**Acknowledgment of Receipt and Understanding of Employee Compliance Manual**

I have received the Employee Compliance Manual and I understand that it is my responsibility to read and comply with the policies contained within it and any subsequent revisions.

In case I have any questions, I will contact my supervisor, Controller or Human Resources Department, or the General Counsel and Chief Compliance Officer.

I further acknowledge and agree that nothing contained within the Employee Compliance Manual constitutes a contract, or other promise or guarantee, of employment for any period of time.

I understand that the Manual is not intended to cover every situation that may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits, and expectations of the Company.

Should I become aware of information that indicates a suspected ethical violation, I will report it through the methods described in the Manual. I understand that I will not be punished or disciplined for reporting, in good faith, any violation regardless of its seriousness or the level of personnel involved in the violation. I realize that personally committing a violation or failing to report a potential violation may result in disciplinary action, up to and including termination of my employment.

Failure to read and/or sign this acknowledgment of the Manual in no way relieves me of the responsibility to comply with the policies, practices, and standards referenced in it.

Employee Signature Date

Employee Name [Printed] Location