



EUVORI aquatics®

ARIZONA'S LARGEST AQUATIC MANAGER

EMPLOYEE HANDBOOK

CONTENTS

Welcome	4
Before We Start.....	5
About EUVORI.....	5
Our Mission.....	6
What we'll expect from you.....	6
Personal Hygiene and Uniforms	6
Time Tracking and Compensation.....	7
Reward and Recognition	8
Quarterly Reviews & Pay Raises	9
Corrective Action.....	9
Schedules	10
Attendance	10
Paid Sick Time (PST).....	11
Paid Time Off (PTO)	12
Workplace Safety	12
Diversity	13
Anti-Harassment.....	13
Workplace Violence.....	14
General Conduct.....	15
Outside Employment.....	16
End of Employment.....	17
Laws and Regulations.....	19
Exceptions	19
Policies and Procedures	21

EUVORI aquatics[®]

4400 N SCOTTSDALE RD, SUITE 9-754
SCOTTSDALE, ARIZONA 85251

anti-sexual abuse and molestation21

at-will employment policy.....24

family and medical leave25

military leave28

open door.....30

solicitation, distribution, and trespassing31

Employee Handbook Receipt.....33



4400 N SCOTTSDALE RD, SUITE 9-754
SCOTTSDALE, ARIZONA 85251

WELCOME

To Our Employees:

I want to take a moment to welcome you to the Euvori Aquatics family. You were hired because we believe you share our passion for both aquatics and customer service.

I look forward to watching you grow with us, either by taking any opportunities provided to move up within our company, or by using the skills and experience you'll gain while working here to advance to a new career outside of our organization. I sincerely hope you find your work at each role here to be challenging, rewarding, and meaningful.

From the start, we've felt putting our employees first would be the most consistent way to ensure we're able to consistently impress our clients and guests. As such, this handbook has the goal of making our staff aware of the many programs and policies in place we have to make our workplace better, such as our Paid Time Off (PTO), Salaries and Promotions, and Reward and Recognition policies. We also include a lot of information regarding what hasn't worked so well for our organization in the past, such as having employees who are too consistently tardy or call out of shifts, and the respective policies we have in place to ensure things keep running smoothly even with life's inevitable circumstances.

Should you ever find yourself with any questions or concerns regarding any items found in this handbook or as you begin work with us, please do not hesitate to reach out to your immediate supervisor, Human Resources, or myself. We want every day to be a great day, and we're always here to help.

Regards,

A handwritten signature in black ink that reads "Alexander Minardo".

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BEFORE WE START

This handbook is written for you as an employee of EUVORI LLC (the "Company" and "EUVORI"). This handbook is not an employee contract and is also not all-inclusive; it is simply a summary of the standards and guidelines we hold ourselves to and the standards and guidelines we expect from our employees. Each employee is expected to become familiar with the Employee Handbook. The following pages contain information regarding many of the policies, standards, and guidelines of EUVORI. Any questions regarding these policies, standards, and guidelines should be directed to Human Resources.

ABOUT EUVORI

HISTORY

EUVORI was founded as an Arizona Limited Liability Corporation in October of 2016 by Alexander Minardo.

At inception, EUVORI was branded as EUVORI Safety Training and Supplies, focusing on training and certifying participants in lifeguard, CPR, AED, basic first aid, emergency oxygen, blood borne pathogens, and general water safety.

Today, EUVORI is branded as EUVORI aquatics and is now Arizona's largest aquatic manager with clients including local municipalities, summer camps, and homeowners associations in addition to some of the nation's most respected and internationally-recognized hotel brands, country clubs, and more.

THE EUVORI DIFFERENCE

When switching from other aquatic management brands, our customers pay attention to two big differences: reliability and customer service.

Due to the nature of our business, it's not only good etiquette to arrive on time to shifts, but is oftentimes required by law. Having dependable staff paired with a well thought call-out policy in place helps to ensure we never have to close amenities at any of our client pools.

Another expectation clients have with our service is superb customer service. While other services may have the goal of simply "getting the job done," our staff are known for consistently going above and beyond guest expectations to make each interaction truly five stars.



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CREDENTIALS

EUVORI has been an approved training center since 2016 through StarGuard ELITE (SGE) for lifeguard certification courses and the American Safety and Health Institute (ASHI) for CPR, AED, and Basic First Aid Courses. EUVORI also has an "A+" rating with the Better Business Bureau, the highest rating available. We have also been featured on ABC 15's "What It Takes to be a Lifeguard" segment in 2021.

OUR MISSION

We aim to further our reach and services to become the nation's largest aquatic manager. We plan to accomplish this goal by continuing to be our clients' best asset in problem solving by the pool and providing unbeatable levels of customer service and integration. One of our greatest challenges in reaching this goal will include ensuring every employee at every location maintains our high brand standards and company culture through every guest or client interaction.

WHAT WE'LL EXPECT FROM YOU

EUVORI is a fast-growing company comprising of just about everything imaginable in aquatics. We're constantly expanding, changing service offerings, and rethinking our business model and practices.

We can't do it alone. We need passionate employees who are as excited about the future as we are. Those who care about service, dependability, and are always improving their work and skills will do well here. Those who simply want to come in to work, grab the paycheck, and go home likely won't be sought after for leadership opportunities.

If you have an idea, speak up. When something goes wrong, notify a supervisor right away. At the end of the day, we can't improve our services or solve problems without excellent communication within our entire organization.

PERSONAL HYGIENE AND UNIFORMS

Employees are expected to maintain a professional and hygienic appearance at all times. EUVORI employees are required to wear the uniform pieces corresponding to their job position for every shift. For a full list of uniform requirements for each role, visit euvori.com/uniforms.

Where a particular uniform isn't required for a job position the employee is performing, professional attire is still required. The following are considered unacceptable as workplace attire or appearance:



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- Vibrant hair colors (ie. pink, blue, green); hair must be of natural appearing color.
- Torn, worn, or otherwise damaged clothing or shoes.
- T- Shirts that are not part of a uniform.
- Piercings other than on the ears. Other visible piercings are not allowed.
- Visible tattoos, either permanent or temporary.
- Jewelry which poses a safety hazard.
- Mustaches, goatees, and beards which are not clean in appearance or not well-trimmed.
- Offensive body odor, greasy-appearing hair, or otherwise poor personal hygiene.

