

At-Will Employment Agreement and
Acknowledgement of Receipt of Employee Handbook
Employee:

I acknowledge that I have received a copy of the Employee Handbook, which contains vital information on the Company's policies, procedures and benefits.

I understand that this handbook's policies are intended only as guidelines, not as a contract of employment. I understand that my employment is on "at-will" terms and therefore subject to termination, with or without notice or obvious reason, by myself or the Company. Changes to my "at-will" status may only take the form of a written agreement signed by an authorized member of the Company as well as myself. This agreement supersedes all prior/contemporaneous inconsistent agreements.

As part of my employment service, I hereby consent to the participation in interviews, the use of quotes, and the taking of photographs, movies or video tapes. I also grant, in perpetuity, to Art of Recycle the right to edit, use and reuse said products for nonprofit purposes including use in print, on the Internet, and all other forms of media.

I also hereby release Art of Recycle and its agents and employees from all claims, demands, and liabilities whatsoever in connection with the above.

I understand that Art of Recycle may change its policies, procedures and benefits at any time at its discretion, as well as interpret or vary them however it deems appropriate.

I have read (or will read) and agree to abide by all policies and procedures contained therein.

Employee Signature_____date_____

Supervisor Signature_____date_____

Guardian signature if minor_____date_____

Confidentiality Agreement

I agree to hold in confidence all information I become privy to regarding clients of Art of Recycle. I will not remove from the office of Art of Recycle any electronic or written records, or copies thereof, without express permission of Art of Recycle or Art of Recycle's client. I accept full responsibility for maintaining the confidential nature of all records, client contacts and information marked confidential.

I understand that I am personally responsible and fully liable for any violation of this agreement.

Employee Signature_____date_____

Employer Signature_____date_____