



**Relief Services for  
Veterinary Practitioners**  
[www.ReliefVet.com](http://www.ReliefVet.com)

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# **Employee Handbook**

**CHANGE DISCLAIMER**

THE POLICIES AND PROCEDURES FOUND IN THIS EMPLOYEE HANDBOOK MAY CHANGE FROM  
TIME TO TIME AT THE SOLE DISCRETION OF RSVP SERVICES, INC.

RSVP SERVICES, INC. EXPLICITLY RESERVES THE RIGHT TO CHANGE OR MODIFY ANY OF THE  
PROVISIONS CONTAINED IN THESE POLICIES AND PROCEDURES AT ANY TIME, WITH OR  
WITHOUT ADVANCE NOTICE.

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## Employee Welcome Message

Welcome to RSVP Services, Inc. (RSVP or the Company). We are pleased that you have chosen to become an Associate of RSVP.

This handbook has been created to acquaint you with RSVP's policies and to describe your responsibilities as an employee. You should read, understand and comply with all its provisions. This handbook is not intended to anticipate every situation or answer every question about employment. It is not an employment contract and does not create contractual obligations of any kind.

RSVP reserves the right to change, revise or eliminate any of the policies and/or benefits described herein. The only recognized deviations from these policies are those with written authorized an authorized member of management of the Company. The Company will notify employees of any significant changes that affect them as they occur.

It is our intent to comply with all applicable state and federal laws. To the extent any of the policies in this Handbook are inconsistent with a state's laws, the law of the state in which you are working will govern.

RSVP was formed in recognition that a veterinary health care registry was needed and because of the continual shortage of veterinarians, technicians, and receptionists. It is our aim to provide the highest quality veterinarians and staff to the hospitals we serve.

### EMPLOYMENT AT WILL

Employment with the Company is at-will, unless otherwise specified in a written employment agreement. This means employment with the Company is not guaranteed for any specified period of time and may be terminated by you or the Company at any time with or without cause or advance notice. In connection with this policy, the Company reserves the right to modify your position, in its sole discretion including but not limited to transfer, reclassification, reassignment of responsibilities and/or a reduction in hours. In addition, the Company reserves the right to exercise its managerial discretion in imposing any form of discipline it deems appropriate-

### EMPLOYEE CLASSIFICATION AND JOB ASSIGNMENT

Temporary employees are those employees who are hired to provide temporary services to the Company's clients on an as-needed and temporary basis. The availability of work is solely dependent on the needs of our customers. Availability of work is not guaranteed; nor can we make promises as to the proximity of an assignment to an employee's home.

At the end of each assignment temporary employees are required to notify RSVP of the completion of the assignment and their availability for their next assignment. Failure to make such notification may be interpreted as leaving without good cause connected to the work and may disqualify the employee from future unemployment benefits.

## EQUAL EMPLOYMENT OPPORTUNITY

RSVP is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. RSVP prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. With regards to employees with disabilities, if a reasonable accommodation can be identified that will not impose an undue hardship on the customer or Company, the Company will make the accommodation. The Company reserves the right to use its own discretion in making any accommodation. RSVP conforms to the spirit as well as to the letter of all applicable laws and regulations.

## SEXUAL AND OTHER UNLAWFUL HARASSMENT

RSVP is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. Unwelcome sexual advances may be verbal or physical. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following list includes (but is not exhaustive) examples of sexual harassment include:

- Unwanted sexual advances.
- Offering employment benefits or favorable employment decisions in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.
- Invasion of 'personal space' or back/neck rubs are also considered to be inappropriate behavior for an office environment, and each employee is advised to be cautious in this area and considerate of the feelings of co-workers.
- Conduct that has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately

to your supervisor or other member of Management. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Human Resources Department. You can raise concerns and make reports without fear of reprisal or retaliation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should immediately advise the Human Resources Department, so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

## ATTENDANCE

RSVP expects all employees to conduct themselves in a professional manner during their employment; this includes practicing good attendance habits. All employees should regard coming to work on time, working their shift as scheduled, and leaving at the scheduled time as essential functions of their jobs, i.e., good attendance habits form an integral part of every employee's job description.

Among other things, "good attendance habits" mean the following:

- Appearing for work as early as you need prior to the start of the shift, but no later than the start of the shift. Recorded start time should be no earlier than communicated in the assignment;
- Being at your workstation ready for work by the start of the shift;
- Remaining at the hospital unless the needs of the job require being elsewhere, except during authorized breaks (including restroom breaks);
- Taking only the time normally allowed for breaks;
- Remaining at work during your entire shift, unless excused by the on-site supervisor and your RSVP manager;
- Not leaving work until the scheduled end of your shift, unless excused by the on-site supervisor and your RSVP manager;
- Leaving promptly at the end of your shift, unless the on-site supervisor requests that you stay
- Calling in and personally notifying your supervisor or another member of management if you are going to be either absent or tardy, unless a verifiable emergency makes it impossible for you to do so.

