THE HUDSON SQUARE CONNECTION

EMPLOYEE MANUAL

INTRODUCTION

WELCOME

For those of you who are starting employment with the Hudson Square Connection (also referred to as the "Connection" or "Organization"), let me extend you a warm and sincere welcome. We trust you will enjoy your work here and we will value you as a good and productive employee.

For those of you who have been with us during this exciting time of our growth, a double "thank you" is appropriate. We are proud of our accomplishments and look forward to the future.

With your support, we will work together with a shared goal: to serve our members and the public. We hope you will share our pride in our accomplishments and that you will grow with us throughout the years. We invite you to join with us and make the Connection an even better organization. In this way, you will be doing your part to assure the continued success of our organization and continued opportunity for all of us.

ABOUT THIS HANDBOOK

For new staff members, we understand you will be going through a period of adjustment during the next several weeks. There will be many questions about our organization, your day-to-day duties, the Connection's benefits, what you can expect from us and what we expect from you. Even current staff members are likely to have questions from time to time.

This booklet has been prepared for all of our employees in getting answers to their questions. Read it carefully and keep it for future use. Of course, not all of your questions can be answered in a booklet. Due to government regulations and changing demands of our operations, from time to time, the Connection and its plan administrators reserve the maximum discretion permitted by law to administer, interpret, modify, change or delete these policies and benefits. This handbook contains guidelines for the Connection's use and brief summaries of the benefit programs that are provided. All fringe benefits are contained only in the actual plan documents themselves. Since change is a key part of our industry and growth, neither the policies nor the benefits in this handbook should be regarded as a "contract." We will attempt to keep you up-to-date regarding changes that affect you.

Your supervisor will be your major source of information. Don't hesitate to ask questions. We expect questions and will do our best to give you a prompt response. Your job may be confusing at first but everyone went through the same adjustment period. Very soon, you will be an integral part of our team.

OUR EQUAL EMPLOYMENT OPPORTUNITY AND PERSONNEL PRACTICES PHILOSOPHY

At the Hudson Square Connection, the role of each staff member within the organization is important and your sense of well-being is crucial to our success. The Connection is concerned about all of our employees and will strive to:

- Provide equal opportunity employment in all employment-related matters, including hiring, training, promotion, compensation, benefits, transfers and other personnel actions, without regard to race, ethnicity, creed, citizenship, religion, color, sex, national origin, age, disability, sexual orientation, marital status, veteran status, or any other characteristic protected by federal, state or local law;

- Provide open communication, sensitivity to each employee's concerns and expectations and a recognition of the need for constructive and timely feedback;

- Encourage individual growth and participation throughout the organization and provide opportunities to develop through training and advancement;

- Provide for a safe and healthy working environment;

- Keep all employees informed of significant developments within the organization, particularly those which affect them directly;

- Prohibit the harassment of or discrimination against any employee by a co-worker, supervisor, customer or other individual;

- Provide reasonable accommodation to enable otherwise qualified individuals with a disability to perform the essential functions of their jobs; and,

- Provide reasonable accommodation to applicants' and employees' religious beliefs and practices.

HARASSMENT AND OTHER FORMS OF DISCRIMINATION ARE PROHIBITED

Our organization has a zero tolerance policy for harassment or discrimination on the basis of sex or gender of any employee by a supervisor, employee, member representative, client/customer, visitor, vendor, or the representatives of other businesses with whom you interact as part of your job. This zero tolerance for harassing or discriminatory conduct also applies to

harassment or discrimination on the basis of race, ethnicity, creed, citizenship, religion, color, national origin, age, disability, sexual orientation, marital status, veteran status, or any other characteristic protected by law.

The purpose of this policy is not to regulate personal morality within the Connection. It is to ensure that at our organization all employees are free from harassment or discrimination on the basis of sex, gender, or any other protected characteristic. For example, while it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars, or posters, sending sexually explicit e-mail or voicemail, and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, the conduct could also include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, teasing, or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional or hostile working environment. We want everyone to know that submission to unwelcome sexual conduct or any form of harassment is NOT a term or condition of your employment with the Connection.

Anyone who feels he or she has been subjected to conduct which violates this policy should immediately report the matter to your supervisor or the President. If you are unsure who you should contact to raise an issue of harassment or discrimination, or if you have not received a satisfactory response within three (3) business days after reporting any incident of what you perceive to be harassment or discrimination (or sooner if you feel the problem requires immediate attention), please immediately contact our President, who will ensure an investigation immediately is conducted. All reports of harassment or discrimination will be handled as confidentially as possible.

Every report of perceived harassment or discrimination will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge for employees who violate this policy. In addition, the Connection will not allow any form of retaliation against individuals who report harassing or discriminatory conduct to Connection management or who cooperate in the investigation of such reports in accordance with this policy.

