

MOSTYN LAW FIRM
TEXAS TRIAL LAWYERS

Employee **Handbook**

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Operation Policies

Hours of Operation:

The office is open Monday through Friday from 8:30 a.m. to 5:30 p.m. Central Standard Time (CST).

Meals Periods:

Employees may take one (1) unpaid hour for lunch during every nine (9) hour shift.

Breaks:

Employees are allowed two (2) paid breaks of 15 minutes each.

Professional Appearance:

Employees have a responsibility to the Firm to project a high degree of professionalism, both verbally and visually, to co-workers and the outside world. Employees should maintain a business/casual dress wardrobe common to the business community. Unkempt appearance and/or extremes of dress, hairstyles, make-up, or accessories are not acceptable. Managers have the responsibility and discretion to maintain the professional image of their respective departments. Extreme styles and/or tight clothing are not permitted.

Introduction

An interesting and challenging experience awaits you as an employee of Mostyn Law Firm. This Handbook should answer some of the questions you may have concerning the policies of Mostyn Law Firm. Please read it thoroughly and retain it for future reference. Should you have any questions regarding any policies, please contact Human Resources.

Definitions

- The term “employee” as used throughout this Handbook means employees of Mostyn Law Firm.
- The term “employment” as used throughout this Handbook means your employment with Mostyn Law Firm.
- The term “Firm” as used throughout this Handbook means Mostyn Law Firm.

This Handbook is not a contract guaranteeing employment for any specific duration. Both you and the Firm have the right to terminate your employment at any time. No Supervisor, Manager, or representative of the Firm, other than the Owner, has the authority to enter into any agreement for employment for any specified period or to make any promises or commitments contrary to the foregoing. Any employment agreement entered into by the Owner is unenforceable unless it is in writing and signed by both parties.

Notice to Employees

In drafting this Employee Handbook, the use of specific gender pronouns is avoided wherever possible. However, where such avoidance would have led to awkward phrasing, we have used the masculine pronoun. This use should be considered to refer to both genders.

Change in Policy

The policies in this Handbook are subject to change at the sole discretion of the Firm. You will be notified, by appropriate means, of any changes. Changes will be effective on dates determined by the Firm and you may not rely on policies that have been superseded. No Supervisor or Manager has any authority to alter the foregoing.

Employment at Will

Employment at Mostyn Law Firm may be terminated for any reason, with or without cause or notice, at any time by the Employee or the Firm. Nothing in this Employee Handbook or in any oral or written statement shall limit the right to terminate employment at will. No Supervisor, Manager, or employee of the Firm shall have any authority to enter into an employment agreement express or implied with any employee providing for employment other than at-will.

This policy of at-will employment is the sole and entire agreement between you and the Firm as to the duration of employment and the circumstances under which employment may be terminated.

With the exception of employment at will, terms and conditions of employment with the Firm may be modified at the sole discretion of the Firm with or without cause or notice at any time. No implied contract concerning any employment-related decision, term, or condition of employment can be established by any other statement, conduct, policy, or practice. Examples of the types of terms and conditions of employment that are within the sole discretion of the Firm include, but are not limited to, the following: promotion; demotion; transfers; hiring decisions; compensation; benefits; qualifications; discipline; layoff or recall; rules; hours and schedules; work assignments; job duties and responsibilities; production standards; subcontracting; reduction, cessation, or expansion of operations; sale, relocation, merger, or consolidation of operations; determinations concerning the use of equipment, methods, or facilities; or any other terms and conditions that the Firm may determine to be necessary for the safe, efficient, and economic operation of its business.

Pre-Employment Checks:

Reference, Driving Record, and Credential Checks will be completed on all final applicants under consideration for regular full-time, part-time, contract, temporary or student positions.

Employment Policies

If you are uncertain about any policy or procedure, please check with the Human Resources Department.

Equal Employment Opportunity

The Firm provides equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, military status, or status as a Vietnam-era or special disabled veteran in accordance with applicable federal and state laws. In addition, the Firm complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Firm has offices. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation, and training.

Anti-Harassment

It is the policy of the Firm to maintain a working environment which encourages mutual respect, promotes respectful and congenial relationships between employees, and is free from all forms of harassment of any employee or applicant for employment by anyone, including Managers, co-workers, vendors, or clients. Harassment in any manner or form is expressly prohibited and will not be tolerated by the Firm. Accordingly, Firm Management is committed to vigorously enforcing this policy against harassment, including but not limited to sexual harassment, at all levels within the Firm.

All reported or suspected occurrences of harassment will be promptly and thoroughly investigated. Where harassment is determined to have occurred, the Firm will immediately take appropriate disciplinary action, including written warnings and possible suspension, transfer, and/or termination. In the event of harassment by a client or vendor or an employee thereof, the Firm will remove the complainant from contact with the alleged harasser (this is done because the Firm cannot force removal of the alleged harasser) and immediately notify the client representative with whom the Firm has a relationship of the allegation and request action related thereto.

The Firm will not permit or condone any acts of retaliation against anyone that files harassment complaints or cooperates in the investigation.

The term "harassment" includes but is not limited to unwelcome slurs, jokes, verbal, graphic or physical conduct relating to an individual's race, religion, sex, sexual orientation, age, national origin, or disability.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

- Submission to such conduct is an explicit or implicit term or condition of employment;
- Employment decisions are based on an employee's submission to or rejection of such conduct; or,
- Such conduct interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

The term "harassment" may also include conduct of employees, Managers, vendors and/or clients who engage in verbally or physically harassing behavior which has the potential for humiliating or embarrassing an employee of the Firm.

