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## Employment Manual

The content of a manual does not constitute, nor should it be construed as a promise of employment or as a contract between Encompass Event Group and any of its employees.

Encompass Event Group at its option, may change, delete, suspend, or discontinue parts or the policy in its entirety, at any time without prior notice. Any such action shall apply to existing as well as future employees.

Employees are encouraged to review the Employment Manual as often as necessary to remain familiar with its contents.

Encompass Event Group herein referred to as Encompass Event Group or “the company”.

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## **1 INTRODUCTION**

This document has been developed by the administration to familiarize employees with the company and provide information about working conditions, policies, procedures, and benefits affecting employment at Encompass Event Group.

### **1.1 Changes in Policy**

This manual supersedes all previous employee manuals and memos.

While every effort is made to keep the contents of this document current, Encompass Event Group reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in the manual with or without prior notice to employees.

## **2 EMPLOYEE DEFINITION AND STATUS**

An “employee” of Encompass Event Group is a person who works for the company on an hourly wage or salary basis.

### **2.1 Employment Classification**

Every employee is assigned an employment status classification: regular full-time, regular part-time or on-demand. Overtime is paid based on industry standards or Colorado laws; typically, whichever favors the employee.

### **2.2 Probationary Period for New Employees**

Encompass Event Group monitors and evaluates every new employee’s performance for ninety days to determine whether further employment in a specific position is appropriate.

### **3 EMPLOYMENT POLICIES**

#### **3.1 Equal Employment Opportunity**

Encompass Event Group is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, weight, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, genetic profile or any other factor protected by law.

#### **3.2 Americans with Disabilities Act**

It is the policy of Encompass Event Group to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Encompass Event Group will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.

#### **3.3 Immigration Law Compliance**

All offers of employment are contingent on verification of the candidate's right to work in the United States. Prior to the first day of work, every new employee will be asked to provide original documents verifying his or her right to work and, as required by federal law, to sign Federal Form I-9.

#### **3.4 Employee Background Check**

Prior to making an offer of employment, Encompass Event Group may conduct a job-related background check. A comprehensive background check may consist of prior employment verification, professional reference checks, education confirmation, and credit history.

#### **3.5 Criminal Records**

A criminal record check may be performed to protect Encompass Event Group interest and that of its employees and clients.

#### **3.6 Driving Records**

To comply with Colorado Department of Transportation recordkeeping guidelines, annual motor vehicle reports may be obtained or requested for all employees with access to company vehicles.

Infractions, on-the-job or during personal time, must be reported to your supervisor within one week. Do not wait until the annual report is obtained to disclose infractions.

#### **3.7 Anniversary Date**

The first day an employee reports to work or as defined in an Offer Letter is his or her official anniversary date. This anniversary date is used to compute the following benefits:

- Compensation adjustment
- Additional paid time off
- Benefits as available per Section 6

### **3.8 Personnel Records and Administration**

The task of handling personnel records and related administration functions at Encompass Event Group has been assigned to various members of the company's office staff. Personnel files will be kept confidential at all times and include some or all of the following documents:

- Employment Application
- Insperity Payroll Setup
- Evaluation and Compensation Change Forms
- Motor Vehicle Reports
- All necessary medical records

### **3.9 Change of Personal Data**

Any change in an employee's name, address, telephone number, marital status, dependents, or insurance beneficiaries, or a change in the number of tax withholding exemptions, needs to be reported in writing without delay to the office staff.

### **3.10 Safety**

The safety and health of employees is a priority. Encompass Event Group makes every effort to comply with all federal and state workplace safety requirements. Each employee is expected to obey safety rules and exercise caution and common sense in all work activities.

### **3.11 Building Security**

Every employee must follow the building security rules and regulations listed here:

- Always use security alarm when leaving building unattended
- Keep exterior doors secured when unsupervised

Employees are not allowed on company property, event locations, or use of company vehicles without prior authorization from their supervisor.

### **3.12 Employee Requiring Medical Attention**

Employees should report all work-related injuries and accidents immediately to their supervisor, and then follow these steps:

1. In the event of a life or limb-threatening emergency, the insured employee will be sent to the nearest emergency facility. Follow-up care must be provided within the workers' comp insurance guidelines in your state.