Any employee who is not in uniform, is wearing an incomplete uniform, or is otherwise has a less than professional appearance may be sent home and/or written up.

TIME TRACKING AND COMPENSATION

PAYMENT OF WAGES

Employees are paid on a weekly basis. Pay periods close each week on Sundays at 11:59 pm and are paid out on Fridays, except when a Federal Holiday delays the payment of funds. For pay dates which fall on or around Federal Holidays, the pay date may be delayed to the following business day.

Employees have the option of being paid through check payment or direct deposit. Employees who choose payment by physical check will have their check mailed to the address on file.

OVERTIME

Employees are expected to work overtime when needed. Non-exempt employees will be paid one and one-half times the regular hourly rate for time that exceeds 40 hours in a given work week. All overtime work must be included on the employee's time card. Non-exempt employees may not be given compensatory time off in lieu of overtime pay in a future work week.

When an employee is not scheduled to work overtime, employees are prohibited from covering shifts from co-workers that would then require EUVORI to make an overtime payment. Overtime is paid only for hours performing work. Time off due to illness or occupational injury does not count as hours worked for the purpose of overtime accumulation.

MEAL AND REST PERIODS

A minimum of the following meal and rest periods will be given to employees which work the required amount of hours. The meal and rest periods will be scheduled by your supervisor which provide minimal disruption to normal business operations during normal operational hours.



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EUVORI offers rest and meal periods to all employees.

- For shifts between 0 and 2 hours long, no meal or rest periods will be provided.
- For shifts longer than 2 hours, one 30-minute rest period will be provided at least every two hours. All staff are expected to remain on-site and ready to assist through the duration of their rest periods.
- For shifts over 6 hours long, one 30-minute unpaid meal period will replace a rest period. Employees must use the "Take a Break" function on QuickBooks Time for this meal period. Employees who are on break will not be expected to resume working until their meal period has ended, are are welcome to leave the facility during this time.

Meal and rest periods cannot be combined together for a longer break. Meal and rest periods cannot be used to compensate for a late arrival or early departure.

HOURLY TIME ENTRY

Every employee must clock in and clock out using the Quickbooks Time application. Any time errors must be noted in the shift notes. Due to the remote nature of our business, all employees are required to turn location tracking services on while clocked in.

Time which is not entered or entered erroneously which results in backpay to the employee will result in a write up. Altering, falsifying, or tampering with time records, including clocking in or out while off-property, or recording time on behalf of another employee is prohibited and subject to disciplinary action.

REWARD AND RECOGNITION

At the end of the day, it's truly the hard work and dedication amongst all of our employees that allow our business to be so successful. To say thanks, we've developed the following reward and recognition program.

RECOGNITION CARDS

Any time a Lead Lifeguard or Manager notices an employee going above and beyond job expectations, they have the opportunity to issue a Recognition Card. Recognition Cards are not only a physical card for the employee to take home, but also earn the recipient one recognition point.

RECOGNITION POINTS

Recognition Points are accrued as employees receive Recognition Cards. Each Recognition Point is redeemable for \$5.00 of digital gift cards from a selection of retailers. Recognition Points can be

used together to redeem one gift card of a higher dollar value, given that the dollar value coincides with the Recognition Points accrued.

MONTHLY DRAWING

Every month, all Recognition Card earners for the prior month will be entered into a drawing for a grand prize digital gift cards from a selection of retailers. The value of the gift card will be determined below based off of business demand:

- May - August: \$250.00
- September - April: \$100.00

QUARTERLY REVIEWS & PAY RAISES

Every quarter, all employees will undergo a Performance Review with their respective manager. Included items for discussion in Performance Reviews consist of topics related to the role the employee is providing to the company. The following rubric will be used to correspond to the following pay increases:

LIFEGUARD

Occurrence Points Accumulated (last 90 days)	Pay Raise
0	\$0.25
1	\$0.20
2	\$0.15
3	\$0.10
4 or more	\$0.05

CORRECTIVE ACTION

Due to the nature of our company, the safety of our guests and general risk management always comes first. While we hope every interaction is positive, we must at the same time take corrective action whenever things go awry. Any team member that violates a policy or procedure in this handbook or does not follow a standard or guideline found in the StarGuard Elite lifeguard textbook is subject to Corrective Action.

Corrective Action is generally administered through Occurrence Cards. Any Lead Lifeguard or Manager is able to issue Occurrence Cards, which are noted in the employee's personnel file. The point value of an Occurrence Card depends on the nature and severity of the violation.

The following points a team member receives within a 90-day period corresponds with the following corrective actions:

- 2 points: The team member receives a verbal warning.
- 4 points: The team member is put on unpaid work suspension for seven days.
- 6 points: The team member's employment is ended.

It should be noted that each Occurrence Point also diminishes the employee's next pay raise according to the rubric under "Quarterly Reviews & Pay Raises".

SCHEDULES

Schedules are published each week on Tuesdays in the Quickbooks Time application, and reflect the schedule for the following week Monday through Sunday. If an employee is unable or does not wish to work any days they are normally available for, they must request time off using the "Unpaid Time Off (UTO)" or "Paid Time Off" features in Quickbooks Time **before** schedules for that week have been published. Time off requests will be approved on a first come, first serve basis. There are times when business demand prohibits the approval of some time off requests.

ATTENDANCE

Note: The "Paid Sick Time (PST)" policy takes priority over this "Attendance" policy.

If an employee is unable or does not wish to work a shift that is posted to their schedule, they must find a coworker willing to cover the entirety of their shift. The original employee remains obligated to all shifts on their schedule until they inform a supervisor of the change and the supervisor is able to confirm the change with the other party and move the shift to the other team member's schedule.

ATTENDANCE GUIDELINES

- 1-5 minutes late: No penalty
- 6-15 minutes late: Employee issued an Occurrence (1 point)
- 16 or more minutes late, or absent: Employee issued an Occurrence (2 points)

Any employee who leaves a shift early without authorization from a supervisor will be considered abandoning their shift. This applies even if notice was given to a supervisor beforehand. Any employee who abandons a shift will be deemed as a Voluntary Employment Termination with no notice of separation given.