## NOTICE OF ABSENCE OR TARDINESS

Under some circumstances, absence or tardiness on your part may be excused at the discretion of your RSVP manager, but only if you give proper notice of such a problem before the start of your shift. RSVP requires advanced notice of attendance problems so that other arrangements can be made to cover your absence, if necessary.

"Proper notice" means that you personally call RSVP at the designated number of your immediate supervisor prior to the start of your shift and make them aware of the problem unless a verifiable circumstance makes it impossible for you to do so.

It is not sufficient to call in and leave a message with a co-worker or someone else who is not in a supervisory position. Office staff have been instructed to route all such calls to supervisory personnel. In addition to RSVP's supervisor, the management at the scheduled clinic must also be notified at the clinic number. If you fail to give proper notice of attendance problems in advance as explained in this policy, you may be subject to disciplinary action, up to and possibly including discharge.

### JOB ABANDONMENT

RSVP expects employees to report for work on time for every scheduled shift. An employee who is unable to report to work at the designated time is required to notify his or her supervisor as soon as practicable but no later than the employee's scheduled start time in accordance with the above Absence policy. Employees who fail to report to work without explanation or notifying the company may be considered as having voluntarily resigned as a result of job abandonment.

If the employee is unable to contact the company for any absence, he or she should ask a representative (such as a family member or friend) to do so on the employee's behalf. If the employee or a representative is unable to contact RSVP due to extreme circumstances (such as a medical emergency or natural disaster that prohibits the employee or his or her representative from contacting the company within two days), the employee or his or her representative must contact the company as soon as practicable to explain the situation. In extreme circumstances, the employer will consider the explanation and its timing before determining if the voluntary resignation will be upheld.

### CONFIDENTIALITY OF INFORMATION

While performing their duties, employees may have access to or gain knowledge of confidential information concerning RSVP, its customers/clients, and other employees. "Confidential Information" is defined as information to which the public does not have general access. This policy governs the use of further disclosure of such information.

With respect to confidential information concerning RSVP, other employees, vendors and contractual partners, and/or its customers/clients, such information should be safeguarded. Any release, duplication, distribution, transmittal, disclosure, or discussion ("release") of such information that is not required by law or by the duties of the employment involved is strictly prohibited.

Unauthorized access to, and unauthorized release of, confidential information will violate the policy and may result in appropriate disciplinary action against the employee(s) involved, up to and potentially including termination of employment, depending on the severity and/or repeat nature of the offense. This policy of confidentiality applies to Company records and client records as well.

### WEAPONS POLICY

To ensure that RSVP maintains a workplace safe and free of violence for all employees, the company prohibits the possession or use of dangerous weapons on Company property or while working for a client.

All RSVP workers are subject to this provision, including contract workers and temporary employees as well as visitors and customers on company property. A license to carry the weapon on Company property does not supersede company policy. Any employee in violation of this policy will be subject to disciplinary action, up to and including termination.

“Company property” is defined as all company-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the company’s ownership or control. This policy applies to all company-owned or leased vehicles and all vehicles that come onto company property.

“Dangerous weapons” include firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy.

RSVP reserves the right at any time and at its discretion to search all containers, briefcases, purses, lockers, desks, enclosures and persons entering its property, for the purpose of determining whether any weapon is being, or has been, brought onto its property or premises in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination.

#### WORKPLACE VIOLENCE POLICY

RSVP has a zero-tolerance position for violence in the workplace. “Workplace violence” is defined to include:

1. Physically aggressive, violent or threatening behavior, such as attempts to instill fear in others or intimidation
2. Verbal or physical threats of any sort
3. Any other conduct that suggests a tendency toward violent behavior. Such behavior includes, but is not limited to, excessive arguing, profanity, threats of sabotage of RSVP or client property, belligerent speech or a demonstrated pattern of insubordination and refusal to follow RSVP policies or procedures
4. Causing physical damage or defacing RSVP or client facilities and property

If any RSVP employee becomes aware of or observes any of the above-references behavior or actions by a co-worker, consultant, customer, third party vendor, visitor, or any other party, he or she should notify his/her supervisor, any member of management, and/or the Human Resources department immediately. Employees should notify Human Resources if they are aware of any restraining orders that are in effect, or of the existence of any other non-work-related situation with the potential to erupt into workplace violence.

