



PERSONNEL POLICIES AND PROCEDURES ACKNOWLEDGEMENT

I _____, have read and understand the policy for Drug and Alcohol testing at Perform Air International, Inc. I acknowledge and agree that as an employee of Perform Air International, Inc. I am subject to random testing without prior notice.

This manual is designed as a statement of policy and outline of procedures and guidelines for Supervisors and Managers to aid in the proper handling of matters concerning company personnel.

The policies and procedures set forth in this manual apply to all employees of Perform Air International, Inc. However, this manual is not to be interpreted as a legal document or an employment contract. Policies contained herein are only summaries and are not all-inclusive. Managers / Supervisors must still manage day-to-day activities and make policy decisions where there are, at times, no strict guidelines.

Questions regarding these policies and procedures should be directed to the Human Resources Department.

The company reserves the right to alter, change, add to, or delete any of these policies or procedures at any time without notice.

I have read the Employee Handbook and understand all policies and procedures

Employee Signature

Date