2. Encompass Event Group provides all employees workers' comp insurance. Non-emergency medical attention must be provided within the worker's comp insurance guidelines for your state.
3. If an employee is treated by an unauthorized medical provider, the employee will be responsible for payment of said treatment.

### **3.13 Visitors in the Workplace**

For safety, insurance, and other business considerations, only authorized visitors are allowed in the workplace. When making arrangements for visitors, employees should request that visitors enter through main public areas. Without exception, visitors to event locations are not allowed without permission from your supervisor and the client.

### **3.14 Weather-related and Emergency-related Closings**

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. In such instances, company administration will decide on the closure and provide the official notification to the employees.

## **4 STANDARDS OF CONDUCT**

### **4.1 General Guidelines**

All employees are urged to become familiar with Encompass Event Group rules and standards of conduct and are expected to follow these rules and standards faithfully in doing their own jobs and conducting the company's business.

### **4.2 Attendance and Punctuality**

Encompass Event Group expects employees to be ready to work at the beginning of assigned daily work hours and to reasonably complete their projects by the end of assigned work hours.

### **4.3 Absence and Lateness**

From time to time, it may be necessary for an employee to be late or absent from work. Encompass Event Group is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours may arise. It is the responsibility of all employees to contact all parties (supervisor and affected client) if they will be absent or late.

### **4.4 Break Periods**

Encompass Event Group allows employees to take a rest period and provides a paid break during the morning work period and during the afternoon work period as required by local laws.

### **4.5 Harassment Policy**

Encompass Event Group does not condone workplace harassment. Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence. Complaints should be directed to your supervisor or.

### **4.6 Sexual Harassment Policy**

Encompass Event Group does not tolerate sexual harassment. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile, and intimidating working environment and prevents an individual from effectively performing the duties of their position. Complaints should be directed to your supervisor.

### **4.7 Violence in the Workplace**

Encompass Event Group does not tolerate workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or

affect employees, or which occur on company property, using company vehicles, or at event locations, will not be tolerated.

#### **4.8 Confidential Information and Nondisclosure**

Employees agree that they will not disclose or use any of Encompass Event Group's confidential information, either during or after their employment. The company sincerely hopes that its relationship with its employees will be long-term and mutually rewarding. However, employment with Encompass Event Group assumes an obligation to maintain confidentiality, even after employment has been terminated.

#### **4.9 Ethical Standards**

Encompass Event Group insists on the highest ethical standards in conducting its business. Doing the right thing and acting with integrity are two driving forces behind the company's great success. When faced with ethical issues, employees are expected to make the right professional decision consistent with Encompass Event Group's principles and standards.

#### **4.10 Dress Code**

Employees are expected to maintain a clean and professional appearance while conducting business, in or outside of the office. Dressing in a fashion that is clearly unprofessional, that is deemed unsafe, or that negatively affects Encompass Event Group's reputation or image is not acceptable.

All employees are expected to wear company shirts and/or other logo apparel when contact with other employees, customers or potential customers is reasonably expected. A reasonable supply of company apparel will be provided. If an employee would like additional apparel, Encompass Event Group will pay half the cost of additional items.

#### **4.11 Use of Equipment**

Encompass Event Group will provide employees with the equipment needed to do their job. None of this equipment should be used for personal use, nor removed from the physical confines of Encompass Event Group and the facilities we work in.

#### **4.12 Use of Computer, Phone, and Mail**

Encompass Event Group property, including computers, phones, email, and voicemail, should be used only for conducting company business. Incidental and occasional personal use of company computers, phones, or email and voicemail systems is permitted, but information and messages stored in these systems will be treated no differently from other business-related information and messages.

Voicemail and telephone scripts are provided to all employees. Email signatures are also provided. To maintain a professional environment, use of all provided material is expected without exception.

#### **4.13 Use of Internet**

Employees are responsible for using the Internet in a manner that is ethical and lawful. Use of the Internet must solely be for business purposes and must not interfere with employee productivity.

#### **4.14 Use of Computer Software**

Encompass Event Group does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that “it is illegal to make or distribute copies of copyrighted material without authorization” (Section 106). The only exception is the user’s right to make a backup copy for archival purposes (Section 117).

#### **4.15 Non-Smoking Policy**

Encompass Event Group has a strict non-smoking policy. No smoking is permitted within 500 feet any Encompass Event Group facility, vehicle, or event location. Smoking may take place offsite during breaks lasting one hour or longer. No smoking will be permitted during scheduled work hours, morning or afternoon break periods, or during business events.