All reports of violence in the RSVP workplace will be taken seriously and will be investigated thoroughly and promptly. To the extent possible, RSVP will keep the identity of the reporting employee confidential. However, under certain circumstances, RSVP may need to disclose the reporting employee’s identity. RSVP will not tolerate retaliation in any form against an employee who makes a report of workplace violence.

If, after thorough investigation, RSVP determines that workplace violence has occurred, appropriate corrective action will be taken, and discipline will be imposed on the offending employee(s). The level of



appropriate discipline will depend on the facts in each case, and may include oral or written warnings, reassignment or responsibilities, probation, suspension, or termination. If a non-employee is responsible for the violent activities, RSVP will take corrective action to ensure that such behavior is appropriately addressed and not repeated.

#### DRUG-FREE WORKPLACE POLICY

RSVP intends to help provide a safe and drug-free work environment for our clients and our employees.

RSVP explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on RSVP or customer premises or while performing an assignment.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from RSVP or customer premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk RSVP's reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from RSVP or customer premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk RSVP's reputation.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of the company or its customers, or while on company business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

RSVP will conduct drug and/or alcohol testing under any of the following circumstances:

- **RANDOM TESTING:** Employees may be selected at random for drug and/or alcohol testing at any interval determined by RSVP.
- **FOR-CAUSE TESTING:** An employee may be asked to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of prohibited substances, including, but not limited to, the following circumstances: evidence of prohibited substances on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of prohibited substances, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
- **POST-ACCIDENT TESTING:** Any employee involved in an on-the-job accident or injury under circumstance that suggest possible use or influence of prohibited substances in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

If an employee is tested for prohibited substances outside of the employment context and the results indicate a violation of this policy, or if any employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

### DRESS CODE

As a representative of RSVP, employees should remember that their appearance is a direct reflection on the level of professionalism in the Company. For this reason, all employees shall follow these basic *minimum* guidelines with regards to dress and personal appearance.

- Employees in positions that require contact with the general public, clients, and/or patients should dress in a manner that is keeping with the accepted standards of professional attire.
- Employees may not wear scrubs, jackets, or other items of clothing in which the name or logo of another clinic is visible. Only closed-toe shoes may be worn.
- While increasingly common, visible tattoos and body piercings are considered by many to compromise a professional appearance. Therefore, the Company policy is employees should not have excessive visible tattoos or piercings. Employees with excessive body art/ornamentation may be asked and expected to cover them with clothing.
- Employees who refuse to comply with RSVP's reasonable standards of dress can be sent home to change into more appropriate attire. Repeated violation of this policy can lead to disciplinary action up to and including termination.
- Facial hair should be neatly trimmed. Hair color should be reasonably within natural orientation.

An employee who is in doubt about the appropriateness of a particular style of dress should consult their manager in advance.

### CELL PHONE USE POLICY

Cell phones and social media have the potential to create distractions in the work environment and reduce productivity. The employee's first responsibility is to needs of the clinic business. Use of cell phones during working hours is prohibited. Cell phones should always be turned off or set on vibrate mode during work hours. Employees may only use their personal cell phone while on designated break periods set by the client. Use of social media (e.g. Facebook, Instagram, Snapchat etc.) is strictly prohibited during working hours. Any employee who uses a cell phone while on assignment to the point a client raises a complaint may be subject to disciplinary action up to and including termination.

### SMOKING POLICY

RSVP maintains a smoke and tobacco-free office. No smoking or other use of tobacco or similar products (including but not limited to cigarettes, pipes, cigars, snuff, chewing tobacco, or e-cigarettes) is permitted at any point during a workday, while on company business, while in transit between work locations or assignments, while at client locations, in any part of the company building, or anywhere on or in company or client parking areas. There are no designated smoking areas inside or on RSVP premises, nor does the company allow smoking breaks during the workday, i.e., no additional breaks beyond those allowed under the company's break policy may be taken for the reason of using tobacco or similar products.

Employees may not have the smell of tobacco smoke on their persons during work hours or while on company business. In general, employees should not use or consume any substance, the effects or traces of which could interfere with the employee's presentation of a clean and professional appearance to clients and the public in general.

Please remember to conform to the smoking or tobacco use policies of our clients when working at a client's site.

### WAGE OVERPAYMENT/UNDERPAYMENT POLICY

RSVP takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled paydays.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of their supervisor and/or Human Resources, so corrections can be made as quickly as possible.

If it is verified the employee has been underpaid, RSVP will pay the employee the difference within 5 business days by check or direct deposit.