Employment Policies (con't)**Complaint Procedure**

The Firm provides its employees with a convenient and reliable method for reporting incidents of harassment, including sexual harassment. Any employee who feels that they have been or are being harassed, or discriminated against, is encouraged to immediately inform the alleged harasser that the behavior is unwelcome. In most instances, the person is unaware that their conduct is offensive and when so advised can easily and willingly correct the conduct so that it does not reoccur. If the informal discussion with the alleged harasser is unsuccessful in remedying the problem or if such an approach is not possible, the employee should immediately report the complained-of conduct to the Human Resources Manager. The report should include all facts available to the employee regarding the harassment.

Confidentiality

All reports of harassment will be treated seriously. However, absolute confidentiality is not promised nor can it be assured. The Firm will conduct an investigation of any complaint, which will require limited disclosure of pertinent information to certain parties, including the alleged harasser.

Investigative Procedure

Once a complaint is received, the Firm will begin a prompt and thorough investigation. The investigation may include interviews with all involved employees, including the alleged harasser, and any employees who are aware of facts or incidents alleged to have occurred.

Once the investigation is completed, a determination will be made regarding the validity of the harassment allegations. If it is determined that harassment has occurred, prompt, remedial action will be taken. This may include some or all of the following steps:

- Restore any lost terms, conditions, or benefits of employment to the complaining employee.
- Discipline the harasser. This discipline can include written disciplinary warnings, transfer, demotion, suspension, required training classes, and/or termination.

If the harassment is from a vendor or client the Firm will take appropriate action to stop the complained-of conduct.

Duties of Employees and Managers

All employees of the Firm, both management and non-management, are responsible for assuring that a workplace free of harassment is maintained. Any employee may file a harassment complaint regarding incidents experienced personally or incidents observed in the workplace. The Firm strives to maintain a lawful, pleasant work environment where all employees are able to effectively perform their work without interference of any type and requests the assistance of all employees in this effort.

All Managers and Supervisors are responsible for doing all they can to prevent and discourage harassment from occurring. All Firm Supervisors and Managers are expected to adhere to the Firm's anti-harassment policy.

If a complaint is raised, Supervisors and Managers are to act promptly to notify the Human Resources Manager of the complaint so that an investigation may proceed. If a Supervisor or Manager fails to follow this policy, they will be disciplined. Such discipline may include termination.

Drug Free Workplace

It is the goal of Mostyn Law Firm to provide a safe, healthful, drug-free work environment for all employees. The Firm also recognizes that its own health and future are dependent upon the physical and psychological health of its employees. To insure that we achieve that goal, we have adopted the following policy on drug abuse.

The Firm explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on Firm or customer premises or while performing an assignment.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from the Firm or customer premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts the Firm's reputation at risk.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the Firm or customer premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts the Firm's reputation at risk.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of the Firm or its customers, or while on Firm business. Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

The Firm will conduct drug testing under any of the following circumstances:

- **Random Testing:** Employees may be selected at random for drug testing at any interval determined by the Firm.
- **For Cause Testing:** The Firm may ask an employee to submit to a drug test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
- **Post-accident Testing:** Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was injured, but also any employee who potentially contributed to the accident or injury event in any way.

If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

Confidentiality

All Firm records and information relating to the Firm or its Clients are confidential and employees must, therefore, treat all matters accordingly. No Firm/Firm-related information or Client/Client-related information, including without limitation, Firm strategies, settlement information, documents, notes, files, records, oral information, computer files, or similar materials (except in the ordinary course of performing duties on behalf of the Firm) may be removed from the Firm's or Client's premises without permission from the Firm and/or Client.

Additionally, the contents of the Firm's and Client's records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for a business purpose. Employees must not disclose any confidential information, purposefully or inadvertently through casual conversation, to any unauthorized person inside or outside the Firm.

Employees who are unsure about the confidential nature of specific information must ask their Supervisor or Human Resources for clarification. Employees will be subject to appropriate disciplinary action, up to and including termination, for knowingly or unknowingly revealing information of a confidential nature.

Confidentiality Agreement

The undersigned, as a current or proposed employee of Mostyn Law Firm, will have access to client information and records, together with other information and documentation which should not be made available to the public or any person or entities: and agrees not to disclose or divulge any information regarding Mostyn Law Firm, client information, records or other information or documentation regarding the corporation and/or its clients or customers. Such confidential information includes, but is not limited to the following examples:

- | | |
|-------------------------------------|---|
| Compensation data | Pending projects and proposals |
| Computer programs/data | Plans |
| Computer security codes | Proprietary production/distribution process |
| Financial information | Referral sources or information |
| Marketing strategies | Office Security keys/codes |
| New materials/product research | Research and development strategies |
| Client/customer lists | Technological data |
| Client/customer medical information | Technological prototypes |
| Client/customer preferences | |

The undersigned has been given to read and understands the attached information, as to release of information and non-disclosure material which is covered in this signed agreement.

The undersigned acknowledges that any employee who improperly uses or discloses trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment, even if he or she does not actually benefit from the disclosed information. In addition, employees who are exposed to confidential information may be required to sign a non-disclosure agreement as a condition of employment.

The company intends to pursue all available legal remedies against employees or former employees who are found misappropriating confidential information or trade secrets. This undersigned will remain bound by this agreement during and following termination of employment.

This document shall not constitute a promise or guarantee of future employment.

Employee Signature

Date

Employee Name (Print)

Social Security Number

Conflict of Interest and Outside Employment Statement**As a General,**

The Firm expects its employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the Firm. Business dealings that appear to create a conflict between the interests of the Firm and an employee are unacceptable. The Firm recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, the employee must disclose any possible conflicts so that the Firm may assess and prevent potential conflicts of interest from arising. A potential or actual conflict of interest occurs whenever an employee is in position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of the Firm's business dealings.

Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the ones which most frequently present problems. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, he or she should immediately contact their Supervisor or Human Resources to obtain advice on the issue. The purpose of this policy is to protect employees from any conflict of interest that might arise.