CODE OF CONDUCT

To function effectively, every organization must develop policies and procedures to protect its clients and to ensure that co-workers' and the Connection's rights are respected. Our organization is no exception. Generally, conduct which may be disruptive, unproductive, unethical or illegal will not be tolerated.

Violation of our Code of Conduct will lead to disciplinary action, which, based on the circumstances of the individual case, could result in corrective action up to and including discharge. Examples of conduct which could result in corrective counseling include:

a) Insubordination or lack of cooperation;

b) Unauthorized use or possession of intoxicants or drugs on our premises or reporting to work while under the influence of or after using drugs;

c) Sleeping on the job;

d) Fighting on the job or the threat of bodily harm to co-workers or clients;

e) Destruction or damage to Connection property or equipment or to that of any co-worker, member/client or other person;

f) Unauthorized use or taking of the Connection's or any other person's property;

g) Unexcused or excessive absence or tardiness or leaving the job without permission;

h) Insufficient productivity or unacceptable work performance;

i) Violation of safety or operating rules;

j) Horseplay;

k) Carrying or possessing weapons of any kind on the Connection's premises;

l) Dishonesty;

m) Falsifying reports or Connection records;

n) Smoking in "No Smoking" areas;

o) Violation of any of the policies set forth in this Handbook or any other Connection communication; and,

p) Any other conduct deemed unacceptable by the Connection.

Employment is not subject to a contract of employment and is terminable on an at-will basis by you or the Hudson Square Connection. The Connection may consider an employee's job performance, prior violation of our work rules, and other relevant circumstances in determining whether to counsel, warn, suspend or discharge an employee. It is up to the employee's supervisor and the Connection's management to decide whether corrective action, up

to and including dismissal, is appropriate. If you believe that a personnel action is unfair, you can ask to have it reviewed through our Open Door Policy.

ATTENDANCE

You are an essential member of the Connection team, and teamwork is the very essence of our business. You were hired to perform an important function as part of our team. As with any group effort, it takes cooperation and commitment from everyone to operate effectively. Therefore, your attendance and punctuality are very important. When you are not on the job, it creates an added burden on your fellow employees. Good attendance is something that is expected from all employees and is your responsibility – both to the Connection and to your fellow employees.

You are expected to report to work on time.

The Connection and your co-workers depend on your contribution to the Organization, which cannot occur if you are absent or frequently tardy. When you are absent, it creates difficulties for the Organization. If you must be absent from work, you should notify your supervisor in advance so your job responsibilities will be covered with a minimum of inconvenience to the Organization and to those with whom you work. The same applies if you should have to leave early during a working day.

We recognize there may be times when your absence or tardiness cannot be avoided. In such cases, it is your responsibility to telephone you supervisor, at least a half hour before you are scheduled to begin work and explain the reason for your absence. You must notify your supervisor or manager during each day you are absent. When returning to work after an illness of three days or more, a written note or medical release from your doctor is required. In certain cases, a note may be required for absences less than three days. When you return to work, present the note to your supervisor. If you are able to return to work but your ability to perform the functions of your job is restricted, the doctor must state in writing the conditions of your return, how long you will be limited and indicate the job limitations.

If you are in an accident or stricken by a serious illness and cannot provide advance notice about your absence, notify your supervisor as soon as possible.

If you are absent and do not call in for three consecutive days, you will be considered to have voluntarily terminated your employment with the Connection.

PERSONNEL RECORDS

It is very important that you keep us up-to-date regarding changes in your name, address, telephone number, marital status, withholding exemption status (for income tax purposes), persons to be notified in case of emergency or accident, and additions to your family. Failure to report changes in this kind of information can affect your withholding tax and proper health insurance benefit coverage. Please report any changes as soon as possible.

CONFIDENTIALITY

We here at the Connection are proud of the reputation we have earned as an ethical and highly professional organization.

All information about our internal systems, processes, products, and procedures is considered confidential. You cannot share this information outside the Organization without the express approval of an officer of the Connection.

When you send confidential material either internally or externally, it is your responsibility to clearly mark the sealed outer cover "PERSONAL AND CONFIDENTIAL. TO BE OPENED ONLY BY ADDRESSEE."

No personnel or confidential information is to be sent by FAX unless the recipient is present and authorizes you to send the document for their personal receipt.

OPEN DOOR POLICY

To satisfy the diverse needs of our members, we must function as a team whose goal is to exceed expectations regarding responsiveness and service. As part of our teamwork philosophy, we have a policy of open communication at all times. We feel this is the best way to deal effectively with the daily challenges and opportunities of our organization. We encourage you to take advantage of the Connection's Open Door Policy. If you face a problem or have a need that requires special attention, your Manager is a good place to start.

1. Immediately discuss the problem with your Manager. If you do not feel comfortable discussing the issue with your Manager, bring the issue to the attention of any other manager or the President.

