

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT OF  
HANDBOOK AND AT WILL RELATIONSHIP**

This employee handbook describes important information about CARS Recon, Inc. (referred to as “Company”). This handbook is designed to acquaint you with CARS Recon, Inc. and provide you information about working conditions, employee benefits and some of the practices affecting your employment with us. It describes many employee responsibilities and company practices and also outlines the programs developed for your benefit.

I hereby acknowledge that I have received a copy of the Company’s employee handbook. This handbook supersedes all prior Human Resources policies, verbal communications, and staff meeting minutes or management memos which have been previously issued on subjects included in the handbook. I understand that it is my responsibility to read this handbook and any subsequent additions, revisions and or addendum(s) and to abide by the rules, policies and standards set forth in the handbook. I understand that I should consult my Manager regarding any questions that I may have that are not answered in the handbook.

I also acknowledge that this handbook is not an employment contract and should not be considered as such. It does not create or confer any contractual rights. This handbook cannot anticipate every situation or answer every question about employment. Nothing in this handbook should be relied upon as a guarantee of certain privileges, working conditions or continued employment. Any compensation figures provided to an employee in annual or monthly terms are stated for the sake of convenience do not create a contract for any specific period of time.

These policies and procedures may be changed, interpreted, withdrawn, or added to by the management of the Company at any time, within the Company’s sole discretion and without prior notice. We have done our best to correctly explain the policies, procedures, and benefits in all sections of this handbook. However, if any policies contain anything that disagrees with formal plans, including policy statements, legal documents, or state and federal laws, those formal documents and laws are the ones we will follow. Otherwise, any verbal or written statements contrary to what is stated in the handbook and employment application are disavowed and should not be relied upon by an employee.

I understand that my employment with the Company is not for any fixed period of time and is based upon employment at-will. I may resign at any time for any reason, with or without prior notice, and the Company may terminate my employment for any or no reason at any time. I also understand that no amendment or exception to the employment at-will policy can be made at any time, for any reason, except in writing by the President of CARS Recon, Inc.

**EMPLOYEE’S NAME (print):** \_\_\_\_\_

**EMPLOYEE’S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

(Return to Human Resources for filing)