If the employee has been overpaid, the employee is required to return the overpayment to RSVP by check (or by working) within 10 days. By authorization from the supervisor and the Payroll department, an overpayment *may* be regarded as an advance of future wages payable and will be deducted in whole or in part from the next available paycheck(s) until the overpaid amount has been fully repaid. No employee is entitled to retain any pay more than the amount he or she has earned according to the agreed-upon rate of pay.

Errors in pay should be presumed to be unintentional. We ask employees to be understanding if such an event occurs. RSVP will promptly rectify any errors made on their part, and we ask employees to do the same.

## WORK SCHEDULES AND TIMESHEETS

RSVP expects all employees to follow their assigned work schedules unless they have made prior arrangements with their supervisor to work at different times. Employees should not clock in prior to their assigned start times, nor should they clock out later than their assigned ending times, unless they have been instructed by a hospital manager to start work early or stop work late. Employees should be ready and prepared to begin their assigned tasks when they clock in and should not clock out until they are completely finished with their work for the day.

RSVP must maintain accurate time records on all employees, and each employee bears primary responsibility for enabling the Company to do that. Accurate and honest recording of time worked and complying with the company's timekeeping procedures are inherent in the responsibilities of all employees. Failure to properly clock in and out is an imposition on the other employees who must handle the negligence and will result in corrective action as outlined below.

Each employee must fully and accurately record all time that he or she works each day, without exception, according to the rules and procedures that apply in the department to which the employee is assigned. No employee may alter or otherwise modify his or her time record, record work time for another employee, unless specifically instructed or allowed to do so by a supervisor. No employee may work without properly recording the time worked. At the end of each pay period, the employee must certify the record of time is accurate and complete.

Time sheets submitted late may miss the deadline for direct deposit and will be paid by check sent by US mail. Employees who repeatedly submit late time sheet deadlines may have to wait until the next pay day for payment.

Any violation of this policy may lead to disciplinary action, up to and potentially including termination of employment depending upon the severity or repeat nature of the offense.

## ON THE JOB INJURY

If an injury is sustained within the RSVP work environment, the following steps must be taken;

1. Contact your supervisor
2. Seek out medical treatment at the nearest Concentra Urgent Care.
  - a. You will receive the location of the closest Concentra Urgent Care (or similar facility) from RSVP personnel. If a Concentra Urgent Care is not near you, RSVP will aid you in locating the nearest urgent care facility.
  - b. If you sustain a serious injury, please seek out your nearest emergency medical treatment facility, i.e. emergency room.
  - c. If you choose to decline medical treatment, you are required to fill out a Medical Treatment Wavier Form.
3. Fill out an Accident/Injury Report
4. Fax your Accident/Injury Report to RSVP Services, Inc. at 940-381- 1847

## PROGRESSIVE DISCIPLINE

RSVP practices the use of Progressive Discipline. Generally, the Company will try to exercise the progressive nature of this policy by initial warning, second warning, and a final warning before proceeding to a termination of employment. *However, the Company reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense.* Where warranted by the seriousness of the offense, employees may be terminated without prior notice or disciplinary action.

When considering the seriousness of the offense, the Company may weigh factors such as 1) whether the offense is repeated despite coaching, counseling or training 2) the employee's work record and 3) the impact the conduct and performance issues have on the Company and our reputation.

Each warning, whether verbal or written, will be summarized by the manager and sent by email to the employee. The employee is required to confirm receipt and acceptance within 3 business days as an indication the performance problem and the future expectations are understood. Failure to respond may be interpreted by the Company as unwillingness to comply with company policy or insubordination. A copy of the warning will be retained in the employee's file.

Progressive disciplinary action can cover a range of disciplinary measures, including two or more of the following steps:

1. oral and written warnings;
2. probation;
3. suspension with or without pay;
4. disciplinary pay cuts
5. demotion or reassignment;
6. final warning; and
7. discharge.

In the case of serious misconduct, an employee may be suspended and/or discharged on the first offense. Serious workplace misconduct includes, but is not limited to:

- Theft;
- Fighting;
- Behavior/language of a threatening, abusive, or inappropriate nature;
- Misuse, damage to, or loss of Company property;
- Falsification, alteration, or improper handling of Company-related records;
- Unsatisfactory customer service;
- Disclosure or misuse of confidential information;
- Unauthorized possession or concealment of weapons;

- Insubordination (e.g. refusal to carry out a direct assignment);
- Possession, use, sale, manufacture, purchase, or working under the influence of non-prescribed or illegal drugs, alcohol, or other intoxicants.

