

Employee Handbook Acknowledgement Form

I have received and reviewed a copy of the NTS Employee Handbook & Policy Manual.

The employee handbook describes important information about NTS, and I understand that I may consult a member of management or the Operations Director regarding any questions not answered within this handbook.

I understand that my employment with NTS is at-will. I have entered into my employment relationship with NTS voluntarily and acknowledge that there is no specified length of employment. Accordingly, NTS or I may terminate the employment relationship at-will, with or without cause, at any time, and with or without notice, in accordance with any applicable federal or state law.

I acknowledge that my employment with NTS is at-will, and my employment agreement is with NTS senior executives, namely the company CEO and COO. Managers, supervisors, and other NTS staff members do not have the authority to offer a separate written or verbal employment agreement.

I understand that NTS senior executives may update any and all policies and practices outlined within this handbook at any time, for the safety, welfare and health of its employees, clients and company. The company reserves the right to revise this handbook and the terms of any employee agreement at any time. All implemented changes will be communicated through official internal NTS notice. I understand that revised information may supersede, modify, or eliminate existing policies.

I understand and agree that this Employee Handbook was created to standardize company policies, and procedures. I acknowledge that this handbook is neither a contract of employment nor a legal document.

I have received and reviewed a digital copy of this handbook and agree to comply with all outlined policies and procedures contained in this handbook, to include any future handbook revisions that I receive. I further understand that this handbook herein supersedes all previous handbook versions and prior practices.

Employee's Signature

Date

Employee's Name (Print)

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE