

DELTECH, INC.

DELTECH, INC.

EMPLOYEE HANDBOOK

2014 Edition

DELTECH, INC.

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IMPORTANT NOTICE!

AT DELTECH, INC., NEITHER THE EMPLOYEE NOR THE COMPANY IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A FIXED PERIOD OF TIME. EMPLOYMENT WITH DELTECH, INC. IS AT-WILL. EITHER THE EMPLOYEE OR MANAGEMENT HAS THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON. THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR IS THERE A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION. NO REPRESENTATIVE OF DELTECH, INC., OTHER THAN THE PRESIDENT, HAS AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND THE EMPLOYEE.

THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE ARE NOT ALL INCLUSIVE. THIS HANDBOOK SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT. THE COMPANY RESERVES THE RIGHT TO SUSPEND, TERMINATE, INTERPRET, OR CHANGE ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF DELTECH, INC. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.

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This handbook is designed to acquaint you with Deltech, Inc. and provide you with information about working here. The handbook is not all inclusive, but is intended to provide you with a summary of some of the company's guidelines. This edition replaces all previously issued editions.

No employee handbook can anticipate every circumstance or question. After reading the handbook, if you have questions please speak with Mary Stevenson. In addition, the need may arise to change the guidelines described in the handbook except for the At-Will nature of the employment. Deltech therefore reserves the right to interpret or change them without prior notice.

EQUAL EMPLOYMENT OPPORTUNITY

Deltech, Inc. is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other applicable status protected by state and local law.

ADA AND RELIGIOUS ACCOMMODATION

Deltech will make reasonable accommodation for qualified individuals with known disabilities and employees whose work requirements interfere with a religious belief unless doing so would result in an undue hardship to Deltech or a direct threat.

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Employees needing such accommodation are instructed to contact Mary Stevenson immediately.

EEO HARASSMENT

Deltech strives to maintain a work environment free of unlawful harassment. In doing so, Deltech prohibits unlawful harassment because of age 40 and over, race, sex, color, religion, national origin, disability, sexual orientation, military status, genetic information, or any other applicable status protected by state or local law.

Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Actions based on an individual's age 40 and over, race, sex, color, religion, national origin, disability, genetic information, or any other applicable status protected by state or local law will not be tolerated.

Prohibited behavior may include but is not limited to the following:

- Written form such as cartoons, email messages, postings on social network sites, posters, drawings, or photographs.
- Verbal conduct such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct such as assault or blocking an individual's movements.

This policy applies to all employees including managers, supervisors, co-workers, and non-employees such as customers, vendors, consultants, etc.

SEXUAL HARASSMENT

Because sexual harassment raises issues that are to some extent unique in comparison to other harassment, Deltech believes it warrants separate emphasis. Deltech strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made either explicitly or implicitly a term or -condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as a basis for decisions affecting an individual's employment.

Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, email messages, and posts on social network sites
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping, or questions about another's sex life, or repeated unwanted requests for dates.

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- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

COMPLAINT PROCEDURE

If you believe there has been a violation of the EEO policy or harassment based on the protected classes outlined above, including sexual harassment, Deltech expects you to make a timely complaint to enable Deltech to investigate and correct any behavior that may be in violation of this policy. Report the incident to Mary Stevenson or J.J. Stevenson, who will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable.

Deltech prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or for your participation in an investigation, please notify Mary Stevenson or J.J. Stevenson immediately and the situation will be investigated. Employees violating the harassment and/or retaliation policies are subject to disciplinary action up to and including termination of employment.

EMPLOYEE STATUS

Full-time Employee - An employee who is normally scheduled to work at least 40 hours per week. Full-time employees are currently eligible for Deltech benefits as outlined in this handbook.

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Part-time Employee - An employee who is normally scheduled to work less than a 40-hour workweek. Part time employees are currently eligible for Deltech benefits as outlined in this handbook.

Temporary Employee - An employee who is hired in a job established for a temporary period or for a specific assignment or group of assignments. Temporary employees normally are not eligible for Deltech benefits.

Exempt Employee - An employee who is not eligible for overtime pay.

Non-Exempt Employee - An employee eligible for overtime pay. Non-exempt employees are eligible for paid overtime at one and one-half times their regular rate of pay for all hours worked in excess of 40 hours per workweek.

PAY

Overtime. We try to avoid asking employees to work overtime, but occasionally you may be required to work overtime. When this occurs, we expect every employee to cooperate and help out wherever and whenever it is needed.

Non-exempt employees are paid at the rate of one and one-half (1-1/2) times their regular hourly rate for hours worked in excess of forty (40) during the established workweek. The established workweek begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on Saturday.

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For purposes of calculating overtime payments, only hours actually worked are counted. Consequently, hours paid but not worked (e.g. holidays and vacation time) are not counted.

Travel Time Pay. If you are a non-exempt (i.e. hourly) employee, Deltech will pay travel time for travel hours that are authorized by management. Travel hours that occur during your normally scheduled work hours – regardless of the day of the week – are subject to inclusion in calculations for overtime. Please see Mary Stevenson if you have questions about travel pay.

Timeclock. All hourly employees are required to use the time clock. You should not punch in nor begin work until the start of your shift. You should not punch another employee's time card or permit anyone else to punch yours. If you punch someone else's card by mistake, notify your supervisor immediately. Do not falsify information on your time card. Such conduct will not be tolerated.

Timecards are used by Deltech to calculate hourly employee pay and paid time off balances. It is very important that they are accurate and complete. Nonexempt employees are expected to submit accurate and complete time records reflecting all hours worked. If you also choose to keep your own personal time records you must promptly provide them to Deltech if you find a discrepancy between Deltech's records and your own. Contact Mary Stevenson with any questions about how your pay is calculated.

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Pay for Exempt Employees. Exempt employees must be paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period on a weekly basis. Deltech is committed to complying with salary basis requirements which allows properly authorized deductions.

If you believe an improper deduction has been made to your salary, you should immediately report this information to Mary Stevenson. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed

Paydays. There are 24 pay periods in each calendar year. Pay checks are issued on the 15th and the last day of the month, or the last workday prior to those dates. For example, if the 15th falls on a Saturday, pay checks would be issued on the 14th. Checks are available from Mary Stevenson or J.J. Stevenson after 3:00 p.m. on paydays. If you are absent on payday, your check will be mailed to your home address unless you request otherwise at least two workdays in advance. Deltech also offers direct deposit; ask Mary Stevenson for details.

Regular paychecks will not be issued at times other than on regularly scheduled paydays. If you will be away for an extended period of time (e.g. on vacation), your check will be mailed to your home address unless you direct otherwise in writing at least two workdays in advance. The check may be mailed to another address, or to your bank if you leave a deposit slip and a pre-addressed envelope.

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Breaks. One 40-minute lunch break is scheduled during a normal 8-10 hour shift. The first thirty minutes are unpaid. If you leave the building during your break and you will not be returning within the 40 minutes, you are required to clock out and then clock in again when you return. If your lunch break is shorter than 30 minutes or if your lunch is interrupted by a requirement to perform work, you will be paid for the time worked.

There are two fifteen minute rest breaks. Your supervisor will advise you of your lunch and rest break times.

DRUGS AND ALCOHOL

It is the goal of Deltech, Inc. to foster a work environment free from the behavior altering effects of drugs and alcoholic beverages. Use of alcohol and drugs alter judgment resulting in increased safety risks, workplace injuries, and faulty decision making. Therefore, working after the apparent use of alcohol, a controlled substance, or abuse of any other substances is prohibited. This includes working after the apparent use of marijuana, whether or not you are a lawfully registered user. (In Colorado, Amendments 20 and 64 permit limited use of marijuana for medical and recreational purposes. Employers are not, however, required to accommodate its use in the workplace.) Furthermore the possession, purchase, consumption (use), or sale of a controlled substance or alcohol on Deltech premises or while conducting Deltech

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business is prohibited.

Alcoholic beverages served in conjunction with an authorized Deltech event are an exception to this prohibition.

ATTENDANCE AND PUNCTUALITY

Regardless of your position with Deltech, Inc., your punctuality and regular attendance are essential for the efficient operation of the business. If you are going to be absent or late, let your supervisor know as soon as possible before the start of your shift. Leaving messages with other employees or on voice mail is not acceptable. Text messages are also unacceptable. If your supervisor is not available, contact J.J. Stevenson or Mary Stevenson.

COMMUNICATIONS SYSTEMS

The communication systems are the property of Deltech and intended for business use. Therefore, Deltech maintains the ability to access any computer files, use of software, internet usage, email, and voicemail. You as an employee should not assume that your files are confidential. However, other than management employees acting on behalf of Deltech, you should not attempt to gain access to another employee's computer, internet files, email, or voice mail without the latter's permission.

All information regarding access the computer resources owned by Deltech, such as user identifications, modem phone numbers, access codes, and passwords are

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Deltech confidential information and may not be disclosed to others outside the company.

Personal Use of the Internet. Use of the internet must not disrupt the operation of Deltech's network or the networks of other users. It must not interfere with employee productivity. Regardless, Deltech prohibits the display, transmittal, or downloading of material that is in violation of Deltech guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time.

Software and Copyright. Deltech licenses, and does not own, the software it utilizes. Therefore, use of the software must be in accordance with the applicable Software Agreements.

Employees must not use Deltech's technology resources to copy, retrieve, forward, or send copyrighted materials unless the employee has the author's written permission.

Unauthorized Use. Employees are not permitted to visit websites or send electronic mail that is deemed by management as inappropriate or in violation of other Deltech guidelines. We reserve the right to determine when an employee is using Deltech's communications inappropriately.

Voicemail and Email. Because Deltech provides these system to employees to help them in the performance of their job, they should be used for official Deltech business. Incidental and occasional personal use of voicemail and email is permitted. However, you should be aware that these messages will be treated the same as business

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messages, and subject to review at any time without notice.

Also, employees cannot control where their messages will eventually end up. For example, a message meant for one person can be mistakenly sent to the wrong individual(s), or the message can be forwarded to unintended recipients. In addition, emails that were deleted are stored elsewhere on the system.

CONFIDENTIAL INFORMATION

All employees work with information, processes, or data that must be kept confidential in order to protect the interests of Deltech, Inc. and our customers. Confidential information includes, but is not limited to, product specifications, production procedures, financial data, customer lists, personnel or payroll data, and other similar records. This information must not be disclosed to others in any manner including but not limited to verbal accounts and photos taken with personal devices. Doing so might seriously damage Deltech's and/or our customer's competitive position and therefore such action will not be tolerated.

This non-disclosure prohibition applies both during and after your employment. Any copying, reproducing, or distributing of confidential information in any manner must be authorized by management. Confidential information remains the property of the employer and must be returned to Deltech upon separation or at any time upon demand.

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CONFLICT OF INTEREST

Deltech, Inc. requires that you protect Deltech information and avoid outside activities or relationships which do or could adversely influence your decisions or actions on the job.

Conflict of interest situations which could arise while moonlighting for a competitor of ours should also be avoided.

Other examples of conflict of interest could be: serving as a board member or director of a competing firm; holding financial interest in a competing organization or being self-employed in an occupation which competes with Deltech; or ownership, partnership, or personal involvement in supplier companies or distribution outlets related to company business.

If you have any question whether a situation is a conflict of interest, discuss the matter with Mary Stevenson for a final determination.

DRESS CODE

A neat, clean, professional appearance is a requirement at Deltech, Inc. Production staff are required to wear Deltech uniforms and steel toed shoes or boots while on duty, regardless of whether they are assigned to in-house work or on site repairs/installations. In most cases any Deltech employee on a site visit for reasons

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other than furnace repair or installation work should wear slacks and a Deltech logo shirt. Caps should NOT be worn for these non-service visits.

A neat, clean, professional appearance also requires that hair be clean and well groomed. Long hair is acceptable but it must be worn in such a way that it does not present safety hazards such as susceptibility to being ensnared in a machine or impeding the wearer's vision. Facial hair is acceptable if it is well groomed. Final decisions about the acceptability of any dress and grooming practices rest with management.

SAFETY

Deltech is committed to a safe work environment for employees. Every employee is required to assist in keeping Deltech clean, organized, and free of hazards. Your supervisor will inform you of your specific duties.

You should report any unsafe practices or conditions to your supervisor. Report all injuries, no matter how minor, immediately to your supervisor. If medical treatment for an on-the-job injury is needed, it must be obtained from a Deltech, Inc. designated provider. If not, you may be responsible for the cost of medical treatment. In case of life or limb threatening emergency involving yourself, another employee, or a Deltech visitor), dial 911.

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USE OF COMPANY VEHICLES / DRIVING FOR WORK PURPOSES

For your safety and the safety of others, you are prohibited from the use of mobile devices while driving. Do not drive after consuming any substances that might impair your driving ability.

Every employee who drives for work related purposes – whether in a company, rental, or personal vehicle – must have a valid driver’s license and carry the required vehicle insurance as prescribed by state law. You are reminded that your insurance is primary in the case of an accident.

SMOKING

It is our objective to provide a smoke-free environment at Deltech. Smoking is prohibited within all areas of the building and within 15 feet of the west and north entrances to the building. This restriction applies to all employees and visitors at all times, including non-business hours.

Employees may smoke in designated outdoor areas during rest and meal break times. “Smoke breaks” are not permitted.

PROBLEM SOLVING

Employees who disagree or are dissatisfied with a Deltech practice should promptly discuss the matter with their immediate supervisor, where appropriate.

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Normally, this discussion should be held within 3-5 days of the incident, or in a reasonable time period. The majority of misunderstandings can be resolved at this level.

If the solution offered is not satisfactory, or if it is inappropriate to go to the supervisor, then employees are encouraged to take the problem to J. J. Stevenson or Mary Stevenson for review and a final decision. (Also see the EEO/Harassment Complaint Procedure p. 4 above).

DISCIPLINE/DISCHARGE

Occasionally performance or behavior falls short of our standards and/or expectations. When this occurs, management takes action which, in its opinion, seems appropriate.

Disciplinary actions can range from an informal discussion with the employee about the matter to immediate discharge. Action taken by management in an individual case does not establish a precedent in other circumstances.

GROUP MEDICAL AND DENTAL PLANS

GROUP PLANS

After 90 days of employment, full and part time employees are eligible to participate in group medical and dental insurance programs offered through Deltech. For further information and plan details, contact Mary Stevenson.

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401K PLAN

After one full year of employment, employees are eligible for 401K contributions. For further information and plan details, contact Mary Stevenson.

HOLIDAYS

Deltech currently observes the following holidays as days off with pay for full time employees:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day

Part-time employees are eligible for holiday pay which is prorated based on the number of normally scheduled work hours.

When a holiday falls on a Saturday or Sunday, it will be celebrated either on Friday or Monday, at Deltech's discretion. Should any of the observed holidays occur

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during your vacation period, an additional day of vacation is granted. Holiday pay is not counted as hours worked in the computation of overtime.

In order to receive holiday pay, you must work your last regularly scheduled day prior to the holiday and your first regularly scheduled day following the holiday. An exception will be made, at Deltech's discretion, if you present a physician's note verifying your absence due to illness, or in the case of verifiable personal emergency or hardship.

SICK LEAVE

Sick leave is accrued at the rate of .019 hours **for each hour actually worked** immediately upon employment. Employees are eligible to use their accumulated sick leave after completion of 90 days of employment. Unused sick leave accumulates from year to year up to a maximum of 160 hours.

Sick leave is for the purpose of compensating you when you are absent due to your own illness or injury, or to care for an immediate family member. You must give your supervisor as much advance notice as possible when you are unable to be at work due to illness or injury. A doctor's note must be presented if you are returning from a sick leave period of four or more scheduled workdays. Accumulated sick leave hours will not be paid for upon termination of employment for any reason. Sick leave may only be taken in ½ or full day increments, with the number of hours in half and full days being determined by the number of hours in your scheduled shift.

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VACATION

During the first year of employment, you will accrue 0.019 hour of vacation time **for each hour actually worked.** Beginning with the second year and through the fifth year of continuous employment, vacation is accrued at the rate of 0.038 hour per hour actually worked. Following the fifth year and through the ninth year vacation is accrued at the rate 0.058 hour per actual hour worked. Beginning with the tenth year of employment, vacation is accrued at the rate of 0.0769 hour per hour actually worked.

Following the first year of employment, paid vacation leave may be taken at the discretion of management if sufficient hours are available in your "bank". We encourage employees to use all their earned vacation each year. You may carry unused vacation into the next anniversary year. However, the maximum vacation that you may accumulate is 240 hours. After that you will not accrue additional hours until you have reduced the accumulation to at most 200 hours.

If your employment is terminated, your unused accrued vacation credit (if any) will be included in your final check.

BEREAVEMENT LEAVE

Full time employees are currently eligible for paid bereavement leave of up to

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three days in the event of the death of an immediate family member.

Immediate family is defined as your spouse or partner, parents, children, sisters, brothers, grandparents, grandchildren, and your mother-in-law and father-in-law.

