



**ATP
Personnel
Employee
Policies
and
Procedures**

2012

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ATTENDANCE

When you accept an assignment with ATP Personnel, keep in mind, we are counting on you 100% to fulfill your commitment.

Your timely attendance at work is crucial to making the business run smoothly. You need to do your part in achieving this goal, and one way is to maintain a good attendance record. Any absence or tardiness becomes part of your employment record.

Punctuality requirements:

- Employees are expected to be at their work station on time.
- Tardiness is defined as reporting to your work station 5 minutes or more past your scheduled start time.
- You should also notify the appropriate person at ATP when you know you may be late for work.
- Being on time makes it easier for all of us because tardiness hinders teamwork among employees.
- Being tardy for work or leaving work before the end of your work schedule will be considered cause for corrective action.

ATP Personnel reserves the right to request a medical examination or doctor's certificate during or following an illness. We may require documentation of authorized reasons for absence, such as sick leave or jury duty and may also verify the documentation where appropriate.

ABSENCE/TARDY PROCEDURE

In the event that you are absent or late to work, you are required to call ATP Personnel in advance of your scheduled start time, but no later than your regular starting time, so that arrangements for other help can be made. You will not be compensated for such time.

Excused Absences

Employees may be granted an "excused absence" for sickness/illness by notifying ATP Personnel prior to the start of work.

Pre-scheduled appointments for doctor, dentist, lawyer, clergy, counselors, or other compelling reasons, may also be considered as excused absences however, in order to ensure that there will be no work disruptions as a result of your absence, you must notify ATP Personnel of any pre-scheduled absence at least TWO WEEKS in advance of the absence. If you are unable to provide 2 week's advance notice, you must provide our office with documentation showing the date that the pre-scheduled absence was arranged as well as the circumstances that prevented you from providing 2 week's advance notice i.e. medical emergency. In any event, you must obtain approval from ATP Personnel for the pre-scheduled absence PRIOR TO THE START OF YOUR SHIFT, or the absence will be considered a voluntary termination.

Not calling ATP Personnel when you will be absent may also ADVERSELY AFFECT YOUR UNEMPLOYMENT BENEFITS.

Requests for excused absences may be denied if the absence will pose a disruption to work. Understand you are not entitled to take any time off during the length of the assignment. In addition you are required to speak only to ATP and not the Client regarding any time off. Breach of this provision may be grounds for dismissal.

PLEASE NOTE THAT CALLING OUR CLIENT DOES NOT EXEMPT YOU FROM YOUR RESPONSIBILITY TO CALL ATP PERSONNEL WHENEVER YOU WILL BE ABSENT FROM WORK.

Absence of two or more consecutive scheduled working days without notifying ATP PERSONNEL will be considered a voluntary termination resulting in immediate termination from ATP Personnel. Unexcused absences of two or more consecutive scheduled working days will be considered a voluntary termination resulting in termination from ATP Personnel. If your request for an excused absence is denied (i.e. vacation or personal time off), and you are absent on that day, you will be terminated which could ADVERSELY AFFECT YOUR UNEMPLOYMENT BENEFITS.

Protect your Job by calling 281-893-1044 whenever you will be late or absent from work-24 hour Answering System.

INCLEMENT WEATHER

The facilities must continue to operate during periods of bad weather. Thus, the need for employees to be on the job during such emergencies is of paramount importance. You are expected to make every effort to report for work. If you do not report for work when scheduled during a weather emergency you will be considered absent.

WORK SITE CLOSURE

If the worksite is closed due to inclement weather or a holiday, or for whatever reason, you will not receive compensation unless you are able to arrange to make up the time.

JURY DUTY POLICY

Time off taken for jury is generally treated as unpaid absence dependent on the jury duty laws in your state. Employees must give advance notice of the need for time off for jury duty to the appropriate person at ATP. A copy of the summons should accompany the request. If employees are dismissed from jury duty before the end of the workday, you must contact the appropriate person at ATP for instructions on whether to return to work for the rest of the workday.

SICK LEAVE POLICY

Temporary employment, by nature, requires you to be at work each day. If you are unable to work because of illness, call the appropriate person at ATP Personnel immediately. Certification of illness by a physician will not normally be required however we expect you to be honest with us in taking days off only when you are actually ill. The company reserves the right to require a statement from your doctor. Sick leave is unpaid time off.