PAID SICK TIME (PST)

When you're feeling under the weather, the last thing you may want to do is come to work. At the same time, our customers are depending on reliable service to keep operations flowing. To address both concerns, we've implemented the following protocols to allow employees paid time off for illness or injury while minimizing the chance of a possible service interruption to our clients and guests.

All employees, regardless of status, are automatically enrolled in our Paid Sick Time plan upon their start date. Employees accrue PST at a rate of one hour per thirty hours worked, and can accrue up to forty hours. Employees who are exempt from overtime requirements will be assumed as working forty hours per week. Any accrued PST will be automatically carried over from one year to the next.

In order to qualify to use Paid Sick Time and call out of a shift, an employee must have enough PST accrued to cover the entirety of their shift(s) needing coverages. The standard Attendance policy under this handbook will apply for any shifts which the employee does not have a sufficient amount of PST available to cover.

Reasonable documentation is required for employees who request three or more consecutive days of PST. If no reasonable documentation is provided, the request will be denied. Tardiness, absence, or leaving a shift early for which PST had been denied shall follow the standard Attendance policy of this handbook. Employees may not request more Paid Sick Time than the actual time value of the scheduled shift.

WHAT'S COVERED

- Medical Care
- Mental or physical illness, injury, or health condition
- A public health emergency
- Domestic violence, sexual violence, abuse, or stalking

USING PAID SICK TIME FOR A FORESEEABLE CAUSE

An employee must submit a Time Off request, noted as "Paid Sick Time (PST)", through QuickBooks Time before schedules have been published for the week the employee is requesting off. The request must include the total expected duration of the absence.

After submitting the time off request, the employee must immediately notify their supervisor to ensure the request was received. Requests submitted after schedules have been published will be approved or rejected on a case by case basis, dependent on whether or not it will unduly disrupt operations.



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USING PAID SICK TIME FOR AN UNFORESEEABLE CAUSE

An employee must submit a Time Off request, noted as Sick Time, through QuickBooks Time no later than 2 hours before the shift start time. The request must include the total expected duration of the absence.

After submitting the time off request, the employee must immediately notify their supervisor to ensure the request was received. Requests submitted within 2 hours or after the shift begins will be approved or rejected on a case by case basis, dependent on whether or not it will unduly disrupt operations.

PAID TIME OFF (PTO)

All full time, non-seasonal employees are automatically enrolled in our Paid Time Off plan upon the acceptance of a Full Time offer. Employees who are exempt from overtime requirements will be assumed as working forty hours per week. Any accrued PTO will be carried over from one year to the next.

Paid Time Off is accrued at one and a half hours per thirty hours worked. Employees can accrue up to eighty hours of Paid Time Off.

Paid Time Off will be paid out only when an employee voluntarily resigns with two weeks notice and finishes their time without violating any policy in this handbook. Paid Time Off will not be paid out for any other reason, including but not limited to involuntary termination, requesting a PTO amount which exceeds the normal hours an employee works every week, or a payout at the end of the calendar year.

USING PAID TIME OFF

An employee must submit a Time Off request, noted as "Paid Time Off (PTO)," through Quickbooks Time before the schedule for that week has been published. Requests submitted after schedules have been published will be approved or rejected on a case by case basis, dependent on whether or not it will disrupt operations.

WORKPLACE SAFETY

DRUG-FREE WORKPLACE

EUVORI prides itself on the safety of our employees, clients, customers, and guests. Under no circumstances should any of our employees be under the influence of alcohol, drugs, or other



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controlled substances in the workplace or in any setting where the employee may be identified as working for EUVORI.

In support of our Drug-Free Workplace, we reserve the right to test for these substances both prior to employment and at any time during employment. We will end employment when this testing comes back positive or if the employee refuses to take a drug or alcohol screening.

WORK RELATED INJURY

If you sustain an injury while at work, you must notify your Manager or Supervisor immediately. You must create an employee incident report before the end of your work shift, no matter how insignificant you think the injury may be. Failure to follow the reporting requirements may lead to denial of work related injury.

DIVERSITY

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

EUVORI is committed to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, sexual orientation, genetic information, marital status, or any other applicable status protected by state or local law.

AMERICANS WITH DISABILITIES ACT (ADA) AND ADA AMENDMENTS ACT (ADAAA)

EUVORI will make reasonable accommodation for qualified individuals with known disabilities and employees whose work requirements interfere with a religious belief unless doing so would result in an undue hardship to EUVORI. If there are questions about accommodations or requests for accommodations, contact Human Resources.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

The FMLA entitles eligible individuals to take unpaid, job-protected leave for specific family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Request for Leave forms are available by contacting Human Resources.

ANTI-HARASSMENT

Every employee deserves the right to be treated with dignity and respect by their supervisors, management, and coworkers. Any discrimination or harassment based on another person being age 40 and over, race, sex, color, religion, national origin, disability, sexual orientation, marital

status, or any other applicable status protected by state or local law is considered unlawful and will not be tolerated.

DEFINITION OF HARASSMENT

Sexual harassment is considered discrimination and is illegal under federal and state laws. Sexual harassment can range from subtle to obvious behaviors by an individual of the same or opposite gender. Some of the behaviors include: Sexual jokes, innuendos, sexual advances, comments about another individual's body, leering, obscene insults, comments, or touching, and sexually suggestive gestures, objects, or pictures.

Harassment based on any other characteristic, such as race, gender, religion, etc., is also prohibited, and is illegal. Some examples of this type of harassment include: Stereotypes, racial slurs, threatening and intimidation, hostile actions or words, and offensive jokes.

COMPLAINT PROCESS

If you feel a coworker, supervisor, or manager is harassing you or you see them harass someone else, inform your supervisor, Human Resources, or a member of Management immediately. EUVORI takes all allegations of discrimination and harassment seriously, and will investigate such claims promptly and thoroughly. Confidentiality is kept throughout the process to ensure the safety of all our employees.

EUVORI has a zero-tolerance policy for any kind of harassment in the workplace. Any employee found to have harassed a coworker, supervisor, manager, customer, or guest will be given a Level Three Write Up, which includes Involuntary Employment Termination.

WORKPLACE VIOLENCE

WORKPLACE VIOLENCE

All employees, customers, and vendors should treat each other with the utmost respect. Any form of communication should be business-like and courteous. Any behavior that makes others feel threatened, intimidated, or pressured in any way will not be tolerated.

