**

1. Remove the trough and empty the ingredients into the appropriate brute.
2. Gently clean the inside of the trough with soap, water and sanitizer. (Pay particular attention to the small components of the sifter.) **Do not rinse the sanitizer, allow sanitizer to air dry!**
3. Attach clean, dry trough to its designated place on the Yoga/Moline Line.
4. Refill each individual trough with the appropriate ingredient. You **must** label each individual trough with the ingredient name and date/lot code.

Revision Date	Description of Change	Revision Author	Approved By
1/28/2015	Created New	Tippi Parkhurst	Rhonda Breuer





### 30-90 Evaluation for Employees in a New Position

Employee Name: Mohamed Haybe	Department: Sanitation
Job Title: Production	Hire Date: 7/15/15
Supervisor: Hector Aponte	Evaluation Period: 30 Day Review

Tasks	Criteria	Acceptable	Needs Improvement	Not-Acceptable
Attendance	• Reports for all scheduled shifts at the scheduled start time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Notifies supervision in advance if unable to report to work as scheduled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	• Effectively exchanges information, written or verbal, with all types of personnel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Communicates information accurately, timely, and respectfully	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Skills and Ability to Learn	• Able to grasp new concepts and applies them to the job	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Demonstrates technical understanding of the job	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Asks questions to confirm understanding of concepts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Quality and Ability to Follow Work Instructions	• Operates systems and equipment properly	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Follows work procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Amount of rework minimal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Follows through on tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety and QA-Food Safety Awareness	• Follows all Safety policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Watches out for others	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Follows all QA & Food Safety Awareness policies & procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Work and Initiative	• Able to get along with others and help them complete tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Does work without being constantly reminded	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Fits into the norms and expectations of the organization.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please answer the following questions below:

Employee	Supervisor
Are additional resources/tools needed?	Have additional resources/tools that the employee requested been provided?
Are there any barriers or obstacles to successfully perform the work?	If obstacles or barriers exist, what has been done to eliminate them?

For Employees at their 30-Day and 90-Day milestone, please mark one:

- Employee is making progress and meeting performance expectations
- Employee is not making progress and is not meeting performance expectations

<b>Supervisor Comments</b> <i>(If Not-Acceptable is marked for any Task, specific examples must be provided)</i> Mohamed is making progress, is learning new skills, and always able to help others.	
<b>Employee Comments</b>	[Signature] no issues

*This Evaluation has been reviewed with me on this date.*

Employee Signature: [Signature]	Date: 08/19/2015
Supervisor Signature: [Signature]	Date: 8/19/15



### 30-90 Evaluation for Employees in a New Position

Employee Name: Mohamed Haybe	Department: Sanitation
Job Title: Production	Hire Date: 7/15/15
Supervisor: Demario Robinson	Evaluation Period: 90 Day Review

Tasks	Criteria	Acceptable	Needs Improvement	Not-Acceptable
Attendance	• Reports for all scheduled shifts at the scheduled start time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Notifies supervision in advance if unable to report to work as scheduled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	• Effectively exchanges information, written or verbal, with all types of personnel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Communicates information accurately, timely, and respectfully	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Skills and Ability to Learn	• Able to grasp new concepts and applies them to the job	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Demonstrates technical understanding of the job	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Asks questions to confirm understanding of concepts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Quality and Ability to Follow Work Instructions	• Operates systems and equipment properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Follows work procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Amount of rework minimal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Follows through on tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Maintains production pace	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety and QA-Food Safety Awareness	• Follows all Safety policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Watches out for others	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Follows all QA & Food Safety Awareness policies & procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Work and Initiative	• Able to get along with others and help them complete tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Does work without being constantly reminded	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Fits into the norms and expectations of the organization.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please answer the following questions below:

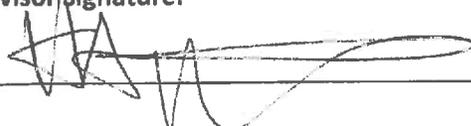
Employee	Supervisor
Are additional resources/tools needed?	Have additional resources/tools that the employee requested been provided?
Are there any barriers or obstacles to successfully perform the work?	If obstacles or barriers exist, what has been done to eliminate them?

**For Employees at their 30-Day and 90-Day milestone, please mark one:**

- Employee is making progress and meeting performance expectations
- Employee is not making progress and is not meeting performance expectations

<p align="center"><b>Supervisor Comments</b>  <i>(If Not-Acceptable is marked for any Task, specific examples must be provided)</i></p> <p><i>Hayden have a good understanding of the cleaning in the Moline line. He helps others to finish the job on time.</i></p>	
<p align="center"><b>Employee Comments</b></p>	<p align="right"><i>Kyle D.</i></p>

*This Evaluation has been reviewed with me on this date.*

<p><b>Employee Signature:</b></p> 	<p><b>Date:</b></p> <p><i>10-17-2015</i></p>
<p><b>Supervisor Signature:</b></p> 	<p><b>Date:</b></p> <p><i>10/17/15</i></p>

Supermoms Employee Survey

Employee Name: Mohamed Haybe Date: 10/19/15

Department: Sanitation Supervisor: Marion

Check One: 30 Day Review \_\_\_\_\_ 90 Day Review \_\_\_\_\_ 5 Months \_\_\_\_\_

1. How did you come to apply for Supermoms? Why?  
Word of mouth, I was told it's great place to work.
2. Did CMG prepare you for your assignment at Supermoms? Why or why not?  
yes they gave me an orientation and told me what's expected etc.
3. On a scale of 1 to 10, how would you rate your training? Why?  
I would rate 10 it was explain to me very well.
4. Who provided you with on the job training? Did you feel comfortable asking questions?  
my lead Michael, and gtr. Thee. Lee, I did comfortable and it was to ask questions.
5. What improvements could be made in the training program?  
None
6. Were other employees in your department helpful? Why or why not?  
yes, they didn't ignore me if I had any questions and very friendly to work with.
7. Were you given clear instructions by your supervisor? Explain.  
yes, he gave instructions in the meeting and during work too.
8. Does your supervisor encourage and reward you for your efforts?  
yes, he always calls great job Mohamed.
9. How would you rate your experience working for Supermoms?  
I would say I do great job 9/out of 10.
10. Do you feel that there are opportunity for advancements at Supermoms?  
yes.
11. Is there anything you would change?  
no at all.
12. Any additional questions or comments:  
No comments.



