**Employment Policies & Procedures Acknowledgement**

By signing this acknowledgement and initialing beside each policy, you are acknowledging that you have read and understood the Company’s **General Employment Policies and Procedures Manual** and required **Federal Signal Corporations (FS) SPP’s** which include**:**

**Policy/Procedure: Employee Initial Acknowledgement:**

* Code of Conduct
* P100 - Confidential Information and Records
* P101 - Employee Orientation
* P102 - Outside Employment
* P103 - Open Door Communication
* P104 - Employee Privacy Policy
* P105 - Email, Internet and Computer Use
* P106 - Telephone Communication
* P107 - Smoking Restrictions
* P108 - Progressive Discipline
* P109 - Company Uniforms and Allowances
* P110 - Attendance Management
* P111 - Workplace Violence
* P112 - Anti-Harassment
* P113 - Substance Use Policy
* P114 - Security Inspections
* P115 - Hours of Work and Overtime
* P116 - Gift Acceptance Policy
* P117 - Vacation Entitlement
* P118 - Holiday Schedule
* P119 - Bereavement Leave
* P120 - Leave of Absence
* P121 - Employee Performance Management
* P122 - Employee Recognition Program
* P123 - Employee Development
* P124 - Recruitment and Selection
* P125 - Payroll
* P126 - Travel Policy and Procedure
* P127 - Company Vehicle and CVOR
* P128 - Company Vehicles: Non-CVOR
* P129 - Company Credit Cards
* P130 - Employee Referral Program
* P131 - IT Equipment Policy
* P132 - Online Videos
* P133 - Social Media in the Workplace
* P134 - Cell/Smartphone Policy
* P135 - Promotional Items, Apparel & Advertising Procedures
* P136 - Personal Use of Technology
* FS SPP 1.0.2 Company Policy for Business Conduct
* FS SPP 1.0.3 Improper Payments

Should you have any questions or concerns relating to any of the above policies or procedures, please contact the Human Resources Department or your direct Manager for clarification. You are required to sign below indicating your acknowledgment and that you are in agreement with the terms in the above listed materials.

Yours sincerely,



Joe Johnson

President

I have been provided with copies of the above listed Policies and Procedures and have read and understand their terms and conditions. I hereby accept the terms and conditions of employment as stated in these materials.

Dated the       day of       20     .

Name:

Signature:

**Please return to Human Resources at** [**hrsupport@jjei.com**](mailto:hrsupport@jjei.com)