

General Handbook Acknowledgement

This Employee Handbook is an important document intended to help employees become acquainted with KHI Solutions, an affiliate of Knowledge Services. The document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the Company's operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please [click here](#) to access the handbook before you read the following statements and sign below to indicate your receipt and acknowledgment of this Handbook.

I have received and read a copy of KHI Solutions, an affiliate of Knowledge Services's Employees Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the Company at any time.

I further understand that my employment is terminable at will, either by myself or the Company, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no representative of KHI Solutions, an affiliate of Knowledge Services other than the Head of Human Resources may alter "at will" status and any such modification must be in a signed writing.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Company's Employee Handbook.

Employee's Printed Name: Elizabeth R. Motel

Employee's Signature: *Elizabeth R. Motel*
Elizabeth R. Motel (Oct 26, 2022 13:39 PDT)

Employee's Job Title: Minor Talent

Date Employee Signed: Oct 26, 2022