A violation of this policy may result in immediate and appropriate discipline, up to and including immediate termination.

Fraud Policy

Mostyn Law Firm is committed to doing business in an environment of honesty and integrity. Therefore, the Firm will not tolerate any dishonest or fraudulent act.

“Fraud” is the deliberate practice of deception in order to receive unfair or unlawful gain. It is the policy of Mostyn Law Firm to establish and maintain controls and procedures intended to provide reasonable assurance that dishonest or fraudulent acts, by outsiders or employees, are prevented or promptly detected.

Some examples of fraudulent activity include, but are not limited to:

- Forgery, falsification or alteration of documents (for example: receipts submitted for expense account reimbursement, cash receipts, checks, vendor agreements, purchase orders, other financial documents, electronic files);
- Misapplication of funds, supplies, or other assets;
- Impropriety in the handling or reporting of money or financial transactions;
- Profiteering as a result of insider knowledge of Firm plans and activities;
- Unauthorized disclosure of confidential and proprietary information to outside parties;
- Any similar or related irregularity, or actions related to concealing or perpetrating the above-mentioned activities; and
- Any fraudulent or dishonest act

Employees have an obligation to promptly report any and all suspected acts of dishonesty and fraud. Suspected fraudulent activity may be reported to the employee’s Supervisor/Manager, Human Resources, or directly to the Owner.

There will be no retaliation against any employee who raises legitimate concerns regarding violations of Firm policy. All cases of suspected fraud will be handled with the utmost confidentiality.

Procedure

All cases of fraud will be reported to appropriate law enforcement authorities for prosecution. Mostyn Law Firm will fully cooperate in the investigation and prosecution of perpetrators. Any employee determined to have been involved in such acts in any way will be subject to disciplinary action, up to and including termination.

Nepotism

The Firm permits the employment of qualified relatives of employees as long as such employment does not, in the opinion of the Firm, create actual or perceived conflicts of interest. For purposes of this policy, “relative” is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or “step” relation. The Firm will exercise sound business judgment in the placement of related employees in accordance with the following guidelines:

- Individuals who are related by blood or marriage are permitted to work in the same facility, provided no direct reporting or supervisory/management relationship exists. That is, no employee is permitted to work within the “chain of command” of a relative such that one relative’s work responsibilities, salary, or career progress could be influenced by the other relative.
- No relatives are permitted to work together if the Firm believes an inherent conflict of interest may exist.
- Employees who marry while employed are treated in accordance with these guidelines. That is, if in the opinion of the Firm, a conflict or an apparent conflict arises as a result of the marriage, one of the employees will be transferred at the earliest practicable time. If transfer is not possible, termination of one of the employees may be necessary.
- It is the responsibility of the employee involved with the employment of a relative to disclose this relationship to their Supervisor in advance of the employment decision. This policy applies to all categories of employment at the Firm, including full-time/part-time regular and temporary classifications.

Exceptions to this general policy may be made regarding summer and/or temporary help.

Orientation

Mostyn Law Firm is committed to assisting all new employees with their transition into the Firm. Our orientation will be sufficient in scope and duration to inform the individual about their responsibilities and how to fulfill them within the Firm's expectations. Human Resources is responsible for conducting general orientation and each Supervisor is responsible for orientation within each department.

Advancement and Promotion

The Firm's goal is to promote employees from within the current workforce whenever possible. Once a vacancy is established, you may be promoted provided you are qualified for such advancement.

In seeking advancement to a new position, an applicant's demonstrated ability and overall qualifications will be considered. The final decision will be based on these criteria along with the recommendation of your Supervisor.

In certain situations, an opening will occur that requires specialized skills and/or talents, which do not currently exist within the Firm. In such cases, the Firm will utilize someone from outside the present work force.

Re-Employment

Former employees may be considered eligible for reemployment. Consideration will be based upon previous work performance, attendance, and other job related factors. Veterans will be reemployed in accordance with applicable laws.

Reemployment does not guarantee the same position or the same salary to an employee. After the employee has been separated for more than ninety (90) calendar days, all rights to seniority, benefit status, and vacation will be forfeited.

Personnel Files

Personnel files are considered the business records of Mostyn Law Firm. To ensure employees' right to privacy, personnel files are considered confidential. You may review your personnel file upon request and in the presence of Human Resources. If you are interested in reviewing your file, contact Human Resources to make arrangements.

To ensure that your personnel file is up-to-date at all times, report any changes in your name, home address, telephone number, marital status, Social Security Number, beneficiary (if eligible), and/or emergency contact information in writing to Human Resources. Employees are responsible to provide Human Resources with all applicable and current licensure information.

Employment Verifications

All inquiries regarding a current or former employee of the Firm must be referred to Human Resources. Should an employee receive a written request for a reference, he should refer the request to Human Resources for handling. No employee may issue a reference letter to any current or former employee without the permission of a member in Charge of Human Resources or the Owner.

Under no circumstances should any employee other than Human Resources release any information about any current or former employee. All telephone inquiries regarding any current or former employee of Mostyn Law Firm must be referred to Human Resources.

In response to an outside request for information regarding a current or former employee, Human Resources will furnish or verify only an employee's name, dates of employment, job title and department. No other data or information regarding any current or former employee will be furnished without the employee's written authorization.

Compensation Policies

Classifications of Employment

For purposes of salary administration and eligibility for overtime payments and employment benefits, the Firm classifies its employees as follows:

Full-time Regular Employees. Employees hired to work the Firm's normal, full-time, forty (40) hour or more workweek on a regular basis. Such employees may be "exempt" or "non-exempt" as defined below.

Part-time Regular Employees. Employees hired to work fewer than forty (40) hours per week on a regular basis. Such employees may be "exempt" or "non-exempt" as defined below.

