

EMPLOYEE RECEIPT AND ACCEPTANCE

I hereby acknowledge receipt of The OI Companies' Employee Handbook. I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that the Employee Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that unless I have a written employment agreement with The OI Companies that provides otherwise, I have the right to resign from my employment with The OI Companies at any time with or without notice and with or without cause, and that The OI Companies has the right to terminate my employment at any time with or without notice and with or without cause.

CONFIDENTIALITY POLICY AND PLEDGE

Any information that an employee learns about The OI Companies, or its members or donors, as a result of working for The OI Companies that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by The OI Companies or to other persons employed by The OI Companies who do not need to know such information to assist in rendering services.

The disclosure, distribution, electronic transmission or copying of The OI Companies' confidential information is prohibited. Any employee who discloses confidential information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

I understand the information within the Employee Handbook and agree to its policies and procedures.

I understand the above policies and pledge not to disclose confidential information.

Signature: _____

Print Name: _____

Date: _____

Please sign and return to the Human Resources Administrator