



Medical Staffing Solutions

“The *Solution* to your Staffing Needs”

Acknowledgement of Employee Handbook

I acknowledge my receipt of the Medical Staffing Solutions (MSS) Employee Handbook. I understand the Employee Handbook is intended to provide information regarding MSS’s employment practices and policies, and that Handbook and the practices and policies it contains are subject to change at any time, with or without notice, at MSS’s sole and absolute discretion.

This Handbook does not constitute a contract or obligation on the part of MSS, and does not guarantee my employment for any specific duration. I acknowledge that the employment relationship between MSS and me is employment-at-will, that both parties remain free to end the employee/employer relationship at any time, for any reason, with or without notice. No supervisor, manager, employee, or other representative of MSS, other than the MSS CEO, COO, or VPO has authority to make any promise or commitment contrary to the foregoing, or to enter into any agreement with me for employment for any specified duration. Any such agreement entered into by the CEO, COO, or VPO of MSS must be in writing.

I have read and understand the above statements, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it (updated employee handbooks can be viewed and / or downloaded at www.mssmedicalstaffing.com with sign in as follows:

The topics covered in this handbook include:

- Mission Statement
- Purpose of Handbook
- Equal Opportunity Employment Statement
- Employment Relationship
- Scheduling Work Hours
- Notice of Termination
- Problem-Solving Procedure
- Anti-Harassment Policy
- Workplace Protection
- Personal Information / Personnel Records
- Safety
- Workplace Injuries
- Alcohol and Drug-Free Workplace Policy
- Smoking
- Employment of Relatives
- Confidential Information
- Personal Appearance
- Personal Conduct
- Attendance/Tardiness
- Disciplinary Procedures
- Orientations
- Your Pay
- Your Benefits
- Employee Reward Program
- Family and Medical Leave
- Handbook Updates / Employee Access to Web Page

Employee Signature

Date