2. If you feel the issue has not been satisfactorily resolved by your Manager, you are encouraged to discuss the situation with any other manager or supervising employee. These individuals will consider the complaint and will inform you of their resolution.

3. If you still feel the issue has not been satisfactorily resolved, you may request a meeting with the President.

PROFESSIONAL APPEARANCE

Our business is to provide professional service and it is important that our business attire reflects this professionalism. You are expected to dress in a manner appropriate to the job you perform and in consideration of the fact that we have frequent contact with many outside professionals, clients/members and neighborhood residents, and our work environment at the Connection gives high public visibility to all employees.

HOW YOUR JOB IS CLASSIFIED

New Employees: All of us begin by being hired for a six-month orientation period. During this initial period, new employees are assessed on their ability to perform assigned tasks. Your supervisor will evaluate whether you are likely to develop the skills and commitment necessary to become a successful member of the Hudson Square Connection team.

Full-Time Employees: Regularly work 5 days and at least 40 hours each week. Full-time employees are eligible for all paid time off, leave, or other fringe benefits.

Part-Time Employees: Regularly work less than 30 hours each week. Part-time employees aren't eligible for paid time off, leave, or other fringe benefits.

INSPECTION OF WORK AREAS

Since we all work together closely, there may be instances when a co-worker or manager may look in your desk, computer, mail, packages, work area, papers or other materials for information. Similarly, enforcement of work rules and/or compliance, safety, or security policies may require us to conduct inspections or other searches. Although desks, file cabinets or other storage areas may have locks, they are subject to inspection when we are looking for information, contraband, materials or documents. Searches can be conducted at any time, regardless of whether you are present. To avoid potentially embarrassing situations, please do not store personal articles in your desk or anywhere in our office. Similarly, you should not store valuable property in your desk, or anywhere in the office, since we cannot be responsible if your personal belongings are stolen, lost or damaged.

Computers and all other equipment are for work use only. Since computer files (including electronic mail) also may be reviewed by others, you should not expect "privacy" in those files.

It may be necessary to search for property, contraband or other items (e.g., illegal drugs, weapons, alcoholic beverages or stolen property). If that occurs, you will be required to provide access to your briefcase, carry-all, desk, locker, or any other area. Refusal to cooperate in any inspection obstructs our ability to safeguard our operation and may be subject to discipline, up to and including termination.

ELECTRONIC COMMUNICATIONS POLICY

The Connection's voice mail, e-mail and telephone communication systems are for business use. Communications transmitted through these systems must have a business purpose. By using these systems, you consent to have any communications made through them monitored, recorded, and otherwise accessed.

The Connection may access its e-mail and voice mail communications systems and retrieve and review the communications within these systems, without notice to users of the system when the Connection deems it appropriate to do so. The reasons for which the Connection may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring the Connection's operations continue appropriately during an employee's absence. To ensure that proper service is being provided our members and clients, and for related quality control reasons, the Connection may monitor and record all conversations on its business telephones. Therefore, these electronic communications systems should not be used for anything but business purposes. The Connection's electronic communication systems should be used for personal, non-business purposes only in emergencies or other reasonable circumstances that do not interfere with employee productivity, the professional atmosphere of the workplace, or the performance of the Connection's electronic communication systems.

The Connection provides employees with access to its computer, voice mail, fax and e-mail systems for use in conducting the Connection's business. All communications must be professional in nature, scope and tone.

Use of the Internet

Depending on your job responsibilities, you may have access to the Internet. Every Internet site you visit is capable of undermining your and the Connection's business reputation. You must exercise sound judgment and discretion when accessing the Internet. Here are some guidelines:

Internet Use is For Business Purposes Only: Your use of the Internet should normally be limited to Connection business only. Visiting game, entertainment or adult sites is prohibited.

Downloading: Computer viruses reside on the Internet. Do not download program or executable (".exe") files without the prior approval of your manager.

Confidentiality: We have an ethical obligation to preserve and protect our members' confidences. The confidentiality of data (including e-mail messages) sent via the Internet cannot be assured. The transmission of member-sensitive material or any other proprietary information or attorney work product, without the permission of the member, is prohibited. If a member or anyone else has any questions or concerns about confidentiality, your Manager is available to answer any questions.

Storage Media

The Connection may store electronic communications for a period of time after the communication is created. From time to time, communications stored in the system may be deleted, printed, or otherwise used for any purpose.

Connection Access to Electronic Communications

The Connection may access electronic communications systems and review communications within the systems, without notice to users of the system. The reasons for which the Connection may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; ensuring that the Connection's operations continue appropriately during an employee's absence; and any other purpose deemed appropriate by the Connection. You should not expect the use of the Connection's electronic communications to be private.