All threats of violence should be reported immediately to a Supervisor, Manager, or Human Resources, and additionally at the complainant's discretion, the police. EUVORI will promptly investigate any report of violence without delay.

Confidentiality is key to preventing other violent situations. We will not release any information as to who reported the problem. Retaliation is considered as serious as the violence itself. Anyone



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found responsible of threatening committing acts of violence will receive disciplinary action, up to and including termination.

INSPECTIONS

EUVORI has the right to inspect any and all belongings of employees while on the clock. Inspections may happen at any time, but probable cause must be provided.

GENERAL CONDUCT

TELEPHONES

The use of electronics while on duty is prohibited while actively working or within view of a client or guest. EUVORI will not be liable for the loss of personal electronics brought into the workplace.

INTERNET USE AND SOCIAL MEDIA

Any use of the internet must be related to the work you are performing. The view of inappropriate websites will not be tolerated and may result in termination.

When using social media, keep any posts appropriate and free of derogatory language. Do not post about clients, guests, business practices, trade secrets, upcoming projects, insider knowledge, or other posts relating to EUVORI or our customers and guests.

SMOKE-FREE WORKPLACE

Smoking is defined by this handbook as any product which contains or releases nicotine. This includes cigarettes, e-cigarettes, cigars, and vapor cigarettes.

The company is committed to being a smoke-free workplace to promote a safe and healthy environment for fellow coworkers, clients, customers, and guests. Employees are prohibited from smoking, chewing, or otherwise using tobacco products while on-duty.

COMPANY-RELATED DRIVING

Employees who drive on Company business must inform their Manager as soon as possible if they receive a violation or are involved in an accident while on Company business. Each such incident will be evaluated independently to determine if that employee can continue to drive on Company-related business.

Employees whose job responsibilities include driving for company business must refrain from cell phone use while driving. Texting or otherwise navigating a smart phone while driving is prohibited.

WORKPLACE THEFT AND FRAUD



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Theft and fraud include unauthorized removal of any company, client, customer, or guest goods, or funds. Theft and fraud also include unauthorized use of company, customer, or guest materials, goods, property for personal gain, or unauthorized use of scheduled work time for performances and activities unrelated to your employment with EUVORI. For the purposes of this, theft and fraud include, but are not limited to, embezzlement, misappropriation, industrial espionage, sabotage, knowing and malicious false statements and misrepresentations.

Allegations of theft or fraud will be fully investigated. We may also request assistance from insurance, private investigators, and/or law enforcement during any investigation.

If you are aware or suspect the existence of workplace theft or fraud, you are urged to contact your direct supervisor or Human Resources. The report may be made anonymously and we strictly prohibit retaliation for reporting such conditions or assisting in such investigations.

OUTSIDE EMPLOYMENT

TRADE SECRETS AND INTELLECTUAL PROPERTY

As a EUVORI employee, we expect your time at work will be dedicated to your job duties. Any additional work performed not associated with the Company should be disclosed to your manager so that any potential conflicts of interest may be resolved.

As a basic principle, it is against Company ethics for an employee to use their position with the Company for outside work and personal financial benefit.

Employees may acquire and have access to confidential information belonging to the Company of special and unique value, which under federal law may be classified as intellectual property. This includes personal information, suppliers, procedures, cost of merchandise, sales data, price lists, financial information, records, business plans, prospect names, business opportunities, confidential reports, as well as any other information specific to the company.

As a condition of employment, employees must agree that all such information is the exclusive property of EUVORI, and an employee will not at any time disclose to anyone, except in the reasonable exercise of the employee's job, any such information whether or not it has been designated specifically "confidential." It is the employee's responsibility to seek clarification of this policy from their supervisor if the employee is unsure of their obligations regarding this policy.



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In some circumstances, misappropriation of trade secrets is not only a tort, but also a federal crime. Penalties under law for such misappropriation include possible fines and imprisonment.

CONFLICTS OF INTEREST

Employees should avoid accepting gifts that customers or guests want to offer them. If a customer or guest offers you a gift or service, simply deny the offer with good customer service and inform your supervisor.

Employees must also avoid employment with a competitor, as well as giving any competitor any information regarding EUVORI, whether explicitly stated as confidential or not.

Employees are expected to devote their best efforts and conduct to the interests of the Company. We recognize the right of employees to engage in activities outside of their employment, which are of a private nature and unrelated to our business. However, a practice of full disclosure must be followed to assess and prevent potential conflicts of interest from arising. Contact your manager if you have questions concerning a possible conflict of interest.

If any situation occurs which makes you feel uneasy or uncomfortable about an action, speak with a Manager or Human Resources immediately.

END OF EMPLOYMENT

If you choose to decide to end your employment with EUVORI, we request a written two weeks' resignation notice. Written resignation can most easily be provided by emailing your immediate supervisor or Human Resources, making sure to include your last day of work. Days for which the employee requested off using Paid Sick Time, Paid Time Off, or Unpaid Time Off will not count toward the notice period.

Employees who resign and do not fulfill a minimum of two weeks' notice of separation will not be eligible for rehire, and we will additionally not respond to reference or employment verification requests. All employees who resign in good standing and fulfill a two week's notice of separation will be eligible for rehire and recommendation to future employment with other organizations.

If your job performance does not meet the expectations of this handbook or our licensing standards and guidelines in any way, we have the right to end your employment. The following is a list of infractions that will likely result in immediate termination:

- Sexual Harassment or abuse of any kind.
- Physically aggressive, violent, or threatening behavior, such as attempts to instill fear in others, intimidation, excessive arguing, profanity, threats of sabotage, belligerent speech, a

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SCOTTSDALE, ARIZONA 85251

demonstrated pattern of insubordination or refusal to follow EUVORI policies and procedures, or otherwise behavior that suggests a tendency toward violence.

