



***Aeronautical Systems Engineering, Inc.***

***Employment Agreement***

## **Welcome to Aeronautical Systems Engineering!**

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On the first day you report to work, you will begin an Introductory Period, which will last for 6 months.. This Introductory Period will be a time for learning about your fellow employees, your manager and the tasks involved with your job function.

You are expected to become familiar with company policies, processes, procedures, and standards during this period. Your manager will help identify the essential policies, processes, procedures and standards that will apply to your role with the company. The Employee Handbook is also a common guide for all employees for standards of conduct and general expectations.

During the Introductory Period employees will be evaluated by the management team on a regular basis to identify strengths and weaknesses. By completing this Introductory Period, an employee is not guaranteed continued employment for any term as it is always "at-will" and subject to various conditions.

Please do not get this confused with our waiting period of 60 calendar days, which pertains to when new employees can gain access to our company provided healthcare plans. At the conclusion of the Introductory Period employees who are offered continued full time employment will also be eligible for our Company Matching Simple IRA Plan. The Employer holds the right to terminate employment for various reasons, please see some examples below:

- ❖ Poor performance and/or sub-standard productivity
- ❖ Misrepresentation of employment experience, education or qualifications
- ❖ Misconduct
- ❖ Conviction of a crime
- ❖ Excessive tardiness and/or absence
- ❖ Violating company policies, including workplace safety rules and regulations
- ❖ Theft or unauthorized use of company property
- ❖ Damaging company property
- ❖ Harassing fellow employees
- ❖ Use or possession of alcohol or drugs on the job

- ❖ Unapproved use or distribution of employee personal information including salaries
- ❖ Position becomes obsolete

ASE expects their employees to conduct themselves in a professional manner, including confidentiality of personal information. Employees should keep their personal information secure and honor their fellow employees' information.

ASE is delighted to have you join our team and we look forward to continued growth and success together.

Your Introductory Period will begin this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ and will terminate in 6 months.

I, \_\_\_\_\_, have read and understand the above policy. I hereby agree to the policy and procedures outlined above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date