VOTING

You are only entitled to time off to vote if during the period between the time that you are apprised of your work schedule for a primary or election day and the date of the primary or election, there is not enough time for you to obtain an absentee ballot and if the employee would not otherwise have two hours to vote during the time polls are open. Refer to the voting laws in your state. If you are taking time off to vote, you must obtain approval from the appropriate person at ATP at least 2 days in advance.

Protect your job by calling 281-893-1044 whenever you will be late or absent from work. There is a 24-hour answering system.

VACATION/PERSONAL TIME OFF

ATP Personnel recognizes that employees may desire to schedule vacation or personal time off during the course of a temporary assignment. All such time is considered leave without pay. Personal time off must be approved. You are required to speak only to ATP and not the Client regarding approval for any time off. Breach of this provision may be grounds for dismissal. Each day off will be counted as an absence without pay.

A personal leave of absence without pay may be granted an employee at the discretion of the company. A personal leave of absence is defined as an absence of two weeks or longer. It is not our general policy to grant personal leaves of absence and such leaves will be granted only under unusual circumstances. Understand you are not entitled to take any time off during the length of the assignment.

PLEASE NOTE THAT CALLING OUR CLIENT DOES NOT EXEMPT YOU FROM YOUR RESPONSIBILITY TO CALL ATP PERSONNEL WHENEVER YOU WILL BE ABSENT FROM WORK.

SAFETY IN THE WORKPLACE

Back Safety

Employees are required to lift things properly and to get help carrying awkward loads.

- Inspect the load to be carried
- Get help if the load is too heavy or too awkward
- Reduce the size of the load being carried
- Lift with good posture
- Carry the load close to the body

When possible have your supplier deliver products right to your storeroom or ask the supplier to send supplies in smaller packages. Store heavy materials on waist-high shelves. Use a dolly to move large boxes of supplies or get someone to help you. Do not sit in an awkward position or sit in the same position all day. The backrest of the chair should support the lower back. Stand up and move around frequently throughout the day to stretch and move your back. Good desk arrangement can also help you.

Repetitive Motion

Employees are required to take steps to reduce the risk of repetitive motion.

Some suggestions are:

- Reduce the number of repetitions
- Rotate job tasks
- Get up frequently to stretch
- Maintain good posture while working
- Keep your chairs properly adjusted

Fire and Emergency Planning

While on site at your assignment employees are required to take notice of posted floor plans with emergency escape routes near elevators and in well trafficked areas. Your Onsite Supervisor will instruct you in proper evacuation procedures specific to your worksite.

Safe Behaviors

Employees are required to behave in a safe manner, while on worksite property.

Employees should never run in the office, stand on swivel chairs to reach high shelves or move heavy equipment by themselves. Slow down, use a step stool and ask for help when lifting something heavy. Horseplay or leaning back in chairs is not allowed.

END OF ASSIGNMENT PROCEDURE

Employees whose employment is severed from ATP Personnel may be eligible for unemployment benefits as long as they are available for and actively seeking employment and meet other applicable legal requirements.

Availability

To greatly improve the probability of continued employment with ATP Personnel, each employee should call our office as soon as they are aware an assignment will be ending. We realize that temporary assignments can and do end without notice. ATP Personnel's availability policy requires employees to make themselves available for reassignment within 24 hours immediately following the close of the last temporary position. Your availability is only confirmed if you come in to our office within 24 hours immediately following the close of the last temporary position and sign the "Former ATP Employee Availability Log". **PLEASE NOTE THAT CALLING OUR OFFICE DOES NOT EXEMPT YOU FROM YOUR RESPONSIBILITY TO SIGN THE 'FORMER ATP EMPLOYEE AVAILABILITY LOG'.**

IF WE DO NOT HEAR FROM YOU, OR YOU NOTIFY US THAT YOU ARE UNAVAILABLE FOR WORK FOR ANY REASON, WE WILL CONSIDER IT TO BE A VOLUNTARY QUIT WHICH COULD ADVERSELY AFFECT YOUR UNEMPLOYMENT BENEFITS.

Protect your unemployment benefits by calling 281-893-1044 as soon as you are aware that your assignment will be ending-24 hour Answering Machine.

EMPLOYEE BENEFITS

OVERTIME

Holidays are not considered a day worked for purposes of calculating overtime unless actual work is performed.

