

Please read and sign where indicated.

Dear Employee,

Welcome to Humane Home Care Agency

We are excited to have you as part of our company. Humane Home Care Agency is committed to quality work and superior customer service in all aspects of our business.

We value our employees and encourage them to make productive suggestions. We want you to succeed at your job.

This Employee Manual, inclusive of an Acknowledgement Form, sets forth the general administrative policies, goals, and benefits of Humane Home Care Agency and replaces and supersedes any prior manual(s). The contents of this Manual are confidential and are not to be distributed to or shown to anyone else inside or outside the Company. This Manual remains the property of Humane Home Care Agency and must be returned upon request.

You should use this Manual as a reference as you pursue your career with us. Each of the policies is dated and is current as of that date, but may be unilaterally amended by Humane Home Care Agency at any time, with or without notice, and we shall also reserve the right to deviate from the policies herein in our sole discretion. When there is a change in a policy we will update this Manual as soon as possible. Feel free to discuss with us any questions you may have about this Manual or about your employment with us.

To your success at Humane Home Care Agency

Sincerely,

Mark Tay

CEO/Owner

Employee Signature: _____

Date: _____