Temporary/Contract Employees. Employees engaged to work full-time or part-time on the Firm's payroll with the understanding that their employment will be terminated no later than upon completion of a specific assignment (note that a temporary/contract employee may be offered, and may accept, a new assignment with the Firm and thus still retain temporary status). Such employees may be "exempt" or "non-exempt" as defined below. Employees hired from temporary employment agencies for specific assignments are employees of the respective agency and not of the Firm.

Non-exempt Employees. Employees who are required to be paid minimum wage and overtime at the federal or state prescribed wage rate, whichever is higher.

Exempt Employees. Employees who are not required to be paid minimum wage and overtime, in accordance with applicable federal wage and hour laws, for work performed beyond forty hours in a workweek. Executives, professional employees, outside sales representatives, certain computer programmers and employees in administrative positions are typically exempt.

Overtime for Non-exempt Employees

It should be recognized that overtime and additional work other than that which is regularly scheduled may be required. Overtime will be paid to eligible, non-exempt employees in accordance with applicable state law. The pay for regular overtime will be at the federal or state prescribed wage rate, whichever is higher.

All overtime must be authorized by your immediate Supervisor/Manager prior to the occurrence.

Payday

All employees will be paid semi-monthly on the 1st and 15th. If you resign or your employment is terminated, final settlement of wages will be made no earlier than the next regular pay cycle, or in accordance with state law, whichever is sooner.

Wage and Salaries

Wage rates and salaries vary according to the current market price for comparable services, your qualifications, previous work experience, and a successful, stable work record. Rates for one particular job or classification cannot be compared as being relative to any other. Salary surveys are conducted regularly to ensure salaries are competitive in the local marketplace. Any wage increase or adjustment in pay will be awarded on an individual basis dependent upon performance and overall contribution to the Firm's profitability.

Family Medical Leave of Absence (FMLA)

A. General Provisions

It is the policy of this Firm to grant up to 12 weeks of family and medical leave during any 12-month period to eligible employees, in accordance with the Family and Medical Leave Act of 1993 (FMLA) for one or more of the following reasons:

- For the birth and care of the newborn child of the employee;
- for placement with the employee of a son or daughter for adoption or foster care;
- to care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- to take medical leave when the employee is unable to work because of a serious health condition.

“Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves either:

- any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, and any period of incapacity or subsequent treatment in connection with such inpatient care; or
- continuing treatment by a health care provider which includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities) due to:
 1. A health condition (including treatment therefore or recovery therefrom) lasting more than three (3) consecutive days, and any subsequent treatment or period of incapacity relating to the same condition that also includes:
 - treatment two (2) or more times by or under the supervision of a health care provider; or
 - one treatment by a health care provider with a continuing regimen of treatment;
 2. Pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; or
 3. A chronic serious health condition which continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity (e.g., asthma, diabetes). A visit to a health care provider is not necessary for each absence; or
 4. A permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer’s, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; or
 5. Any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three (3) days if not treated (e.g., chemotherapy or radiation treatments for cancer).

Spouses employed by the same employer are jointly entitled to a combined total of 12 work-weeks of family leave for the birth and care of the newborn child, for placement of a child for adoption or foster care, and to care for a parent who has a serious health condition.

Leave for birth and care, or placement for adoption or foster care must conclude within 12 months of the birth or placement. Mostyn Law Firm will pay eligible employees up to one (1) week while on maternity leave.

Family Medical Leave of Absence (FMLA) (con't)**B. Eligibility**

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

1. The employee must have worked for the employer for 12 months or 52 weeks.
2. The employee must have worked at least 1250 hours during the twelve-month period immediately before the date when the leave is requested to commence.
3. The employee must work in an office or work site where 50 or more employees are employed by the Firm within 75 miles of that office or work site. The distance is to be calculated by using available transportation by the most direct route.

The Firm will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the Firm will compute the amount of leave the employee has taken under this policy and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time

C. Employee Status and Benefits during Leave

It is the policy of the Firm to continue to provide health care benefits to employees who are away from work on approved leave. All active full-time employees covered by the Firm's benefit plan(s) will be eligible to continue medical coverage for up to 12 weeks while on such approved leave, whether the leave is paid or unpaid

An employee who is away from work under this policy must pay his share of employee coverage, including dependent coverage, if any, to maintain health care coverage during the time away from work. Upon the expiration of 12 weeks, or if an employee fails to pay his employee contribution for benefits within 30 days from the established due date communicated to the employee and no applicable state or federal law provides otherwise, the employee's health care coverage, including dependent coverage, will be terminated.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the Firm will require the employee to reimburse the Firm the amount it paid for the employee's health insurance premium during the leave period.

D. Employee Status after Leave

An employee who takes leave under this policy will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions.

The Firm may choose to exempt certain highly compensated employees from this requirement and not return them to the same or similar position.

E. Use of Vacation

If the employee has accrued unused vacation, the employee must exhaust their time prior to taking any unpaid weeks under FMLA. The use of vacation and FMLA will run concurrently so not to exceed 12 weeks.

Family Medical Leave of Absence (FMLA) (con't)**F. Intermittent Leave or a Reduced Work Schedule**

In special circumstances an employee may take a leave intermittently (take a day periodically when needed over the year) or may use the leave to reduce the work week or work day, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 work weeks over a 12-month period. Approval is required.

The Firm may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

Procedure

All employees requesting leave under this policy must provide verbal notice with an explanation of the reason(s) for the needed leave to their immediate Supervisor, who will advise the Human Resources Department. Employees are required to give 30 days' notice. If it is not possible to give 30 days' notice, the employee must give as much notice as is practicable. An employee who is to undergo planned medical treatment is required to make a reasonable effort to schedule the treatment in order to minimize disruptions to the Firm's operations.