#### **4.16 Alcohol and Substance Abuse**

It is the policy of Encompass Event Group that employees be free of illicit drugs. Excessive alcohol consumption will not be tolerated during scheduled work hours or business events. In addition to damage to respiratory and immune systems, malnutrition, seizures, loss of brain function, liver damage, and kidney damage, the abuse of drugs and alcohol has been proven to impair the coordination, reaction time, emotional stability, and judgment of the user. This could have tragic consequences where demanding, stressful or dangerous work situations call for quick and sound decisions to be made.

Encompass Event Group does participate in a random drug screening program. All employees are subject to testing.

#### **4.17 Solicitations and Distributions**

Solicitation for any cause is not permitted.

#### **4.18 Complaint Procedure**

Employees who have a job-related issue, question, or complaint should first discuss it with their supervisor. If the issue cannot be resolved at this level, contact company administration. Employees who observe, learn of, or, in good faith, suspect a violation of the Standards of Conduct of Encompass Event Group should immediately report the violation in accordance with the following procedures:

1. Contact your supervisor

2. If your supervisor is involved or unresponsive, contact company administration

#### **4.19 Corrective Procedure**

Unacceptable behavior that does not lead to immediate dismissal may be dealt with in any of the following manners:

- Written Warning
- Unpaid Work Period of One Day
- Decision-Making Unpaid Leave

#### **4.20 Crisis Suspension**

An employee who commits any serious violation of company policies will, at minimum, be suspended without pay pending an investigation of the situation. Following the investigation, the employee may be terminated without any previous disciplinary action having been taken.

#### **4.21 Transfer Policy**

Encompass Event Group recognizes that a desire for career growth and other needs may lead an employee to request a transfer to another position. An employee with proper qualifications may be considered for transfer to another department or position.

#### **4.22 Outside Employment**

Full-time employees may not take an outside job, either for pay or as a donation of their personal time, with a customer or competitor of Encompass Event Group; nor may employees do work on their own if it competes or interferes in any way with the sales of products or services that Encompass Event Group provides without approval from their supervisor.

#### **4.23 Employment Termination**

After the application of disciplinary steps, if it is determined by management that an employee's performance does not improve, or if the employee is again in violation of company practices, rules, or standards of conduct, following a Decision-Making Leave, employment with Encompass Event Group will be terminated.

#### **4.24 Exit Interview**

In a voluntary separation situation, Encompass Event Group management would like to conduct an exit interview to discuss the employee's reasons for leaving and any other impressions that the employee may have about the company.

#### **4.25 Return of Company Property**

Any Encompass Event Group property issued to employees, such as computers, mobile devices, keys, or company credit card, must be returned at the time of termination. Employees will be responsible for associated costs of any non-returned items.

## **5 COMPENSATION POLICIES**

### **5.1 Base Compensation**

It is Encompass Event Group's desire to pay all employees wages or salaries that are competitive with other employers in the marketplace and in a way that will be motivational, fair, and equitable. Compensation may vary based on roles and responsibilities, individual, and company performance.

### **5.2 Performance and Scheduled Bonuses**

Performance bonuses may be given to employees at the discretion of management. Scheduled bonuses are negotiated annually during employment reviews.

### **5.3 Timekeeping Procedures**

By law, Encompass Event Group is obligated to keep accurate records of the time worked by employees. Each employee must fill out the appropriate time record each pay period, and time records must be completed in accordance with the company's time-reporting guidelines. Questions related to timekeeping should be directed to your supervisor.

### **5.4 Overtime Pay**

Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions or industry standards, whichever favors the employee, (typically ten hours per day and/or forty hours per work week). All overtime work performed must be scheduled or receive the supervisor's authorization.

### **5.5 Payroll and Paydays**

The frequency of Encompass Event Group payroll distribution is every two weeks. Pay periods are Sunday through the second Saturday. The work week is defined as Sunday through Saturday. Time is expected to be reported on the day worked. Incomplete and/or inaccurate forms may cause delays in individual payroll processing. Checks and direct deposits are scheduled for every other Friday.