# Welcome to

Your Assignment at

**NORTHERN TIER RETAIL LLC**  
*d/b/a SuperMom's*



with



employer solutions staffing group.  
Leveraging Resources in a Changing Market

In association with

**CMG**  
CORPORATE MANAGEMENT GROUP

*"your workforce management & staffing experts"*

Revised: 1/2011

## TABLE OF CONTENTS

Introduction .....	3
About This Handbook .....	3
Work Assignments .....	4
Your ESSG Account Manager .....	4
Your <b>SuperMom's MANAGER</b> .....	4
Paychecks .....	5
Overtime .....	5
Attendance .....	5
Tardiness and Absence Reporting .....	6
Safety .....	6
On-the-job Injuries .....	6
Good Manufacturing Practices .....	8
Emergency Evacuation Procedures .....	11
Dress Code.....	12
Lunch/Breaks.....	12
Smoking Policy .....	12
Computer Usage .....	12
Parking .....	13
Phone Calls .....	13
Hospitality Rules .....	13
Behavior and Standards of Conduct.....	14
Conditions of Employment.....	14
Visitor Policy .....	15
Solicitations .....	15
Equal Employment Opportunity Statement .....	17
Performance Review .....	18
Wage Evaluations .....	19
Holidays.....	19
Summary .....	21
Request a New Assignment upon Completion .....	22
Injury Management Program .....	23
Acknowledgment of Antiharassment Policy.....	25
Acknowledgment of At-Will Status.....	26
Acknowledgment .....	27

### **Break rooms:**

- ✓ The refrigerators are for storage of your food.
- ✓ Do not put *open containers* in the fridge.
- ✓ Do not eat other people's food.
- ✓ Please clean tables after using.

### **Respect your coworkers and work areas.**

**Every area should be left the way you would like to find it!**



### **BEHAVIOR and STANDARDS OF CONDUCT**

ESSG and *SUPERMOM'S* have instituted certain rules and regulations to safeguard the interest of all its associates. Refer to your Policies and Procedures Statement. A copy of this statement was shown to you during your orientation. Agreement to abide by these policies and procedures is a condition of your employment with ESSG. Your failure to comply with any of these policies will result in disciplinary action up to, and including, discharge. If you have any questions or concerns about any aspect of your work as an associate, contact your ESSG Account Manager.



### **CONDITIONS OF EMPLOYMENT**

Failure to comply or infractions of the below conditions of employment may result in discipline, up to and including termination of employment.

#### **Attendance /Punctuality**

- Absent without a valid reason
- Late for work/leaving early
- Failure to work and/or abuse of overtime
- Carelessness in protecting company information.

#### **Company Property**

Improper use and care of physical assets e.g. equipment, facilities, copiers

#### **Safety**

- Violating safety practices
- Carelessness
- Safety shoes/glasses
- Misuse of equipment
- Failure to follow procedures

#### **Liquor and Drugs**

- The illegal or improper use, distribution, sale, dispensation or possession of any drug on *SUPERMOM'S* property or during work time is prohibited.

#### **Solicitation**

- Sale of items on company time is prohibited



**RECEIPT OF EMPLOYEE HANDBOOK AND EMPLOYMENT-AT-WILL STATEMENT**

This is to acknowledge that I have read the Employer Solutions Staffing Group LLC Temporary Employee Handbook and understand that it sets forth the terms and conditions of my employment as well as the duties, responsibilities and obligations of my employment with the company. I understand and agree that it is my responsibility to abide by the rules, policies and standards set forth in the Handbook.

I also acknowledge that my employment with ESSG is not for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by the company. I acknowledge that no oral or written statements or representations regarding my employment can alter the foregoing. I also acknowledge that no manager or employee has the authority to enter into an employment agreement, express or implied, providing for employment other than at-will.

I also acknowledge that, except for the policy of at-will employment, ESSG reserves the right to revise, delete and add to the provisions of this Employee Handbook. All such revisions, deletions or additions must be in writing and must be signed by the CEO of the company. No oral statements or representations can change the provisions of this Handbook. I also acknowledge that, except for the policy of at-will employment, terms and conditions of employment with the company may be modified at the sole discretion of the company, with or without cause or notice, at any time. No implied contract concerning any employment-related decision, term of employment or condition of employment can be established by any other statement, conduct, policy or practice.

I understand the foregoing agreement concerning my at-will employment status and the company's right to determine and modify the terms and conditions of employment is the sole and entire agreement between me and ESSG concerning the duration of my employment, the circumstances under which my employment may be terminated and the circumstances under which the terms and conditions of my employment may change. I further understand that this agreement supersedes all prior agreements, understandings and representations concerning my employment with the company.

If I have questions regarding the content or interpretation of this Handbook, I will bring them to the attention of ESSG.

DATE 07-08-2015

EMPLOYEE NAME no name  
PLEASE PRINT

EMPLOYEE SIGNATURE [Signature]

ESSG REPRESENTATIVE \_\_\_\_\_