The Firm will provide individual notice of rights and obligations to each employee requesting leave as soon as practicable. For employees on intermittent or recurring leave for the same incident this notice will be provided every six (6) months.

The Firm may ask for certification of the serious health condition. The employee should try to respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical information received for FMLA leave is considered confidential and shall be disclosed only to those involved in the FMLA determination.

While on leave, employees are requested to report periodically to the Firm regarding the status of the medical condition and their intent to return to work.

Vacation Time

Paid vacation is time off from work in which an organization voluntarily provides employees as a benefit. Full-time regular employees may take paid vacation time at such time as is mutually agreed upon between the employee and their Supervisor or Manager. After one year of full-time employment, the employee is eligible for 2 weeks paid vacation. Vacation time is awarded each anniversary date. Any unused vacation time, will not be rolled over to the following year. All vacation leave must have the advanced approval of the employee's Supervisor/Human Resources.

Payment of Unused Vacation:

Employees will not be paid for unused vacation upon separation of employment.

Sick Time

Sick time is designed to provide salary continuation in the event of illness or injury. Full-time, regular employees are granted 5 days sick days per calendar year. Unused sick time will not be rolled over to the following year. Sick days reset at the beginning of each year.

Time Off to Vote

Employees will be allowed time off to vote on Election Day. Time away from work may not exceed two (2) hours. Prior approval is required.

Military Leave

Full-time or part-time employees called or volunteering to active military duty or Reserve or National Guard training, will be granted a leave of absence without pay for the period of military service in accordance with applicable federal and state laws.

Members of the Reserves or National Guard who take an unpaid leave for training purposes will be allowed to use any unused Vacation time.

Copies of your military orders must be submitted to Human Resources as soon as possible. Reinstatement after military duty or training is completed is determined in accordance with applicable federal and state laws.

Jury Duty

Jury Duty will be paid by the Firm if you are a full-time regular employee based on your current base rate of pay during your active period of duty for up to a maximum of three (3) working days per calendar year.

A copy of the summons notification must be given to Human Resources as soon as it is received and proof of duty must be submitted upon your return to work.

Holidays

Full-time regular employees and part-time regular employees who work more than 30 hours are eligible for paid holidays during each calendar year. A paid holiday does not count as a day worked in calculating overtime for the week. If the designated day is not stated and a holiday falls on a Saturday, the previous Friday will be observed as the holiday. If a holiday falls on a Sunday, the following Monday will be observed as the holiday.

Employees may use their vacation for observances of other religious holidays (prior approval required). Hourly employees whose job requires them to work on a holiday will receive double pay and will not require the use of vacation.

The following seven (7) holidays are observed annually by Mostyn Law Firm:

- New Years Day (January 1)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Day (December 25)

Benefit Plans

Full-time regular employees are eligible for benefits the first day of the month following 90 days of employment and end on the last day of the termination month. The Firm will pay a percentage of the employee and eligible dependents health premiums.

This portion of the Employee Handbook contains a very general description of the benefits to which you may be entitled as an employee of the Firm. Please understand that this general explanation is not intended to, and does not, provide you with all the details of these benefits. Therefore, this Handbook does not change or otherwise interpret the terms of the official plan documents. Your rights can be determined only by referring to the full text of the official plan documents, which are available for your examination from the benefit provider. To the extent that any of the information contained in this Handbook is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

Please note that nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between the Firm and its employees, retirees or their dependents, for benefits or for any other purpose. All employees shall remain subject to discharge or discipline to the same extent as if these plans had not been put into effect.

The Firm reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein, including any health benefits that may be extended to retirees and their dependents. Further, the Firm reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

For more complete information regarding any of our benefit programs, please refer to the Summary Plan Descriptions, which are provided to you separately by Human Resources. If you lost or misplaced those descriptions, please contact Human Resources for another copy.

Dress Code Policy

Mostyn Law Firm has adopted business/casual dress attire. Employees have the responsibility to maintain the Firm's image of professionalism through the manner in which they present themselves to each other and the outside world.

Appropriate attire includes but is not limited to: slacks, khakis, sport shirts, polo and cotton shirts, golf shirts, skirts and dresses, professional cropped pants, turtlenecks, sweaters, loafers, and sandals.

Inappropriate attire includes but is not limited to: jeans (unless previously approved), spaghetti straps, halter tops, beachwear, work-out attire, tank tops, tee-shirts, leggings, spandex or other form-fitting pants, or distracting, offensive or revealing clothes. In addition, athletic shoes, flip-flops, and/or slippers are not permitted.

Because employees are required to present a positive image, visible body piercings and visible body markings/tattoos shall be limited. The only visible body part that shall be permitted to have an item inserted into it shall be each/either ear lobe and it shall be limited to two (2) earring posts per each earlobe. No other visible body part shall have an earring, stud, hoop, or other object inserted into it during this period of time. Tattoo(s) or other marking(s) may remain visible if it does not have objectionable or obscene wording or illustrations.

Unnatural coloring or excessive hairstyles are prohibited. Hair must be a color that can be grown naturally.

Managers and Supervisors are responsible for interpreting and enforcing dress and grooming standards in their areas of responsibility. Reasonable accommodation will be made for employees' religious beliefs and disabilities whenever possible, consistent with the business necessity to present a professional appearance to the public.

Any employee whose appearance does not meet Firm standards may be sent home to correct the problem which may result in the employee using their vacation time.

Repeated disregard for this dress and grooming policy may result in disciplinary action up to and including termination of employment.

Firm Property and Equipment

Firm property and equipment is provided exclusively for the benefit of the Firm, and is provided for business use only. In certain instances, employees may be asked to sign acknowledgements of equipment issues and returns. Employees may also be asked to reimburse the Firm for any unauthorized incurred expenses.