## WORKPLACE ETIQUETTE

Every employee represents RSVP to our customers. The way we do our jobs presents an image of our entire organization. Customers judge all of us by how they are treated with each employee contact. Therefore, one of our first business priorities is to assist any customer or potential customer. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to customers. Our personal contact with the public, our manners on the telephone, and the communications we send to customers are a reflection not only of ourselves, but also of the professionalism of the Company.

RSVP strives to maintain a positive work environment where we treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by talking with a co-worker with politeness and respect to resolve a difference. In most cases, common sense will dictate an appropriate resolution. The Company encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

## RSVP Services Agreement

RSVP was formed in recognition that a veterinary health care registry was needed because of the continual shortage of Veterinarians, Technicians, and Receptionists. It is our aim to provide the highest quality veterinarians and staff to hospitals on an as needed basis. We earnestly hope that RSVP will serve you by providing freedom of scheduling and excellent pay.

To provide a general understanding between the RSVP member and RSVP, we request the following agreement be signed and returned to RSVP. We feel this arrangement will furnish a structure for a mutually beneficial relationship. Remember, RSVP is here to service you and your career development.

***Standards.*** The RSVP member agrees that they will work at the highest level of professional competence and conduct within the profession they practice.

***Authority.*** It is expressly agreed that the RSVP member shall have no right or authority at any time to make any contract or binding promise of any nature on behalf of RSVP whether written or oral, without the express written consent of RSVP.

***Compensation.*** As compensation for the hours of service actually rendered under this agreement, RSVP employees and subcontractors shall be compensated as outlined in the employee manual on a semi-monthly basis. There shall be no minimum nor maximum amount of hours per week unless expressly

guaranteed by RSVP. Working more than 40 hours per week is not permitted without approval of an RSVP manager. Any employee approaching 40 hours must notify their RSVP manager for instructions on how to proceed.

***Expenses.*** It is recognized by the parties to this agreement that the RSVP members will be obliged to expend money for travel and uniforms as is necessary to do the job. These expenses shall be borne solely by the member without right of reimbursement from RSVP.

***Taxes.*** Veterinarians and groomers are considered independent contractors and will be paid as independent contractors; thus no taxes will be withheld by RSVP. Technicians and receptionists will be considered employees of RSVP and therefore have their taxes withheld. RSVP will contribute its appropriate portion to Social Security and Unemployment.

***Trade Secrets.*** It is contemplated that the RSVP member in the course of contracting with RSVP will be engaged in work involving the organization's compilation of records and information regarding RSVP's clients. All such compilations of records and information are trade secrets, which the member shall not disclose, directly or indirectly, or use in any way, during the term of this agreement and thereafter, except as required in the course of rendering services.

***Solicitation of clients.*** RSVP members shall not, either during nor for six months immediately following their termination of this membership agreement, directly or indirectly, call on, solicit, or take away or attempt to call on, solicit, or take away any of the active clients of RSVP (active clients are those who have utilized the services or RSVP during the past six months). These clients have likewise contracted not to hire RSVP members independent or RSVP within a six month period of utilizing the services or RSVP. They understand that there will be a fee assessed, payable to RSVP (not the member being hired) if they violate this agreement.

***Veterinarians.*** Veterinarians are required to maintain their own malpractice insurance and Texas licensing.

## **ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK**

The Employee Handbook contains important information about RSVP Services, Inc., (RSVP Services) and I understand that I should consult my supervisor or Human Resource department regarding any questions not answered in this handbook. I have entered my employment relationship with RSVP Services voluntarily and understand that there is no specified length of employment. Accordingly, either RSVP Services or I can terminate the relationship at will, at any time, with or without cause, and with or without advance notice.

I understand and agree that no person other than an authorized member of RSVP Services' management may enter into an employment agreement for any specified period of time or make any agreement contrary to RSVP Services' stated employment-at-will policy.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur, except to RSVP Services' policy of employment-at-will. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only an authorized senior member of RSVP Services management can adopt any revisions to the policies in this handbook.

Furthermore, I understand that this handbook is neither a contract of employment nor a legally-binding agreement. I have had the opportunity to read the handbook, and I understand that I may ask my supervisor or any employee of the Human Resources Department any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies and any revisions made to it. I further agree that if I remain with RSVP Services', following any modifications to the handbook, I thereby accept and agree to such changes.

I have received a copy of RSVP Services' Employee Handbook on the date listed below. I understand that I am expected to read the entire handbook. Additionally, I will sign the two copies of this Acknowledgement of Receipt, retain one copy for myself, and return one copy to RSVP Services' representative listed below on the date specified. I understand that this form will be retained in my personnel file.

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Signature of Employee

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Date

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Employee's Name – Printed

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Company Representative