

EMPLOYEE ACKNOWLEDGEMENT FORM

The PERSONNEL GUIDELINES HANDBOOK describes important information about Iowa Electronic Devices, Inc. (IEDI), and I understand that I should consult Management regarding any questions not answered by the PERSONNEL GUIDELINES HANDBOOK. I have entered into my employment relationship with IEDI voluntarily and acknowledge that there is no specified length of employment. Accordingly, either IEDI or I can terminate the employer/employee relationship at will, with or without cause, at any time, so long as there is no violation of applicable local, state, or federal, statutes, rules, ordinances, and/or laws.

Since the information, guidelines, and benefits described herein are subject to change, I acknowledge that revisions to the PERSONNEL GUIDELINES HANDBOOK may occur, except to IEDI's guideline of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing guidelines. Only the Management of IEDI has the ability to adopt any revisions to the guidelines in this PERSONNEL GUIDELINES HANDBOOK. I understand that the most current version of the PERSONNEL GUIDELINES HANDBOOK is posted on the Internet on IEDI's Employee reference web site.

I understand that should I not be able to comply with any portion of the guidelines contained in the IEDI PERSONNEL GUIDELINES HANDBOOK that I will as soon as practicable:

- Formally (in writing) notify management of such limitation.
- Seek a letter of clarification on how IEDI Management will, or will not, adjust corporate guidelines and/or the PERSONNEL GUIDELINES HANDBOOK to address any or all of the non-compliance issues identified in my formal notice to IEDI Management.

I acknowledge that IEDI is commitment to provide equal employment opportunities to all qualified individuals. As such any accommodation request I make to IEDI Management which relates to my obligations as an IEDI employee, will be done formally (in writing) and responded to by IEDI management with a letter of clarification as to how such request is addressed by corporate guideline and the PERSONNEL GUIDELINES HANDBOOK.

Furthermore, I acknowledge that this PERSONNEL GUIDELINES HANDBOOK is neither a contract of employment nor a legal document. I have received the PERSONNEL GUIDELINES HANDBOOK, and I understand that it is my responsibility to read and comply with the guidelines contained in this PERSONNEL GUIDELINES HANDBOOK and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

PARENT/LEGAL GUARDIAN (printed): _____

PARENT/LEGAL GUARDIAN SIGNATURE: _____ DATE: _____
(Required for employee's under 18 years of age.)