The protection of Firm business information, property and all other Firm assets are vital to the interests and success of the Firm. No Firm related information or property, including, without limitation, documents, files, records, computer files, equipment, office supplies, or similar materials (except in the ordinary course of performing duties on behalf of the Firm) may be removed from the Firm's premises. When in the ordinary course of business, employees are responsible to comply with the applicable procedures to protect such information and property. Violation of this policy is a serious offense and will result in appropriate disciplinary action, up to and including discharge.

Employees are expected to exercise care in the use of Firm equipment and property and use such property only for authorized purposes. Loss, damages, or theft of Firm property should be reported at once. Negligence in the care and use of Firm property may be considered grounds for discipline, up to and including termination.

Upon termination of employment, the employee must return all Firm related information and property that the employee has in possession or control, including, without limitation, documents, files, records, handbooks, information stored on a personal computer or on a computer disc, supplies, and equipment or office supplies. The Firm will take reasonable action, in accordance with applicable laws, against employees who fail to return any and all Firm information and/or property.

Telephone, E-Mail, Voice Mail, Internet usage and Firm-Owned systems, property, equipment and Supplies.

The Firm respects the privacy of its employees. However, employees may not expect such privacy rights to extend to the use of Firm-Owned systems, property, equipment and supplies, or to work-related conduct. This policy is intended to notify all employees that no reasonable expectation of privacy exists in connection with your use of the Firm's systems, property, equipment, or supplies. Employees are prohibited from withholding information maintained within Firm-supplies containers, including but limited to computer files, computer databases, desks, and cabinets.

The following rules apply to the use of Firm property:

Right to Access Information. While employees have individual passwords to e-mail, voice mail and computer network systems, these systems are at all times accessible to and by the Firm and may be subject to unannounced, periodic inspections by the Firm for business purposes. This policy includes but is not limited to all telephone, electronic and computer network systems that are accessed on or from the Firm's premises, used in a manner that identifies the employee with the Firm, accessed using the Firm computer equipment and/or via Firm-paid access methods. Employees may not use secret passwords and all system passwords must be available to the Firm at all times. The Firm maintains back-up copies of e-mail and voice mail, and these records, as well as the usage records of the Firm computer network systems may be reviewed by the Firm for legal, business or other reasons.

Firm Property and Equipment (con't)

Use is Restricted to Firm Business. Employees are expected to use Firm telephone, e-mail, voice mail, and computer network systems for business, not for personal reasons. Personal reasons include, but are not limited to, non-job related communications, research or solicitations, or soliciting for political or religious causes, outside organizations, or other commercial ventures.

Social Networking. This policy will set forth guidelines that employees should follow for all online communications in reference to Mostyn Law Firm.

Relevant Technologies

This policy includes (but is not limited to) the following specific sites:

- Personal Blogs
- LinkedIn
- Twitter
- Facebook
- MySpace
- Personal Web sites
- Digg

Off-Limit Material

This policy sets for the following items which are deemed off-limits for social networking.

Intellectual property, trade secrets, or client's data

Mostyn's intellectual property, trade secrets, and customer data are strictly forbidden from any online discourse except through mechanisms managed internally by Mostyn Law Firm. Even a positive reference could be picked up by a competitor and used to our disadvantage. Employees are not to reference any clients or associates without obtaining their explicit permission to do so.

Financial Information

Any online communication regarding the company's financial data is strictly forbidden except through mechanisms managed internally by Mostyn Law Firm's communications.

Firm Sensitive Matters

Any online communication regarding the Firm's financial data is strictly forbidden except through mechanisms managed internally by Mostyn Law Firm's communications.

Inaccurate or defamatory content

Employees who participate in online communication deemed not to be in the best interest of Mostyn Law Firm will be subject to disciplinary action. This online communication can include but is not limited to:

- Company information or data leakage
- Inaccurate, distasteful or defamatory commentary about the Firm

Disciplinary action can include termination or other intervention deemed appropriate by the Owner or Human Resources.

Firm Property and Equipment (con't)

Prohibited Content. Employees are prohibited from using the Firm's telephone, electronic, Internet or computer network systems in any manner that may be offensive or disruptive to others. This includes, but is not limited to, the transmission of racial or ethnic slurs, gender-specific comments, sexually explicit images or messages, pornography, and any remarks that would offend others based on their age, political or religious beliefs, disability, national origin or sexual orientation, or any messages that may be interpreted to disparage or harass others. No telephone, electronic, or computer network communications may be sent which represent the sender as from another Firm or as someone else, or which try to hide the sender's identity. Inappropriate or excessive personal use of the Firm's property or telephone, electronic or computer network systems will result in disciplinary action, up to and including termination.

Corporate Communication (Press/Media Coverage and Interviews)

All corporate communications (e.g., press coverage or media interviews) must be approved by the Owner. If you are approached for an interview or asked to comment on any Firm related subject (e.g., Firm direction, financial performance, litigation and liability, client project, competitor, vendor, etc.), the Owner must be included in the discussion. It is important that Mostyn Law Firm deliver a consistent message to these sources.

Cell Phone Usage

Cell Phone Usage

Employees are required to keep cell phones off or on vibrate and out of sight during normal business hours. Cell phone usage is only allowed during 15 minute breaks and lunch breaks and must be used away from employee work areas.