- Causing physical damage or defacement to EUVORI properties or its clients and customers properties.
- Possessing firearms or weapons of any type or kind while working.
- Discourteous or disrespectful treatment of EUVORI coworkers, EUVORI management, or EUVORI's clients or customers.
- Theft of any kind.
- Neglect or mismanagement of your position or duties.
- Gossiping or spreading rumors about EUVORI, coworkers, customers, or guests.
- Reporting to work under the influence of or in possession of alcohol or illegal drugs.
- Falsifying records or time cards, including punching another employee in our out, or by requesting another employee to do so for you.
- Leaving your work location without authorization from your Manager or Supervisor.
- Excessive absences, tardiness, or leaving early without a manager's approval.
- Insubordination or refusal to follow work instructions, policies, or procedures.
- Violating safety rules or otherwise putting any other employee, customer, or guest in any kind of danger.
- Refusing to submit to a search or diagnostic test (including, but not limited to, drug and alcohol tests) requested by your Manager or Supervisor.
- Testing positive for any drug or alcohol test.
- Discovery that an employment application was falsified.
- Misuse of keys or being in an unauthorized or otherwise restricted area.
- Poor work performance in the areas of quality, quantity, or accuracy.
- Conduct which is deemed immoral, indecent, or soliciting for immoral reasons.
- Gambling while on-duty or on company premises.
- Unlawful or un-business like conduct, on or off Company property, which may adversely impact Company property, reputation, services, or interferes with work.
- Violation or disregard of any posted or known company practice, policy, or procedure.

While the above infractions will likely result in immediate termination, the above list is intended to be illustrative, and is not all-inclusive. EUVORI reserves the right to increase or decrease the level of corrective action for offenses described above for reasons which EUVORI's judgement are considered.

RETURN OF COMPANY PROPERTY

Any items given to the employee for use during employment remains the property of EUVORI, and must be returned to EUVORI on the last day of employment. Such items include, but are not limited to, employee uniforms, name badges, laptop, computer, tablet, phone, and keys.



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SCOTTSDALE, ARIZONA 85251

All employees must sign off on a "Company Property" sheet indicating the items that have been given to them for use during employment and their associated values. Any items which are not returned at the end of employment will be held from the last paycheck. If any additional amount is owed, EUVORI may file a police report and file a claim in small claims court for the value of the stolen items.

RECOMMENDATIONS & EMPLOYMENT VERIFICATIONS

All employees who voluntarily resign, leave the company on good terms, and provide and fulfill a minimum of two weeks' notice of separation are eligible to use EUVORI as a reference or recommendation for future career opportunities, and we are happy to respond to employment verification requests from future outside organizations.

Employees who involuntarily resign, do not leave on good terms, or do not provide and fulfill a minimum of two weeks' notice of separation may not use EUVORI as a reference for future career opportunities, and we will not respond to employment verification requests from any future outside organizations.

REHIRE

All employees who voluntarily resign, leave the company on good terms, and provide and fulfill a minimum of two weeks' notice of separation are eligible for rehire with EUVORI, given that a position is available for which the prior employee has the qualifications to fulfill.

Employees who involuntarily resign, do not leave on good terms, or do not provide and fulfill a minimum of two weeks' notice of separation will not be eligible for rehire, and incoming applications will be immediately rejected.

LAWS AND REGULATIONS

This handbook is subject to the applicable local laws and regulations. To the extent that this handbook conflicts with local laws or regulations, the handbook shall, for application within the relevant jurisdiction, be deemed to be amended so as to comply with the local laws and regulations. Questions regarding conflict of laws and this handbook should be addressed with Human Resources.

EXCEPTIONS

Exceptions to all policies and the handbook require the written approval of Alexander Minardo, Founder.



**4400 N SCOTTSDALE RD, SUITE 9-754
SCOTTSDALE, ARIZONA 85251**

POLICIES AND PROCEDURES

anti-sexual abuse and molestation

PURPOSE

This policy establishes how EUVORI LLC (the "Company") will prevent the physical, emotional, and sexual abuse of children and youth by its employees (paid, contracted, and volunteer). EUVORI seeks to create a welcoming and nurturing environment and has zero tolerance for those whose actions may jeopardize the safety, health, or innocence of a minor.

SCOPE

This Policy applies to all employees. The policies and principles of anti-sexual abuse and molestation policy also apply to independent contractors, personnel working alongside EUVORI employees who are employed by a third party, and any other persons or firms doing business for or with the Company.

Compliance with the standards of the Anti-Sexual Abuse and Molestation policy is additionally required from all customers, guests, and others who come in contact with our staff.

IMPLEMENTATION

All managers, supervisors, and employees are responsible for the monitoring and prevention of physical, emotional, and sexual abuse of children and youth.

GENERAL CONDUCT

In an effort to provide a safe and healthy environment for both mind and body, the following guidelines are meant to guide employees during their interactions with children and youth. These guidelines do not and cannot outline every situation that may be encouraged while on the job, requiring employees to act with a certain degree of personal discretion. Just because a certain action is not explicitly prohibited in this section does not mean it is acceptable behavior. The Company reserves the right to take disciplinary action against employees whose actions are found to be inappropriate regardless of whether they appear in this section or not.

- Employees will treat all children and youth with respect and consideration. Treatment must be fair and equal, and must not be based on sex, race, religion, sexual orientation, or economic or social status. All efforts must be made to avoid favoritism, or the appearance of favoritism.
- While representing the Company, employees must not possess, distribute, use, or allow others to use any alcohol or drugs.



**4400 N SCOTTSDALE RD, SUITE 9-754
SCOTTSDALE, ARIZONA 85251**

- Employees must not use harsh or inappropriate language, degrading punishment, or any type of restraining device in the name of behavior management.
- Employees must not participate in or allow others to participate in any form of hazing.
- Employees must not have sexual contact with children or youth.
- Employees must not dress, undress, shower, or bathe within or in the presence of children or youth.
- Employees must not use physical punishment in any form.
- Employees must not discuss their own sexual history, preferences, or fantasies, nor their use of illicit or pornographic materials while in the company of children or youth.
- Employees must not possess any sexually oriented materials (books, magazines, videos, clothing) when conducting business for the Company.
- When one-on-one discussion or counseling is warranted, employee interaction with a child or youth must take place in an area that allows for private conversation while remaining in the view of others.

STRUCTURAL GUIDELINES FOR PROGRAMS

All programs are designed to encourage safe interaction between employees and children or youth. The following guidelines are meant to keep established safeguards effective:

- Programs for children and youth must have an established adult to child ratio.
- Employees are restricted from being alone with a child or youth where they cannot be easily observed by others.
- Employees are not allowed to implement new activities or programs for children without the written consent of EUVORI LLC. Request for new activities or programs should be submitted in writing to management.

