

ACKNOWLEDGMENT AND RECEIPT FORM

I acknowledge that I have received and reviewed a copy of the 2018 J.W. McClenahan Co. Employee Handbook. I further acknowledge that it is my responsibility to read this information, to ask questions of the CFO or President if I do not understand any of the information in this handbook, and to abide by and observe all of the information and rules, policies and procedures explained therein, including future changes or additions to this Employee Handbook. I further understand that, with the exception of the Employment At-Will policy and the Dispute Resolution and Arbitration Procedure, the Company may change, rescind, or add to any policies, benefits or practices described in the Handbook from time to time in its sole and absolute discretion, but that I will be notified in writing of any material changes.

I further acknowledge that I have carefully read the Equal Employment/ Discrimination /Policy Against Harassment, Dispute Resolution and Arbitration Procedure, and Company's Drug and Alcohol Policy. I further understand that the Company maintains a drug-free workplace under the meaning of the Federal Drug-Free Workplace Act of 1988 and the California Drug-Free Workplace Act. I agree to abide by and observe all of the information and rules, policies and procedures set forth herein.

It is expressly understood that employment at the Company shall continue only so long as it is mutually agreeable to an employee and the Company. Either an employee or the Company may terminate employment for any reason whatsoever, with or without cause, and at any time. No section of this handbook should be construed as establishing anything other than an employment-at-will relationship within the meaning of California Labor Code Section 2922 nor does it limit management's discretion to make personnel decisions. This employment-at-will relationship can only be changed in a writing signed by both the President of the Company and the employee in question.

Employee Name _____
(please print)

Employee Signature _____

Date _____