Wage Deduction Authorization Agreement

I understand and agree that my employer, Mostyn Law Firm (the Firm), may deduct money from my pay from time to time for reasons that include but are not limited to the following categories:

1. my share of the premiums for the Firm’s group benefits;
2. any contributions I may make into a retirement or pension plan sponsored, controlled, or managed by the Firm;
3. if I receive an overpayment of wages for any reason, repayment to the Firm of such overpayments;
4. the cost to the Firm of personal long-distance calls I may make on Firm phones or on Firm accounts, of personal faxes sent by me using Firm equipment or Firm accounts, or of non-work related access to the Internet or other computer networks by me using Firm equipment or Firm accounts;
5. the cost of repairing or replacing any Firm supplies, materials, equipment, money, or other property that I may damage (other than normal wear and tear), lose, fail to return, or take without appropriate authorization from the Firm during my employment*;
6. the cost of Firm paraphernalia;
7. the reasonable cost or fair value, whichever is less, of meals, lodging, and other facilities furnished to me by the Firm in connection with my employment;
8. administrative fees in connection with court-ordered garnishments or legally-required wage attachments of my pay, limited in extent to the amount or amounts allowed under applicable laws;
9. if I take paid vacation or sick leave in advance of the date I would normally be entitled to it and I separate from the Firm before accruing time to cover such advance leave, the value of such leave taken in advance that is not so covered;
10. the value of any time off for absences to which paid leave is not applied (non-exempt salaried employees will have all such unpaid leave deducted from their salary, while exempt salaried employees will experience salary reductions only in units of a full day at a time); and
11. if my employer pays any insurance premiums or retirement system contributions (“payments”) on my behalf that I would normally make under the applicable Firm benefit plan, the amount of such payments made by the Firm, such payments being an advance of future wages payable to me.

I agree that the Firm may deduct money from my pay under the above circumstances, or if any of the above situations occur.

Employee Signature

Date

Employee Name (Print)

Social Security Number

Employee Conduct

Attendance, Absenteeism and Tardiness

Mostyn Law Firm expects all employees to assume responsibility for their attendance and promptness.

If you are absent for three (3) or more days and fail to properly report your absences, this will be considered a resignation of your position and you will be terminated for abandonment of your job. If you are unexpectedly absent, please notify Human Resources as soon as possible.

Absenteeism is defined as unscheduled absences from work. Excessive absenteeism is eight (8) or more incidents in a 90 day period. Excessive absenteeism is grounds for disciplinary action, up to and including termination.

Tardiness is defined as arriving past your scheduled time. It is your responsibility to contact Human Resources and notify them if you are going late. Excessive tardiness is 10 or more incidents in a 90 day period. Excessive tardiness is grounds for disciplinary action, up to and including termination.

Guidelines for Appropriate Conduct

As a Firm team member, you are expected to accept certain responsibilities, follow acceptable business principles in matters of conduct, and exhibit a high degree of integrity at all times. This does not only involve sincere respect for the rights and feelings of others, but also demands that you refrain from any behavior that might be harmful to you, your co-workers, the Firm, or that might be viewed unfavorably by current or potential clients, or by the public at large. Your conduct reflects on the Firm. You are, consequently, encouraged to observe the highest standards of professionalism at all times. Types of behavior and conduct that the Firm considers inappropriate include, but are not limited to, the following:

- Falsification of employment or Firm records
- Violation of the Equal Employment Opportunity Policy
- Violation of the anti-harassment policy
- Violation of the Drug Free Work Place Policy
- Breach of trust or dishonesty
- Conviction of felony
- Gross negligence
- Insubordination
- Deliberate non-performance of work
- Willful violation of an established policy
- Soliciting or accepting gratuities/honorariums from Clients/Vendors requires Owner approval
- Excessive, unnecessary, or unauthorized use of property and supplies of a Client or the Firm, particularly for personal purposes
- Marring, defacing or other willful destruction of any supplies, equipment or property of a co-worker, visitor, Client or the Firm
- Theft, larceny, or unauthorized possession of, or the use of, property belonging to any co-worker, visitor, Client or the Firm

Employee Conduct (con't)

- Fighting or serious breach of acceptable behavior
- Excessive absenteeism or tardiness
- Unauthorized possession of firearms or dangerous weapons on the Firm premises or while on Firm business
- Disregarding safety policies

Should your performance, work habits, overall attitude, conduct, or demeanor become unsatisfactory based on violations either of the above or any other Firm policies, rules, or regulations, you will be subject to disciplinary action, up to and including termination.

Progressive Discipline

Where appropriate, a policy of progressive employee discipline will be followed by Supervisors. Accordingly, all supporting documentation will be kept in the appropriate and confidential personnel file. Major elements of this policy include:

Verbal Reprimand. This is an oral warning to an employee that his conduct is unacceptable and that repeated or continued failure to conform his conduct or performance to the Firm standards will result in more severe disciplinary action. Before receiving an oral reprimand, an employee will be counseled by his Manager and told what improvements are necessary and expected to correct any performance deficiencies. A record of the notice of the oral reprimand may be made and retained in the employee's personnel file.

Written Reprimand. This reprimand will describe the unacceptable conduct or performance of the employee and specify needed changes or improvements. A copy of the written reprimand will be retained in the employee's personnel file.

Suspension. This step in the Firm's progressive disciplinary policy is suspension for a period of time to be determined by their Supervisor, Human Resources, or higher.

Termination. This final step in the disciplinary procedure is the termination of the employee. If an employee fails to change their conduct or performance to the standards required by the Firm, the Firm may, in its sole discretion, terminate the employee's employment.

Before or during imposition of any discipline, employees may be given an opportunity to relate their version of the incident or problem at issue and provide any explanation or justification they consider relevant.

Notwithstanding the foregoing progressive disciplinary procedure policy, your employment is at will and subject to immediate termination. The Firm reserves the right to administer discipline in such a manner as it deems appropriate to the circumstances and may, in its sole discretion, eliminate any or all of the steps in the progressive discipline procedure.

Safety Policies

Safe Workplace

It is the intent of the Firm to provide a safe workplace for employees and to provide a comfortable and secure atmosphere for clients and others with whom we do business. Mostyn Law Firm has a no tolerance guideline for violent acts or threats of violence.