PERSONNEL SCREENINGS

Safeguards in the hiring process will be used to eliminate from consideration any candidates who display characteristics that could classify them at a high risk for violating this policy.

Due to the nature of our business, all candidates will be screened and selected using the following:

- Standard employment application and separate signed acknowledgement and authorization to perform necessary background checks.
- National Criminal Databases Search and Sex Offender List Search of candidate.
- In-person interview of the candidate.

All information collected about a candidate will be reviewed and used to determine if they are appropriate for the respective position. If hired, all information collected during the hiring process will be included in the employee's personnel file, which will be maintained over the course of their employment.

DEFINITIONS

Abuse: Because it takes many forms, abuse can be broken down into the following subtypes, all of which are prohibited in the scope of this policy:

- Physical abuse: Injury inflicted on a child or youth.
- Sexual abuse: Contact or activity of a sexual nature between an adult and a child or youth.
- Emotional abuse: Mental or emotional injury inflicted on a child or youth by the actions of an adult.
- Neglect: Failure to provide adequate care for a child or youth.
- Economic abuse: Deliberate misuse of the money or belongings of a child or youth.

Child: A person under the age of 12.

Youth: A person between ages 12 and 18.

DUTIES OF EMPLOYEES

The Company strives to maintain a safe workplace. Company employees are responsible for assuring a workplace free from sexual abuse. Employees may and should file complaints regarding incidents observed or suspected of sexual abuse.

COMPLAINT PROCESS

Any employee who feels that he or she may be aware of sexual abuse must immediately report the conduct to his or her immediate supervisor and/or Human Resources. Additionally, if an employee, supervisor, or manager learns of or witnesses sexual abuse, he or she must notify his or her immediate supervisor and/or Human Resources. The Company may, however, request a written report.

The report should include all facts available to the employee regarding the incident. A written report may be submitted, but is not required.

INVESTIGATION OF COMPLAINTS

All reports of sexual abuse are taken very seriously. Upon receipt of a complaint, the manager or supervisor must promptly notify Human Resources, which will immediately involve the appropriate authorities and resources needed for the scope of the situation.

Any employee who is a potential witness to sexual abuse is expected to cooperate and participate fully in any subsequent investigations.



4400 N SCOTTSDALE RD, SUITE 9-754
SCOTTSDALE, ARIZONA 85251

ANTI-RETALIATION

All employees shall be protected from coercion, intimidation, retaliation, interference, or discrimination for filing a complaint or assisting in an investigation. The Company will ensure that no employee is discharged, disciplined, reprimanded, or otherwise retaliated against because he or she complained in good faith about sexual abuse, participated in an investigation, filed a charge with any government agency, testified in a hearing before a commission, or participated or assisted in any internal or agency investigation. However, employees who knowingly make false accusations may be disciplined in accordance with the Disciplinary Policy.

LAWS AND REGULATIONS

This policy is subject to the applicable local laws and regulations. To the extent that this policy conflicts with local laws or regulations, this policy shall, for application within the relevant jurisdiction, be deemed to be amended so as to comply with all local laws and regulations. Questions regarding conflict of laws and this policy should be addressed with Human Resources.

at-will employment policy

PURPOSE

To describe the employment relationship between employees and EUVORI LLC (the "Company").

SCOPE

All employees of the company, unless a legal requirement of the state dictates otherwise.

POLICY

All employees who do not have a separate, individual employment contract with the Company for a specific, fixed term of employment are employed at the will of the Company for an indefinite period. Employees may resign from the Company at any time or may be terminated by the Company at any time with or without notice and with or without cause.

No representative of the company is authorized to modify this Policy for any employee or to enter into any agreement, oral or written, contrary to this Policy. Supervisory personnel shall not make any representations to employees or applicants concerning the terms or conditions of employment with the Company which are not consistent with the Company's policies.

This policy takes precedence over any statements contained in this or any other employee handbooks, employment applications, recruiting materials, memorandums, or other materials provided to employees in connection with their employment. None of those documents, whether singly or combined, shall create an expressed or implied contract of employment for a definite period, nor an expressed or implied contract concerning any terms of conditions of employment.

Any statement of specific grounds for termination set forth in this policy or elsewhere are not all-inclusive and are not intended to restrict the Company's right to terminate at-will.

LAWS AND REGULATIONS

This policy is subject to the applicable local laws and regulations. To the extent that this policy conflicts with local laws or regulations, this policy shall, for application within the relevant jurisdiction, be deemed to be amended so as to comply with all local laws and regulations. Questions regarding conflict of laws and this policy should be addressed with Human Resources.

family and medical leave

PURPOSE

To define EUVORI LLC (the "Company") policy and procedure with regard to Family and Medical Leave.

SCOPE

This policy applies to all active employees.

POLICY

Employees who have been employed for at least one year, as of the date of leave begins and who have worked at least 1,250 hours during the preceding 12-month period are eligible for up to 12 work weeks, or 480 hours (unless superseded by state law) of Family and Medical Leave (FMLA) during a 12-month period for any of the following reasons:

- The birth of the employee's child and in order to care for the child.
- The placement of a child with the employee for adoption or foster care.
- To care for a spouse, child, or parent who has a serious health condition.
- A serious health condition that renders the employee incapable of performing the function of his or her job.
- To provide care for an immediate family member who is a "Covered Service Member" undergoing medical treatment, or otherwise temporarily disabled, due to a serious injury or illness incurred in the line of duty while on active duty in the US Armed Forces (Military Caregiver Leave).
- To manage family affairs while an employee's immediate family member of the US military reserves or National Guard is on active military duty, or has been called to active duty, in support of a US military contingency operation (Qualifying Exigency Leave).

If both spouses work for the Company, the 12 week allowance is limited to 12 weeks between them based on the individual circumstances. The entitlement to leave for the birth or placement of a child or adoption or foster care expires twelve months from the date of the birth or placement.



4400 N SCOTTSDALE RD, SUITE 9-754
SCOTTSDALE, ARIZONA 85251

Leave may be taken on an intermittent or reduced work schedule if medically necessary.