In the event of the death of a near relative, full time employees are granted up to one paid day to attend a funeral. Near relatives include aunts, uncles, nieces and nephews and your partner or spouse's grandparents, brothers and sisters and other immediate family members.

If more time off is needed than provided above, other leave (for example earned vacation or unpaid leave) may be granted upon management approval.

JURY DUTY

Deltech recognizes jury duty as a civic responsibility of everyone. When summoned for jury duty, you are granted leave to perform your duty as a juror. If you are excused from jury duty during your regular work hours, we expect you to report to work promptly.

You receive regular pay for the first three days of jury duty if you were scheduled to work and you submit a juror service certificate.

Beginning the fourth day and thereafter, as a juror you are paid \$50.00 per day by the State of Colorado for state, district, or county court jury duty. For jury duty in excess of three days you receive the difference between jury duty pay and your regular pay up to a maximum of 10 days (80 hours). Jury duty leave beyond this time is without

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pay from Deltech.

MEDICAL LEAVE

A medical leave of absence of not more than three months may currently be granted to full-time employees. The unpaid leave is for disabilities arising from illness, injury, or pregnancy.

For a medical leave to be granted, the following conditions must be met:

- You must have completed ninety (90) days of continuous employment with Deltech.
- You notify your supervisor and Mary Stevenson or J.J. Stevenson as soon as possible of the need for medical leave.
- You submit to Mary Stevenson or J.J. Stevenson a written statement from the attending physician outlining the reason for leave and the estimated time needed.
- Final approval is obtained from Mary Stevenson prior to the leave.
- All available sick leave and earned vacation are used at the beginning of the leave of absence.

When the estimated period of leave is less than three months and you need to extend the leave, another physician's statement is required indicating the new estimated length of leave. Only in rare situations will leave be granted beyond a total of three months. If you fail to return at the expiration of your authorized leave you will be

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terminated. If however your failure to return is due to a disability under the Americans with Disabilities Act or other law, additional accommodations may be provided.

You must supply sufficient information from your medical provider indicating that you have a covered disability and when you can return to work with or without reasonable accommodation. Accommodations must not cause undue hardship to Deltech. Potential accommodations will be determined in an interactive process between you and Deltech.

When you are ready to return to work from leave you must present a physician's statement indicating ability to return to work. Deltech may reinstate an employee ready to return from a medical leave of absence when, in the opinion of the Company, it is practical to do so. Deltech does not guarantee reinstatement to the former job. You may apply for any vacancy available and may be considered along with other applicants.

Deltech currently continues medical benefits for an employee on leave for a maximum of three months, provided that the employee pays any employee portion of the premium.

Vacation and sick leave will not accrue during a medical leave of absence. Holidays, funeral pay, and jury duty pay will not be granted during the leave.

MILITARY LEAVE

Employees granted a military leave of absence are reinstated and paid in accordance with the applicable laws governing veteran's re-employment rights.

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PERSONAL LEAVE

Normally, personal leaves of absence are not granted. If on rare occasions, management deems the circumstances warrant approval, an unpaid leave for non-medical reasons would be granted for a period of not more than 30 days.

VOTING

Voting is an important responsibility we all assume as citizens. Deltech encourages you to exercise your voting rights in all municipal, state, and federal elections.

Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for you to arrive late or leave work early to vote in any given election, you should make arrangements with your supervisor no later than the day prior to Election Day.

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ACKNOWLEDGMENT OF RECEIPT

I have received a copy of the 2014 edition of the employee handbook. I understand that I am to become familiar with its contents. Further, I understand:

- Employment with Deltech, Inc. is at-will; I have the right to end my work relationship with the company, with or without advance notice for any reason. The company has the same right.
- The language used in this handbook and any verbal statements of management are not intended to constitute a contract of employment, either express or implied, nor are they a guarantee of employment for a specific duration.
- The handbook is not all inclusive, but is intended to provide me with a summary of some of the company's guidelines.
- This edition replaces all previously issued handbooks. The need may arise to change the guidelines described in the handbook, except for the at-will nature of employment. Deltech therefore reserves the right to interpret them or to change them without prior notice.
- No representative of Deltech, Inc., other than the president of the company, has the authority to enter into an agreement of employment for any specified period and such agreement must be in writing, signed by the president. We have not entered into such an agreement.

Employee Signature

Date