

Office Employee Handbook

THIS EMPLOYEE HANDBOOK IS NOT AN EMPLOYMENT CONTRACT

This Employee Handbook does not establish a contract (express or implied) between Tempco Electric Heater Corporation and any employee regarding terms and conditions of employment.

This Employee Handbook does not in any way alter the employment at-will relationship between Tempco Electric Heater Corporation and its employees. Tempco Electric Heater Corporation and each employee have the right to terminate the employment relationship at any time, with or without cause or notice. You should be aware that no supervisor, manager, or representative of Tempco Electric Heater Corporation, other than the Company's President, has the authority to enter into any agreement with any individual for employment for any specified period of time or to make any promises or commitments contrary to any policy or guideline established in this Employee Handbook.