

Distribution	SUBJECT	Date
	EMPLOYMENT PROCEDURES AND FORMS MANUAL	September 1999 Revised 01/01/07

INTRODUCTION

This Employment Procedure and Forms Manual provides the basic policy and procedure guidelines necessary for effective management of employment and separation activities. The objective is to provide consistent procedures in the hiring and separation process to maintain consistent company standards.

The guidelines and policies set forth herein are considered to be the minimum required to accomplish overall corporate objectives. Each employee is expected to comply with them and to implement them in their organizations where appropriate.

Periodic revisions will be provided to each recipient of this manual. All employees who receive this manual are expected to keep it up to date. As each revised page is received, the employee should discard the old page and insert the new page in its place.

Flynn Management Corporation



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