Mostyn Law Firm expects all employees to conduct themselves in a non-threatening, non-abusive manner at all times. No direct, conditional or veiled threat of harm to any employee or Firm property will be considered acceptable behavior. Acts of violence or intimidation of others will not be tolerated. Any employee who commits or threatens to commit a violent act against any person while on Firm premises, that employee will be subject to immediate discharge if the threat or violent act could adversely affect the Firm or its reputation in the community.

Employees within the Firm share the responsibility in identifying and alleviating violent or threatening behavior. Any employee who is subjected to or threatened with violence or who is aware of another individual who has been subjected to or threatened with violence shall immediately report this information to their Supervisor or a member of management. Employees should not assume that any threat is not serious. If you as an individual feel threatened and need protection, do not hesitate to report the situation to a Manager. Any threat reported to a Manager should be brought to the attention of Human Resources and/or an Executive. All reports will be carefully investigated and employee confidentiality will be maintained to the fullest extent possible.

Firearms

It is the intent of the Firm to provide a safe and secure workplace for employees, clients, customers of clients, visitors, and others with whom we do business. The Firm expressly forbids the possession of firearms on Firm property. The Firm has a "zero tolerance" guideline for possession of any type of weapon, firearm, explosive, or ammunition. Firm property includes, but is not limited to, all Firm facilities, vehicles, and equipment, whether leased or owned by the Firm or its client. In addition, firearms in employee-owned vehicles parked on Firm property are strictly forbidden.

The possession of firearms on Firm property may be cause for discipline including immediate termination of employment. In enforcing this guideline, the Firm reserves the right to request inspections of any employee and their personal effects, including personal vehicles while on Firm premises.

Employees within the Firm share the responsibility of identifying violators of this guideline. An employee who witnesses or suspects another individual of violating this guideline should immediately report this information to their Supervisor.

Employee Safety and Health

It is the policy of the Firm to provide its employees a safe and healthy work place and to follow procedures aimed at safeguarding all employees. Accident prevention and efficiency in production go together.

Safety Policies (con't)

Safety is everyone's responsibility. Every Supervisor is expected to devote the time and effort necessary to ensure the safety of employees at all times. General Safety Rules:

- Job safety is the responsibility of each individual employee. Job safety often is applying common sense to a situation. Use common sense and stay alert on the job at all times.
- All injuries, no matter how slight, must be reported to Human Resources immediately.
- Employees under the influence of drugs or alcohol, while on the job will be subject to disciplinary action, up to and including termination. If you are taking prescribed medication, you should advise your Supervisor prior to the start of the shift if you believe that the medication will affect your performance or will be a safety risk.
- When you report to work, if you feel there is anything that might affect your performance or be a safety risk, inform your Supervisor before starting to work.
- Report any unsafe condition to your Supervisor immediately, even if the unsafe condition does not directly affect you.
- Report any security violation or potential problems to your Supervisor.
- If you are not sure of how to perform the job you have been instructed to do, stop and check with your Supervisor. This is for your safety and for the safety of your fellow workers.
- Know how to safely operate and use equipment or seek assistance when unsure of proper operation.
- Do not attempt to repair or tamper with equipment not working properly. Report the condition to your Supervisor immediately.
- Use the correct method for lifting objects. Lift with your legs, not your back. If a load is too heavy or awkward, ask for assistance.
- Do not smoke in areas which are not specifically designated as smoking areas.
- All employees who drive or are passengers, while on Firm business, must wear their seat belts at all times.
- Obey all safety warning signs and/or emails at all times.
- Keep valuables within your line of vision or in locked area protection.
- If you are treated by a physician or authorized medical personnel for an injury that occurs on the job, you may be required to submit to drug and/or alcohol testing.
- If you are involved in any accidents or injuries on the job, you may be required to submit to post accident/injury drug and/or alcohol testing.

Failure to observe these guidelines may result in disciplinary action, up to and including termination of your employment.

Accidents

No matter how insignificant an injury may seem at the time of occurrence, you should notify your Supervisor immediately. Failure to do so can lead to disciplinary action, up to and including termination.

Severe Weather

In the event of a climatic incident which causes the Firm to close, open later than normal business hours, etc., a text message will be sent to all staff via their cell phone. Upon hire, MLF employee's cell phone number and carrier will be added to a specific outlook group which allows Firm Management to communicate with its staff on any last minute changes due to inclement weather. All employees will be added to this communication tool.

During inclement weather, if you do not receive notification via text of company changes, all employees should continue to follow normal procedures of contacting Human Resources if they will be late or unable to make it in to work.

Receipt and Acknowledgement of Mostyn Law Firm Employee Handbook

The Employee Handbook contains important information about the Firm and I understand that I should consult Human Resources regarding questions not answered in the handbook. I have entered into my employment relationship with the Firm voluntarily and understand there is no specified length of employment. Accordingly, either the Firm or I can terminate the relationship at will, at any time, with or without cause, and with or without advance notice.

I understand and agree that no person other than one with Owner approval may enter into an employment agreement for any specified period of time or make any agreement contrary to the Firm's stated employment-at-will policy.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur, except to the Firm's policy of employment-at-will. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only Human Resources with Owner approval has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I understand that this handbook is neither a contract of employment nor a legally-binding agreement. I have had an opportunity to read the handbook and I understand that I may ask my Supervisor or any employee of the Human Resources Department any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook and any revisions made to it. I further agree that if I remain with the Firm following any modifications to the handbook, I thereby accept and agree to such changes.

I have received a copy of the Firm's Employee Handbook on the date listed below and understand that I am expected to read the entire handbook. Additionally, I will sign the Acknowledgment of Receipt and return it to Human Resources. I understand that this form will be retained in my personnel file.

Employee Signature

Date

Employee Name (Print)

Social Security Number