RELIGIOUS HOLIDAYS

ATP Personnel recognizes that there may be religious holidays (other than those already designated as holidays) that employees would like to observe. It may be possible to arrange these holidays as scheduled days off, authorized absences without pay or personal time off. As with any requests for time off, requests for time off to observe religious holidays must also be approved.

PAID HOLIDAYS

Employees who meet certain eligibility requirements will be paid for Holiday Leave. Please review the following page for details on eligibility requirements.

ALL ELIGIBLE full-time employees will receive holiday pay of eight straight time hours at their regular rate provided the following conditions are satisfied:

1. Work a full shift the week of the holiday including the employee's last scheduled work shift prior to the paid holiday.
2. Should the employee be unable to work a full shift the week of the holiday because of illness, proof of illness will be required in order to qualify for the paid holiday.
3. Holiday pay should never be entered on time cards.

Holiday will not be paid if:

1. The employee has been on the payroll for less than 1,200 hours.
2. The employee is on lay-off status, leave of absence or does not work the week of the holiday (personal time off or lack of work).
3. The employee is requested to work during a paid holiday and the employee refuses to do so. Employees who are requested to work during a paid holiday will receive holiday pay plus regular pay.

Note: "**Payrollers**" are not eligible for holidays - verify with your recruiter your status before accepting an offer. Consult your recruiter if you are unsure of your status.

REFERRAL BONUS

ATP Personnel will gladly pay a bonus of \$50.00 for each person you refer to us who we employ for a minimum of 50 hours.

WEEKLY PAYROLL WITH DIRECT DEPOSIT

ATP Personnel processes payroll on a weekly basis. Payday is Friday for all hours worked through the previous Sunday. Refer to the section Payroll Procedures for more details.

TIME EXPENSE REIMBURSEMENT

ATP Personnel reimburses you for travel expenses in your weekly pay. Expenses approved by 9:00 am Monday are reimbursed in your pay that Friday. Refer to the section on Payroll Procedures for more details.

PAYROLL PROCEDURES

ATP Personnel realizes that payroll processing is our problem and not yours. That's why our Payroll department will do everything possible to ensure the smooth collection and posting of your time. We only ask that you assist us by following these simple procedures:

1. Keep track of time worked daily, documenting your timesheet at the end of each work day.
2. Overtime requires express approval of your onsite supervisor and notification to the appropriate person at ATP.
3. Obtain supervisor approval within 1 working day of the completion of the work week. (Failure to do so will result in a delay in processing your payroll. You will not receive your check nor be entitled to any monies until your timecard is approved.)
4. Input your time online by noon each Monday following the week worked. (Failure to do so will result in a delay in processing your payroll.)
5. Call or email your recruiter immediately if you have any problems.

[Questions regarding time entry or paycheck processing; Call the ATP main line at 281-893-1044 or contact your recruiter.](#)

STOP PAYMENTS

If ATP Personnel mails a payroll check at your request and you do not receive it, we will stop payment and reissue the check. You will be assessed at \$25.00 stop payment fee for this service. Please choose Direct Deposit!

RECEIPT OF PAYSTUB

- You must receive a paystub, which is attached to your paycheck. Employees with direct deposit will receive their paystub to their email address on file with ATP.

ADJUSTMENTS

In the event of an over/under payment of wages, you will be contacted by our Payroll Department and adjustments will be made promptly.

ACCURACY OF REPORTED TIME

As a condition precedent to payment, you must submit an accurate timesheet for work performed for our customer. You will be held liable for any forgery, falsification or alteration of your timesheet.

- All hours worked are to be logged into your timesheet. For hours over 40 hours in a week. For hours that qualify as “Overtime” hours, a line item indication
 - **Note:** all overtime hours must be approved prior to being worked.
- All hours worked must be accurately logged on your timesheet. Averaging hours over a week, “pooling” hours for future use, “comp time”, “silent time”, or any other entry that does not reflect accurate hour reporting is expressly forbidden.
- For employees who have met eligibility requirements for paid holidays, holidays are NOT to be entered on any timesheets. Holidays are approved by ATP, not clients.

OVERPAYMENT/UNDERPAYMENT

ATP takes all reasonable steps to ensure that you receive the correct amount of pay in each paycheck and that you are paid promptly on the scheduled paydays. In the unlikely event that there is an error in the amount of your pay, you are required to promptly bring the discrepancy in writing to the attention of the ATP Payroll Manager so that corrections can be made as quickly as possible.