## **5.6 Performance and Salary Reviews**

Encompass Event Group wants to help employees to succeed in their jobs and to grow professionally. In an effort to support this success and growth, the company has an annual review process for providing formal performance feedback. Feedback includes a Performance Evaluation, Two-way Employment Interview, and a Professional Development Plan.

Salary/wage reviews typically occur in conjunction with the annual performance review process. The calculation and implementation of changes in compensation depend on both company and personal performance.

## **5.7 Opportunities for Advancement**

Encompass Event Group would like to provide employees with every opportunity for advancing to other positions or opportunities within the company. Approval of departmental moves or promotions depends largely upon training, experience, work record, and business need. While positions are preferred to be filled from within the company, Encompass Event Group reserves the right to look outside the company for potential employees as well.

## **6 GROUP HEALTH AND RELATED BENEFITS**

### **6.1 Benefits Summaries and Eligibility**

Encompass Event Group sponsors a comprehensive benefits program for eligible employees, and each benefit plan has specific eligibility conditions. Benefits have been outsourced to specialists in insurance, banking and investments. Eligible employees will be introduced to these specialists prior to their 90-day review.

### **6.2 Health/Dental/Vision Insurance**

Health/Dental/Vision insurance benefits are provided to all eligible full-time employees following employees' 90-day probationary period. Contact the Business Controller for plan details.

### **6.3 Worker's Compensation**

All employees are entitled to Workers' Compensation benefits paid by Encompass Event Group. This coverage is automatic and immediate and protects employees from work-related injury or illness. If an employee cannot work due to a work-related injury or illness, Workers' Compensation insurance pays his medical bills and provides a portion of his income until he can return to work. Benefits may vary by state.

### **6.4 Unemployment Compensation**

Unemployment compensation is designed to provide a temporary income for those who are out of work through no fault of their own. Depending upon the circumstances, employees may be eligible for Unemployment Compensation upon termination of employment with Encompass Event Group. The Division of Unemployment Insurance of each State's Department of Labor determines eligibility for Unemployment Compensation. Encompass Event Group pays the entire cost of this insurance program.

### **6.5 Social Security**

The United States Government operates a system of mandated insurance known as Social Security. As a wage earner, employees are required by law to contribute a set amount of weekly wages to the trust fund from which benefits are paid. As an employer, Encompass Event Group is required to deduct this amount from each paycheck an employee receives. In addition, Encompass Event Group matches employee contribution dollar for dollar, thereby paying one-half of the cost of employee Social Security benefits.

### **6.6 Retirement Plan**

Encompass Event Group supports employee retirement preparation and investment by providing a Simple Plan. The details regarding participation, contributions, vesting, administration, and investments may be obtained by contacting the Business Controller.

## **6.7 Educational Assistance**

Encompass Event Group believes that continued education leads to self-improvement and recognizes that the skills and knowledge of its employees are critical to the success of the organization. In that vein, the company encourages continued education and will consider paying for courses which are directly related to an employee's present job or which will help an employee prepare for more responsibilities or promotions within the organization. Contact your supervisor to discuss opportunities to further your education.

## **7 TIME-OFF BENEFITS**

### **7.1 Holiday Policy**

All eligible full-time employees are eligible for holiday pay and will be credited with 8 hours of holiday pay per recognized holiday unless otherwise noted. The company recognizes the following as paid holidays:

- New Year Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Friday Following Thanksgiving
- Christmas Eve (4 hours)
- Christmas Day
- New Year's Eve (4 hours)

### **7.2 Paid Time Off**

All full-time employees are eligible to accrue paid time off.

Paid time off hours accrue per hour worked. To encourage a healthy culture of personal rejuvenation, PTO stops accruing once the employee reaches their annual limit (equal to annual accrual rate).

Since requesting time off differs, regular status employees are paid as they take time off while on-demand employees are paid each period.

- First Year = 80 Hours
- Upon First Anniversary = 120 Hours
- Upon Fifth Anniversary = 160 Hours
- Upon Tenth Anniversary = 200 Hours

### **7.3 Sick Leave**

All eligible full-time employees may take up to three 8 hour paid days to address health and safety needs. Notice should be given at the earliest convenience.

