

**ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING
OF THE *ENVOY LOGISTICS, INC.***

EMPLOYEE HANDBOOK

I have received a copy of the *Envoy Logistics, Inc.*'s Handbook. I understand that this revision supersedes all other copies of *Envoy Logistics, 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 *Envoy Logistics, 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 *Envoy Logistics, Inc.*'s policies and procedures. I realize that *Envoy Logistics, Inc.* may interpret, clarify, revise, and/or deviate from the procedures set forth in this handbook. I also realize the employment relationship between *Envoy Logistics, 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 *Envoy Logistics, Inc.* reserves the right to access, monitor, and retrieve emails, voicemails, computer files, Internet records, and any other information contained on or within *Envoy Logistics, Inc.*'s computer system at any time at *Envoy Logistics, Inc.*'s sole discretion and I have no expectation of privacy regarding my use of this electronic data.

Employee Signature

Date