- If you have been underpaid, ATP will pay you the difference as soon as possible.
- If you have been paid in excess of what you have earned, you will need to return the overpayment to ATP immediately. Understand that you are not entitled to retain any pay in excess of the amount you have earned according to the agreed-upon rate of pay. Furthermore if a wage overpayment occurs, the overpayment will be regarded as an advance of future wages payable and will be deducted in whole or in part from the next available paycheck(s) until the overpaid amount has been fully repaid.

TRAVEL EXPENSES

ATP Personnel appreciates the efforts of those who travel on client business to keep costs within reasonable limits and to follow consistent policy and procedures with respect to the reimbursement of these expenses. Only client approved expenses will be reimbursed by ATP Personnel.

APPROVAL REQUIRED

Client management must approve all travel expenses. Unapproved expenses will not be reimbursed for any reason. It is your responsibility to ensure that expenses you will incur are specifically approved in advance by your manager.

RECEIPTS

Receipts for lodging are always required. All other expenses required dated, original receipts only when each expense is \$75 or greater. These receipts must be submitted with expense reports to ATP Personnel. No reimbursement will be made until supporting documents are received by ATP Payroll Department.

NON REIMBURSABLE EXPENSES

- Personal grooming services, such as barbers, hairdressers or shoe shines
- Car rental insurance purchased for domestic travel
- Childcare
- Credit card delinquency fees or finance charges
- Dues in private clubs
- Frequent flier and other similar awards for hotel and car rentals
- Gym and recreational fees, including massages and saunas
- In-room movies
- Insurance costs such as life insurance, flight insurance, personal automobile insurance and baggage insurance
- Laundry or valet service for travel of fewer than five days.
- Lost baggage
- Loss or theft of cash advance money, airline tickets, personal funds or property
- "No-show" charges for hotel and car service
- Parking tickets or traffic violations
- Personal automobile repairs
- Personal credit card annual fees
- Personal telephone charges in excess of reasonable calls home, generally one per day
- Pet care
- Upgrades (air, hotel, car, etc)

[Fax Travel Receipts to 866-695-4998.](tel:866-695-4998)

DRUG AND ALCOHOL ABUSE POLICY

ATP Personnel realizes that the misuse of drugs and alcohol impairs employee health and productivity. Drug and Alcohol problems result in unsafe working conditions for all employees and customers. The company is committed to maintaining a productive, safe, and healthy work environment, free of unauthorized drug and alcohol use.

Any employee involved in the unlawful use, sale, manufacturing, dispensing or possession of controlled substances, illicit drugs and alcohol on Company premises or work sites, or working under the influence of such substances, will be subject to disciplinary action up to and including dismissal and referral for prosecution.

ATP Personnel has established the following **Drug Testing Policy**:

EMPLOYEES SUBJECT TO TESTING

Under ATP Personnel's drug and alcohol testing policy, current and prospective employees will be asked to submit to drug and alcohol testing. No prospective employees will be asked to submit to testing unless an offer of employment has been made. An offer of ATP Personnel, however, is conditioned on the prospective employee testing negative for drugs and alcohol.

SAFEGUARDS

ATP Personnel's policy is intended to comply with all state laws governing drug and alcohol testing and is designed to safeguard employee privacy rights to the fullest extent of the law.

SELECTION

All ATP Personnel employees will be asked to submit to drug and alcohol testing. It is ATP Personnel's policy not to employ persons who use illegal drugs. Accordingly, ATP Personnel shall have the right to require an employee to submit to testing for drug and/or alcohol use as continuing condition of employment as ATP Personnel deems necessary to the safe and efficient operation of its business activities.

An employee who refuses to submit to drug and/or alcohol testing or who tests positive may be suspended from duty pending further investigation and may be subject to discipline, up to and including immediate discharge.

TESTED SUBSTANCES

ATP Personnel's drug and alcohol testing program at a minimum includes screening for and at the cut off levels set for the five classes of drugs identified by the National Institute of Drug Abuse (NIDA) as of January 1991. [Generally: Cannabinoids, Cocaine Metabolites, Opiates, Phencyclidine, Amphetamines].

WRITTEN NOTICE

Before being asked to submit to a drug and/or alcohol test, the employee will receive written notice of the request of requirements.

