



POLICIES & PROCEDURES

NUMBER PP322

SECTION: Human Resources	SUBJECT: Employee Handbook
--------------------------	----------------------------

P & P No.: 322

Section: Human Resources

Subject: Employee Handbook

Approved By: Harvey L. Massey

Effective Date: December 16, 1991

Last Reviewed Date:

Policy Owner:

The Employee Handbook has been designed to accomplish the following:

1. Acquaint and familiarize new employees with the Policies and Procedures pertaining to their employment with Massey Services.
2. Serve as a reference guide for all employees during their course of employment with Massey Services.

The new employee's Manager will be responsible for accomplishing the following:

1. Upon employment with Massey Services, **every new employee** is to sign the acknowledgement in the back of the Handbook, acknowledging that they have read the Handbook and their willingness to comply with the policies stated.
 - o The white copy of the signed acknowledgement, which is also to be signed by the General Manager, is to be included in all new employee's personnel package to be sent to the Corporate Personnel Department.
 - o The yellow copy is to remain in the Handbook.

When an employee leaves Massey Services, this Handbook is to be returned to the Company, along with all other Company owned equipment, materials, items, etc. As indicated in the foreword of this Handbook, the material and information contained in this Handbook is the property of Massey Services, and its contents are to be kept strictly confidential.

APPROVED BY: Harvey L. Massey	EFFECTIVE DATE: December 16, 1991	Page 1 of 1
-------------------------------	-----------------------------------	-------------