

Acknowledgement and Receipt

I acknowledge the receipt of the ENPOINTE employee handbook and understand I am responsible for reading, understanding and following its contents. I agree that if there is a policy or provision in the Handbook that I do not understand, I will seek clarification from the Human Resource Department.

In addition, I understand that this Handbook states ENPOINTE's policies and practices in effect on the date of publication. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits. I understand these policies and procedures are continually evaluated and may be amended, modified or terminated at any time. The most recent handbook can be found on ENPOINTE's intranet.

As stated in the Handbook, as an employee working in the State of Minnesota, you have various rights and remedies related to the contents of your personnel file. The law is outlined in this handbook which identifies your rights and the remedies that may be available to you if it is determined that the company has not acted in good faith in complying with the provisions of the law. If you have any questions about this law or would like to request a review of your personnel file, please do not hesitate to contact Human Resources.

Lastly, I understand that ENPOINTE's is an "at will" employer and as such employment with ENPOINTE's is not for a fixed term and may be terminated at the will of either party with or without cause and without prior notice. No supervisor or other representative of the company (except CEO/President) has the authority to enter into any agreement contrary to the above.

Please sign and date this receipt to acknowledge receipt of your handbook and your understanding of your rights regarding your personnel file.

Employee Name (please print): _____

Signature: _____ Date: _____