NOTICE OF RESULTS

If the employee is asked to submit to a drug or alcohol test, ATP Personnel will notify the employee of the results within 24 hours after it receives them from the laboratory. To preserve the confidentiality ATP Personnel strives to maintain, the employee will be notified by telephone whether the test was negative or confirmed positive and, if confirmed positive, what the next step is.

POSITIVE TEST RESULTS

If the employee receives notice that the employee's test results were confirmed positive, the employee will be given the opportunity to explain the positive result following the employee's receipt of the test result. In addition, the employee may have the same sample retested at a laboratory of the employee's choice.

ADVERSE EMPLOYMENT ACTION

If there is reason to suspect that the employee is working while under the influence of an illegal drug or alcohol, the employee will be placed on Investigative Suspension until the results of a drug and alcohol test are made available to ATP Personnel by the testing laboratory. Where drug or alcohol testing is part of a routine physical or random screening, there will be no adverse employment action taken until the test results are in.

CONFIDENTIALITY

ATP Personnel will make every effort to keep the results of drug and alcohol tests confidential. Only persons with a need to know the results will have access to them. The employee will be asked for the employee's consent before test results are released to anyone else. Be advised, however, that test results may be used in arbitration, administrative hearings and court cases arising as a result of the employee's drug testing. Also, results will be sent to federal agencies as required by federal law. If the employee is to be referred to a treatment facility for evaluation, the employee's test results will also be made available to the employee's counselor. The results of drug testing in the workplace will not be used against the employee in any criminal prosecution.

COSTS

ATP Personnel will pay the cost of any drug and alcohol testing that it requires or requests employees submit to, including retesting of confirmed positive results. Any additional tests that the employee requests will be paid for by the employee.

DRUG AND ALCOHOL USE AT WORK PROHIBITED

ATP Personnel will not tolerate any use of non prescribed drugs or alcohol during work hours. If the employee comes to work under the influence of drugs or alcohol during work time, the employee will be terminated. Please see Discipline Policy.

DISCIPLINE POLICY**PURPOSE**

To establish rules pertaining to employee conduct, performance, and responsibilities so that all personnel can conduct themselves according to certain rules of good behavior and good conduct.

The purpose of these rules is not to restrict the rights of anyone, but rather to help people work together harmoniously according to the standards we have established for efficient and courteous service for our customers.

Reasonable rules concerning personal conduct of employees are necessary if the company is to function safely and effectively. You will be kept informed of department rules and changes to those rules through updates to this web link.

The company believes that you want to, and will, do a good job if you know what is required to perform your job properly. ATP is responsible for ensuring that you know what is expected of you in your job. Further, it is company policy that employees are given ample opportunity to improve in their job performance.

POLICY

Degrees of discipline are generally progressive and are used to ensure that the employee has the opportunity to correct his or her performance. There is no set standard of how many oral warnings must be given prior to a written warning or how many written warnings must precede termination.

Factors to be considered are:

- How many different offenses are involved?
- The seriousness of the offense
- The time interval and employee response to prior disciplinary action(s)
- Previous work history of the employee

EXCEPTIONS

For serious offenses, such as fighting, theft, insubordination, threats of violence, the sale or possession of drugs or abuse of alcohol on company property, etc., termination may be the first and only disciplinary step taken. Any step or steps of the disciplinary process may be skipped at the discretion of ATP Personnel after investigation and analysis of the total situation, past practice and circumstances.

GROUP 1 OFFENSES INCLUDE:

- *Knowingly filling out time sheet of another employee*
- *Discussing your rate of pay with anyone other than a representative of ATP*
- *Discussing time off from your assignment with anyone other than a representative of ATP*
- *Having one's time sheet filled out by another employee, or unauthorized altering of a time sheet*
- *Being tardy habitually without reasonable cause*
- *Being absent without notification or excuse*

- *Leaving your job or your regular working place during working hours for any reason without authorization from your supervisor, except for lunch, rest periods and going to the restrooms*
- *Disorderly conduct on company property*
- *Immoral conduct or indecency on company property*
- *Leaving work before end of shift or not being ready to go to work at the start of shift*
- *Interfering with the work of other employees*
- *Inefficiency or lack of application of effort on the job*
- *Violations of company policies outlined in sections of this manual*
- *Contributing to unsanitary conditions or poor housekeeping*
- *Imperiling the safety of other employees*
- *Malicious gossip and/or the spreading of rumors*

Penalty for Group 1 Offenses:

