

VIII. ACKNOWLEDGEMENTS

- **Receipt of Handbook**
- **No Harassment Policy**
- **Client Internet and E-mail Systems**
- **Blogging and Social Media**
- **Means of Communication Acknowledgement**

**RECEIPT OF HANDBOOK
ACKNOWLEDGEMENT**

I acknowledge that I have received, read, and understand the policies outlined in the PACE Handbook and that I have had the opportunity to ask my supervisor any questions I have about the policies. I agree to conform to the rules and regulations of PACE as described in the handbook, which is intended as a guide to human resource policies and procedures. I understand that the company has the right to change the handbook without notice. It is understood that future changes in policies and procedures will supersede or eliminate those found in this book, and that employees may be notified of such changes through normal communication channels.

I also understand and agree that the information contained in these materials does not constitute an employment contract between PACE and me, and that either I or PACE may terminate our employment relationship at any time, with or without cause. I understand that no manager or representative of PACE, other than the President of the company, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

Note: This disclosure statement will be placed in your personnel file.

SIGNATURE _____

PRINT NAME: _____ DATE: _____

NO HARASSMENT POLICY ACKNOWLEDGEMENT

PACE is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, PACE expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment. Harassment of any kind is prohibited and will not be tolerated by anyone in a working relationship with the employee. Employees found in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

Harassment is defined as verbal or physical conduct which:

1. Denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, national origin, age, disability, genetic information, gender identity, sexual orientation or any other characteristic protected by law.
2. Has the purpose or effect of creating an intimidating, hostile or offensive working environment;
3. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
4. Otherwise adversely affects an individual's employment opportunities.

Prohibited harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, sex, national origin, age, disability, genetic information, gender identity, sexual orientation or any other characteristic protected by law. Prohibited harassing conduct also includes written or graphic material that is placed on walls, bulletin boards or elsewhere on the premises or that is circulated in the workplace.

This policy also prohibits sexual harassment. Sexual harassment is defined as:

1. Unwelcome sexual advances;
2. Requests for sexual favors and all other verbal or physical conduct of a sexual or otherwise offensive nature, particularly where:
 - a. submission to such conduct is made explicitly or implicitly a term or condition of employment;
 - b. submission to or rejection of such conduct is used as a basis for decisions affecting an individual's employment; or
 - c. such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment;
3. Sexually offensive jokes, innuendoes and other sexually oriented statements or behavior.

If you experience or observe any prohibited harassment, including incidents on client property, ***promptly report the incident to your supervisor, or the President.*** This includes not only the PACE employee's action but supervisor/subordinate and coworkers at client locations, as well as vendors, customers or other non-employees. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass him/her and report it directly to the next level of supervision, or the President. Your complaint will be investigated and kept confidential to the extent possible. Individuals who make complaints have an obligation to assist and cooperate with the company's

investigation. All supervisors who become aware of potential incidents of sexual harassment are required to report this information even if those incidents involve upper-level managers or individuals not in their chain of command.

If the company determines that an employee has harassed another employee, or employee of a client, appropriate remedial action will be taken against the offender, up to and including termination.

The company prohibits any form of retaliation against an employee for lodging a complaint under this policy or for assisting in the investigation of a claim of harassment.

Note: This disclosure statement will be placed in your personnel file.

I have read and understand the policy on No Harassment.

SIGNATURE _____

PRINT NAME: _____ DATE: _____

**CLIENT INTERNET AND E-MAIL SYSTEMS
ACKNOWLEDGEMENT**

Only those persons who have received permission from the client are authorized users of the client's Internet and E-mail systems. Employees who are given client Internet and/or E-mail access privileges will be asked to review and sign the following statement before access is granted.

Using the client's Internet and E-mail systems includes (a) that the user has read and understood the Client Internet, E-mail, & Other Company Communication Systems Policy, and (b) acknowledgement that usage, which does not comply with the policy may result in sanctions as defined within the policy.

Because of the nature and technology of electronic communication, PACE or the client can neither assure the privacy of the person's use of the client Internet and/or E-mail systems or the confidentiality of particular messages that may be created, transmitted, received or stored thereby.

Security is a high priority on computer networks. If you identify a security problem or any misuse of the client's Internet or E-mail systems, you must notify the client immediately.

Certification:

I certify that I have read the PACE Client Internet, E-mail, & Other Company Communication Systems Policy. I understand and agree to follow its terms and conditions. I understand any violation of the policy may result in other disciplinary action; and may constitute a criminal offense. I use the Internet and E-mail systems entirely at my own risk and I hereby release PACE from any claims arising from my use of the client's Internet or E-mail systems.

Note: This disclosure statement will be placed in your personnel file.

SIGNATURE _____

PRINT NAME: _____ DATE: _____

**BLOGGING AND SOCIAL MEDIA
ACKNOWLEDGEMENT**

I acknowledge that I have read and understand the Blogging and Social Media policy outlined in the PACE Handbook and that I have had the opportunity to ask my supervisor any questions I have about the policy. I agree to abide by the rules and regulations of PACE set forth in this policy as described in the employee handbook. I understand that the company has the right to change the handbook without notice. It is understood that future changes in policy will supersede or eliminate those found in this book, and that employees may be notified of such changes through normal communication channels.

Note: This disclosure statement will be placed in the user's personnel file.

SIGNATURE _____

PRINT NAME: _____ DATE: _____

**MEANS OF COMMUNICATIONS
ACKNOWLEDGEMENT**

Due to the ever-changing nature of PACE's industry I agree to receive text messages and email to my personal accounts from PACE for immediate communication about current and future job opportunities, schedule changes, job changes or other business purposes.

My current information is:

E-mail Address: _____

Cell Phone Number: _____

Additionally, I understand it is my responsibility to keep my contact information current and will notify management immediately of any changes. I also understand that standard text message rates or fees may apply and I agree that I am solely responsible for paying those fees.

PACE will respect my privacy and will not tolerate intentional solicitation of spam, nor will PACE send me unsolicited advertisements or promotional materials.

While PACE may share my contact information with a respected client on my behalf, PACE will never sell, rent, lease or give away my information to any non-business third party without my consent.

Note: This acknowledgement will be placed in my personnel file.

SIGNATURE _____

PRINT NAME: _____ DATE: _____