The 12 month period is calculated using a rolling 12 month period measured "forward" from the date an employee used any FMLA leave.

When applicable state laws provide greater family leave rights, covered employees are eligible for family leave in accordance with such laws.

The application of this policy and related procedures may be modified in accordance with changes in applicable law.

NOTICE OF LEAVE: If the need for leave is foreseeable, employees must apply for Family and Medical Leave to the immediate manager at least 30 days before the need for the leave. The application must state the reason for the leave, the duration of the leave, and the starting and ending dates of the leave. Where the need for FMLA leave is not foreseeable, employees are expected to notify their manager as soon as predictable, generally within one to two business days of learning of the need for leave. If circumstances change that will affect the length of the employee's FMLA leave, the employee must notify the Company within 2-3 business days.

MEDICAL CERTIFICATION: An employee is required to provide a completed Medical Certification Statement from the appropriate health care provider for medical leave. The medical certification must be provided within 15 days after it is requested, or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial of FMLA leave until it is provided. The company may also require certification periodically during a leave. Costs incurred for the completion of these forms is the responsibility of the employee.

LEAVE RELATED TO MILITARY SERVICE OF A FAMILY MEMBER

An employee requesting leave arising out of the fact that an employee's spouse, child, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces will follow the Notice of Leave process explained above to apply for leave.

Military Caregiver Leave: Employees may also request an Exigency Leave, which allows an employee to take up to 12 weeks of job protected FMLA leave to manage the employee's affairs while the employee's immediate family member is on active duty in support of a contingency operation.



4400 N SCOTTSDALE RD, SUITE 9-754
SCOTTSDALE, ARIZONA 85251

PAY DURING LEAVE

FMLA leave is unpaid leave. Any earned PTO must first be used for FMLA leave. The use of paid leave time for unpaid leave time does not extend the 12 week FMLA period.

Benefit Coverage During Leave: Employees on approved FMLA leave continue to earn PTO for the duration of their FMLA leave.

Health and Welfare Benefits: During FMLA leave, the Company will maintain the employee's health, life, and disability benefits on the same conditions as if the employee has continued working. Human Resources will notify the employee after the leave begins with instructions on making benefit premium payments. The employee's group health care coverage will cease if the premium payment is more than 30 days late, but the employee will be notified at least 15 days before the coverage lapses.

Additionally, if the employee fails to return from FMLA leave, the Company will require repayment of any premium that was paid for maintaining the employee's health coverage.

RETURN FROM LEAVE

Employees are expected to provide reasonable notice (at least 2-3 business days) prior to their return to work. Unless otherwise permitted by the FMLA, employees will be restored to their prior position or to a position with equivalent pay, benefits, and other terms and conditions of employment.

If the leave was due to an employee's own illness or injury, the employee is expected to return to work on the release date, and the employee will be required to provide medical certification that he or she can perform the essential functions of the job.

If an employee does not return at the end of FMLA leave, the employee is assumed to have voluntarily resigned effective the date the Leave of Absence expired.

INTERMITTENT OR REDUCED WORK SCHEDULE LEAVE

FMLA leave may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours the employee works per workweek) if medically necessary.

The Company will reduce the employee's salary based on the amount of time actually worked. In addition, while the employee is on an intermittent or reduced schedule FMLA leave, the Company may temporarily transfer the employee to an available alternative position that better accommodates the recurring leave which has equivalent pay and benefits.



4400 N SCOTTSDALE RD, SUITE 9-754
SCOTTSDALE, ARIZONA 85251

NO WORK WHILE ON LEAVE

Taking of another job while on family or medical leave or any other authorized leave may lead to disciplinary action, up to and including discharge.

LAWS AND REGULATIONS

This policy is subject to the applicable local laws and regulations. To the extent that this policy conflicts with local laws or regulations, this policy shall, for application within the relevant jurisdiction, be deemed to be amended so as to comply with all local laws and regulations. Questions regarding conflict of laws and this policy should be addressed with Human Resources.

military leave

PURPOSE

To define the policy and procedure pertaining to Military Leave at EUVORI LLC (the "Company").

SCOPE

All employees who are members of the United States uniformed services, including Reservists and National Guard members.

POLICY

It is the policy of EUVORI to abide by all federal regulations regarding the provisions of Uniformed Services Employment and Reemployment Rights Act (USERRA). The current provisions of USERRA provide that a Reservist or National Guardsman must be granted leave to participate in active duty, active duty for training, inactive duty for training, full-time National Guard duty, or examination to determine an individual's fitness for any of the above types of duty.

The maximum duration of a Military Leave of Absence is for the duration of active duty or a declared national emergency, but may not exceed five years of cumulative leave. Annual training and monthly drills are not counted against this cumulative total.

PROCEDURE

An employee who is engaged in military duty, including training, voluntary enlistment, and involuntary call to active duty is placed on a leave of absence for the duration of his or her military service effective the first day of the activation.

It is requested that an employee notify his or her manager in writing at least 30 days in advance of any Military Leave of Absence. When it is not possible to provide 30 days advance notice, an employee must give notice of the need for Military Leave to his or her manager as soon as



4400 N SCOTTSDALE RD, SUITE 9-754
SCOTTSDALE, ARIZONA 85251

possible. As soon as the last day of work is known, the employee is responsible for initiating the Military Leave and providing a copy of his or her leave dates to the immediate Manager and Human Resources.

BENEFITS COVERAGE DURING LEAVE

Vacation

Employees on approved Military Leave continue to accrue vacation for the first 90 consecutive days of the leave. If an employee is on Military Leave exceeding 90 consecutive days, no further vacation is accrued until the employee returns.

Employees have the option to receive payment for any accrued and unused vacation at the time the leave begins. Any accrued and unused vacation will be banked until the employee's return, unless the employee remains on an approved Military Leave through the end of the year. An employee on active duty will have accrued and unused, banked vacation paid out at the end of the calendar year.

Health Benefits

Continuation of insurance benefits is subject to the specific provisions of the respective plans and insurance contracts.

If and/or when benefit coverage ends, employees and their dependents may elect to continue certain health benefits through military leave continuation coverage for up to 24 months or the date the reinstatement rights expire, whichever occurs first. The cost of the continuation coverage is defined by COBRA.