First Offense: Oral or Written Reprimand

Second Offense: Termination

GROUP 2 OFFENSES INCLUDE:

- *Gambling on company property
- *Possession of narcotics, or consuming narcotics on company property
- *Reporting for work in an intoxicated condition
- *Responsibility for instigating, fighting or threatening to fight on company property
- *Dishonesty or removal of another employee's property or company property without permission
- *Willful destruction of company property
- *Insubordination (Refusal to perform service connected with an employee's immediate supervisor or refusal to obey any reasonable order given by an employee's supervisor or management)
- *Misrepresentation of physical condition or other important facts in seeking employment
- *Refusal to perform work assigned to any employee
- *Absence for two consecutive working says without notification to the company or without acceptable excuse
- *Petty thievery
- *Possession of firearms, fireworks, or explosives on company property without permission from management.

Penalty for Group 2 Offenses:

First Offense: Termination

PROBATION

You may be placed on probation in connection with the written warning for a period of time determined by ATP Personnel. Wage increases and transfers will not be given during this period, but all other benefits will continue.

INVESTIGATIVE SUSPENSION

An investigative suspension is a period, not to exceed three (3) working days, during which time an employee is relieved of his or her job because of alleged serious misconduct. An employee placed on investigative suspension when it is necessary to make a full investigation to determine the facts of the case, as in fighting, insubordination or theft incident.

If after the investigation discharge is warranted, the employee shall not be paid for the period of investigative suspension- the discharge will be effective on the date of the termination interview. If misconduct is determined, but not of sufficiently serious nature to warrant discharge, the employee shall receive a warning notice and forfeit pay lost as a result of the investigative suspension and may be placed on disciplinary suspension. If no misconduct is determined, the employee shall return to work within the prescribed period.

DISCIPLINARY SUSPENSION

A disciplinary suspension is a period of not more than three (3) days and may be given in addition to the investigatory suspension or as punishment for the violation. The employee is relieved of his or her job assignment because of serious or repeated instances of misconduct and shall forfeit pay lost as a result of the suspension in situations where there is no specific instance of conduct that is so outrageous that justifies termination but there is a pattern of conduct where the employee has continually engaged in one minor infraction of the rules after another and has received a documented verbal and/or written warning for rule(s) infraction(s). Disciplinary suspension would generally not be used as a form of discipline for employees with attendance problems. An investigative suspension is a period, not to exceed three (3) working days, during which time an employee is relieved of his or her job because of alleged serious misconduct.

DISCHARGE

When the employee is discharged as a result of a serious offense, or as the final step in an accumulation of infractions for which a warning notice or notices have been written, the employee will be discharged for cause instead of being given the option to resign, be laid off, or retire.

INJURY REPORTING POLICY

It is the policy of ATP Personnel to take all necessary steps to provide a safe and healthful work environment for its employees. All health and safety policies of its clients are in compliance with Federal

and State regulations. It is the obligation of each employee to observe these regulations and practice safely at all times.

If you are injured or become ill, you are required to report this fact promptly to ATP Personnel and complete all required forms.

Any employee, who is injured and/or loses time from work because of a job related injury, will be compensated according to the Workers' Compensation Act. **No employee, after an absence-carrying injury, will be allowed to return to work until he or she is released by a doctor. Doctors release must be submitted to ATP Personnel PRIOR TO returning to work and must be confirmed as received by ATP Personnel.**

You must report the injury or occupational disease promptly to ATP Personnel.

Injured? Call 281-893-1044 immediately.

EMPLOYMENT AT WILL RELATIONSHIP

Employment with ATP is "at-will". This means that you may terminate your employment at any time. It also means that the company can terminate your employment, at any time, with or without notice or cause. While the company generally adheres to progressive discipline, it is not bound or obligated to do so. Again, in the company's sole discretion, you may be terminated at any time, with or without notice or cause.

As an at-will employee, you are not guaranteed, in any manner, that you will be employed for any set period of time. No one in the company except the President, in a written, signed contract, may make a representation or promise to you that you are other than an at-will employee. Any employee, manager or supervisor who makes such a representation or promise to you is not authorized to do so.

No policies or procedures contained in this document or in any other ATP Personnel memorandum, manual, or publication may be construed to create a contractual relationship of any kind. Further, this guide and its contents do not modify ATP Personnel's employment-at will relationship with each of its employees. Thank you for your time reading these policies and procedures.