



**Employee Acknowledgement Receipt of:**

- EMPLOYEE HANDBOOK**
- HARASSMENT POLICY**
- FAIR CREDIT REPORTING ACT DISCLOSURE AND AUTHORIZATION**

This handbook is presented to provide you with information about your employment with OEM America. It has been prepared as a guide and reference only. This employee handbook is not a contract. The company adheres to the policy of **employment-at-will**, which means that either you or the company may terminate your employment at any time, for any reason, with or without cause and with or without notice.

The company reserves the right to revise, discontinue, suspend or modify any of the policies contained in this handbook at any time and in its sole discretion. The company's policy of employment-at-will, however, may only be modified by a formal contract, signed by both the employee and the President, evidencing the company's intent to enter into a contract of employment.

President

David M. Fernandez

I, \_\_\_\_\_, have received a copy of OEM of America's Employee Handbook, Harassment Policy, and Fair Credit Reporting Act Disclosure and Authorization. I understand the company has the right to revise, discontinue, suspend or modify any of the policies contained in this handbook at any time and that all such changes will be binding upon all employees.

I agree that I will settle any and all previously unasserted claims, disputes, or controversies arising out of or relating to my application or candidacy for unemployment, employment and/or cessation of employment with OEM America™ exclusively by final and binding arbitration before a neutral arbitrator pursuant to the Federal Arbitration Act. By way of example only, such claims include claims under federal, state, and local statutory or common law, such as the Age Discrimination in Employment Act, Title VII of the Civil Right Act of 1964, as amended, including the amendments of the Civil Rights Act of 1991, the Americans with Disabilities Act, the law of contract and the law of tort.

My signature below indicates receipt of the Employee Handbook, Harassment Policy, Fair Credit Reporting Act Disclosure and Athorization and my agreement to abide by the guidelines set forth.

I further understand that my employment with the company is at-will, for no definite period of time.

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

\_\_\_\_\_  
Date

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_