Compensation Program

Incentives earned by persons on leave at the time of payout are paid at the same time as active employees.

Return from Leave

An employee retains the right to work upon completion of Military Leave based on USERRA guidelines as follows:

- When the length of absence from employment due to uniformed service is less than 31 days, or to take an exam to determine fitness for military service, employees have 8 hours following their return from service to report for the next scheduled work period.

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SCOTTSDALE, ARIZONA 85251

- When the length of absence from employment due to uniformed service is between 31 and 180 days, employees have 14 days following their return from service to apply for re-employment.
- When the length of absence from employment due to uniformed service is greater than 180 days, employees have 90 days following their return from service to apply for re-employment.

The re-employment application deadlines may be extended for two years or more when service-related injuries prevent the employee from applying for re-employment, or when circumstances beyond the employee's control make reporting within the time limits impossible or unreasonable.

If an employee does not return at the end of Military Leave based on the above chart, the employee is assumed to have voluntarily resigned as of the day after the last day the employee has to report back to work based on the above chart. An employee returning from a Military Leave is not subject to the Company's US pre-employment drug testing or background screening requirements. However, as a condition of employment, the employee is subject to testing or screening required by external entities.

LAWS AND REGULATIONS

This policy is subject to the applicable local laws and regulations. To the extent that this policy conflicts with local laws or regulations, this policy shall, for application within the relevant jurisdiction, be deemed to be amended so as to comply with all local laws and regulations. Questions regarding conflict of laws and this policy should be addressed with Human Resources.

open door

PURPOSE

To describe the policy of EUVORI LLC (the "Company") to address employee concerns.

SCOPE

This policy applies to all employees.

POLICY

All employees have the opportunity to have any concerns heard by someone with the authority to resolve that concern in a fair and unbiased manner.

The Company functions with an "open door" policy. This means that whenever an employee has a suggestion, observation, or concern, he or she is encouraged to discuss it with his or her supervisor directly and without any formal protocol.



4400 N SCOTTSDALE RD, SUITE 9-754
SCOTTSDALE, ARIZONA 85251

Informal supervisor/ employee discussions provide the best method to reconcile differences or clarify situations. However, there are circumstances when an employee may wish to address their concerns with someone other than their supervisor, such as with another management-level advisor or Human Resources. Accordingly, an employee may direct his or her concern to any member of management or Human Resources. If the outcome is not to the reasonable satisfaction to the employee, the employee is encouraged to take the concern to the next level of management or Human Resources.

GUIDELINES

Resolution of employee concerns in a timely manner is critical. It is the responsibility of each supervisor to investigate and document any concern objectively and to strive for prompt and equitable resolutions. Managers or supervisors who require additional resources to investigate employee concerns may contact Human Resources or any other subject matter experts who may be able to provide assistance.

Managers or supervisors who are unable to resolve the employee's concern should communicate this to the employee and arrange for the employee to meet with the appropriate party for resolution of the concern.

The Company prohibits retaliation against any employee for bringing a concern in good faith to the attention of his or her supervisor or any other member of management, or for participating in an investigation.

Questions related to this policy or any application of the policy should be directed to Human Resources.

solicitation, distribution, and trespassing

PURPOSE

To establish common rules for solicitation, distribution of materials, and trespassing on EUVORI LLC (the Company) property or Customer property.

SCOPE

This policy applies to all employees.

POLICY



**4400 N SCOTTSDALE RD, SUITE 9-754
SCOTTSDALE, ARIZONA 85251**

Examples should not be disturbed or disrupted in the performance of their job duties. For this reason, solicitation of any kind by an employee of another employee is prohibited while either person is on working time.

Distribution of advertising material, hand bills, printed or written literature of any kind is also prohibited during working time, and at all times in working areas of Company or Customer property.

For safety and security purposes, off-duty employees should not remain in Company or Customer buildings or outside working areas.

Solicitation, distribution, and trespassing by non-employees on Company or Customer property are prohibited at all times, the only exception being when such activities are approved in writing by management.

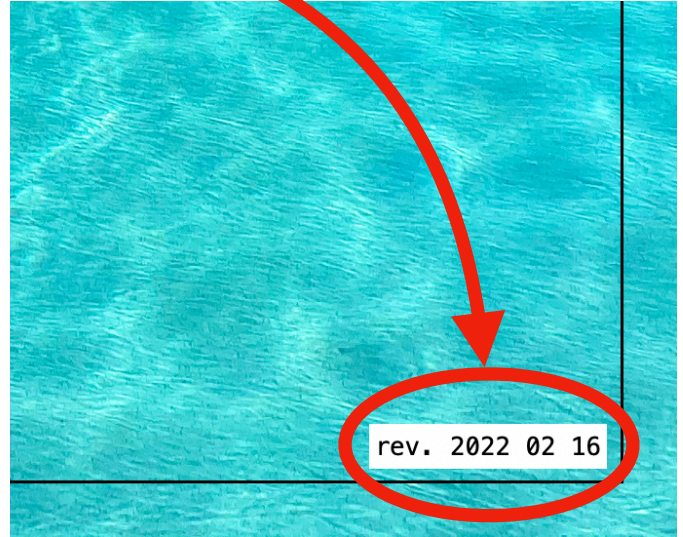
LAWS AND REGULATIONS

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EMPLOYEE HANDBOOK RECEIPT

I have received my copy of the latest Employee Handbook, last revised February 16, 2022 as shown at the bottom-right of the front cover.

The Employee Handbook describes important information about my employment at EUVORI LLC ("EUVORI"). I understand that I should consult my supervisor regarding any questions not answered in the handbook. I have entered into my employment relationship with EUVORI voluntarily and acknowledge there is no specified length of employment. **Accordingly, either I or EUVORI can terminate the relationship at will, with or without cause, so long as there is not a violation of applicable federal or state law.**



I understand that, except for employment-at-will status, any and all policies, guidelines, and procedures may be changed at any time by EUVORI. The company reserves the right to change my hours, wages, and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only Alexander Minardo, Founder, has the ability to adopt any revisions to the policies of this handbook.

I understand that it is my responsibility to read and comply with the policies, guidelines, and procedures contained in this handbook and any revisions made to it.

Employee's Printed Name: _____

Signature: _____ Date: _____