

**ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING
OF THE *SUTTON TRANSPORT, INC.***

EMPLOYEE HANDBOOK

I have received a copy of the *Sutton Transport, Inc.*'s 2022 Employee Handbook. I understand that this revision supersedes all other copies of *Sutton Transport, Inc.*'s handbook and I will destroy all other versions.

I know that I must understand the information contained in the handbook so that I may comprehend my rights and responsibilities as an employee of *Sutton Transport, Inc.* I also know that if I have any questions concerning any of this information, I am to talk with my supervisor or another member of management.

I understand that the handbook is not an employment contract, but it is an explanation of *Sutton Transport, Inc.*'s policies and procedures. I realize that *Sutton Transport, Inc.* may interpret, clarify, revise, and/or deviate from the procedures set forth in this handbook. I also realize the employment relationship between *Sutton Transport, Inc.* and me is terminable at will by either party and that nothing in this handbook creates additional rights or provides a basis for me to believe my employment is not terminable at will.

My signature on this form indicates that I agree to abide to all terms and provisions designated in the Employee Handbook and will comply with those policies and procedures as they are written and as they may be modified from time to time. I understand that if I fail to follow the policies in this Handbook that I can be terminated from employment.

I understand that *Sutton Transport, Inc.* reserves the right to access, monitor, and retrieve emails, voicemails, computer files, Internet records, and any other information contained on or within *Sutton Transport, Inc.*'s computer system at any time at *Sutton Transport, Inc.*'s sole discretion and I have no expectation of privacy regarding my use of this electronic data.

Employee Signature

Date