### **7.4 Bereavement Leave**

Generally, a full-time employee shall be entitled to Bereavement Leave upon the death of a spouse (including a *de facto* spouse), son, daughter, stepson, stepdaughter, parent, stepmother, stepfather, brother, sister, stepbrother, stepsister, grandson, granddaughter, grandparent, mother-in-law, father-in-law, son-in-law, or daughter-in-law. Length of absence should be discussed with your supervisor.

## **7.5 Jury Duty**

Encompass Event Group is committed to supporting the community, including supporting employees in fulfilling their civic responsibilities to serve as jurors whenever it is possible. When an employee receives notification regarding upcoming jury duty, it is their responsibility to notify their direct supervisor within one business day of receiving the notice.

## **7.6 Military Reserves or National Guard Leaves of Absence**

Employees who serve in U.S. military organizations or state militia groups such as the National Guard may take the necessary time off to fulfill this obligation and will retain all of their legal rights for continued employment under existing laws.

## **7.7 Family/Medical Leaves of Absence**

Occasionally, for medical, personal, or other reasons, employees may need to be temporarily released from the duties of their job. It is the policy of Encompass Event Group to allow its employees to apply for and be considered for certain specific leaves of absence, up to twelve weeks. All requests for leaves of absence should be submitted in writing to your supervisor.

## **7.8 Extended Disability Leaves**

If a period of disability continues beyond the twelve weeks provided for within the Family/Medical Leaves of Absence section, an employee may apply in writing for an extended disability leave.

## **7.9 Uniformed Services Employment and Reemployment**

As an Equal Opportunity Employer, Encompass Event Group is committed to providing the basic employment and reemployment services and support as set forth in the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

## **7.10 Personal Leaves of Absence**

In special circumstances, Encompass Event Group may grant a leave for a personal reason, but never for taking employment elsewhere or becoming self-employed. Personal leaves of absence must be requested in writing and are subject to the discretion of management.

## **8 EXPENSES**

### **8.1 Introduction**

The following is a basic guide to the Encompass Event Group expense policies and procedures for the reporting and reimbursement of expenses. Questions regarding expense policies and procedures should be directed to your supervisor.

### **8.2 Company Supplies, Other Expenditures**

Only authorized persons may purchase supplies and/or rent equipment in the name of Encompass Event Group. No employee whose regular duties do not include purchasing may incur any expense on behalf of Encompass Event Group without prior approval.

### **8.3 Expense Reimbursement**

Under ordinary circumstances, it is the policy of Encompass Event Group to reimburse travel expenses on the basis of actual expenses involved. Persons traveling on company business are entitled to transportation, hotel accommodation, meals, and limited incidentals that meet reasonable and adequate standards for convenience, safety, and comfort.

Expenses are to be submitted via email to the supervisor and must match printed receipts. Expenses that are not properly submitted may be rejected and payment obligations transferred to the employee.

## **9 EMPLOYEE COMMUNICATIONS**

### **9.1 Open Communication**

Encompass Event Group encourages employees to discuss any issues they may have with a co-worker directly with that person. If a resolution is not reached, employees should arrange a meeting with their supervisor. If the concern, problem, or issue is not properly addressed, employees should contact company administration. Information discussed in an Open Communication meeting is considered confidential, to the extent possible while still allowing management to respond to the problem. Retaliation against any employee for appropriate usage of Open Communication channels is unacceptable.

### **9.2 Suggestions**

We encourage all employees to bring forward their suggestions and good ideas about making Encompass Event Group a better place to work or enhancing service to our customers. Any employee who sees an opportunity for improvement is encouraged to discuss their idea with management. Management can help bring ideas to the attention of the people in the organization that will be responsible for possibly implementing them.

### **9.3 Closing Statement**

Successful working conditions and relationships depend upon successful communication. It is important that employees stay aware of changes in procedures, policies, and general information. It is also important to communicate ideas, suggestions, personal goals, or problems as they affect work at Encompass Event Group.

## 10 ACKNOWLEDGMENT

I acknowledge that I have reviewed a copy of the Encompass Event Group Employment Policies.

I do commit to read and follow these policies.

I am aware that if, at any time, I have questions regarding company policies I should direct them to my supervisor or company administration.

I know that company policies and other related documents do not form a contract of employment and are not a guarantee by Encompass Event Group of the conditions and benefits that are described within them. Nevertheless, the provisions of such company policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions.

I also am aware that Encompass Event Group, at any time, may change, add to, or delete from the provisions of the company policies.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Print)