Prohibited Use

The Connection's policy prohibiting all forms of harassment applies fully to use of the Connection's electronic communications systems. No one may use electronic communications for inappropriate purposes, including distribution or viewing of inappropriate materials, harassment, or in a manner that may be construed by others as harassment or discrimination based on race, national origin, sex, sexual preference, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

AVOIDING INTERRUPTIONS

We believe employees should not be harassed, disturbed or disrupted in the performance of their job duties. For this reason, solicitation of any kind by an employee of another employee is prohibited while either person is on working time. Similarly, the distribution of personal advertising material, handbills, printed or written literature of any kind in working areas of our organization is prohibited at all times.

To avoid harassment by strangers, solicitation of any kind by non-employees is prohibited at all times. The distribution of literature by non-employees on Connection premises also is prohibited at all times.

BENEFITS

The Connection and the plan administrators retain the maximum discretion permitted by law to modify, discontinue, change, enhance or implement all benefit plans. As an employee of the Connection, you may be eligible to participate in our organization's comprehensive program of fringe benefits. Please refer to the separate benefits manuals you received during orientation or at the time the manuals were last updated for the current and complete description of these benefits.

Fringe benefits include:

Major Medical, Surgical, and Comprehensive Dental

Life Insurance

Long-Term Disability

Short-Term Disability

Retirement Benefits

BEREAVEMENT LEAVE

If a member of your immediate family dies and you have successfully completed your introductory period of employment, at the President's discretion you may be granted up to five consecutive regularly scheduled working days off with pay. Immediate family is defined as an employee's spouse, child, parent, and sibling; these also apply to the immediate family of the employee's spouse.

HOLIDAYS

All full-time and part-time employees are paid for holidays designated by the Connection. Eligibility for pay begins after your first day of employment. The holidays that are recognized by the Connection are as follows:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Thanksgiving Day, and the Friday following
Christmas Day

If no work is performed on any of the holidays listed above, full-time employees shall receive one day's pay at their regular rate for such day. Whenever a regular holiday falls on a Saturday, the Friday preceding will be observed as a holiday. Whenever a regular holiday falls on a Sunday, the following Monday will be observed as a holiday. If a regular holiday falls on a Thursday, the President may, at her discretion, close the office and grant employees holiday pay for the immediately following Friday as well.

Full-time employees who are required to work on a holiday may be allowed to take another day off in its place during the same work week, with the approval of his or her Supervisor. Employees eligible for holiday pay also may choose to work on Martin Luther King Day, President's Day, or Columbus Day, and instead use any of these days as a "floating holiday" to observe a day of personal, national, or religious significance. An employee who wishes to substitute a "floating holiday" for one of these three holidays must provide his/her manager with as much advance notice as possible, and cannot carry over a "floating holiday" to the following calendar year.

Holidays not paid: If you are absent on a legal holiday for which you are scheduled to work, no holiday pay will be allowed, unless the absence was authorized in advance by your Supervisor. If you are absent on a scheduled work day the day before and or after a holiday, your Supervisor may require documentation of your reason for absence. If satisfactory documentation is not produced within 10 days, you may not be eligible for the holiday pay benefit.

Holidays during vacation: If a legal holiday falls during your vacation, you will not be considered to have used a paid vacation day, but instead will receive holiday pay for the day.

To be eligible for holiday pay, you must work your regularly scheduled workday before and after the holiday. Employees on leave of absence or layoff will not be eligible for holiday pay. The holiday does not count as hours worked unless you worked that day.

JURY DUTY

Civic responsibility may occasionally require service on jury duty. All employees called upon to serve jury duty will receive a leave of absence. All employees will be paid for jury duty in accordance with New York law, which currently requires payment of the first three days of jury service at the rate of $40.00/day.

In the event that the volume of work or the essential nature of your position necessitates it, a request for postponement of jury duty can be made. If you and the Connection believe it is necessary, we will assist you, if possible, in requesting such a postponement. It is every employee's obligation and duty to serve jury duty. We encourage you to do so and would like to be able to schedule it when our work load best permits you to fulfill your civic duty.

SICK DAY POLICY

Full-time employees are eligible for paid Sick Days for time lost due to illness as calculated below. You may begin to take sick days after you have successfully completed your introductory period.

Unfortunately, almost everyone suffers an illness or health problem at one time or another. Recognizing this, we have sick pay benefits to make sure you are paid during a brief period of absence because of illness. Since this wage continuation is to assist when you are sick, there will be no pay in lieu of accrued sick days. Unused sick days will not be cashed out for employees upon cessation of their employment or carried over from year to year.

Full-time employees are eligible for 5 paid sick days per calendar year after completing their first anniversary of employment. During the first year of your employment, paid sick days are accrued according to the following schedule:

Month of Hire	**Calendar Year Entitlement**
January and Prior	5 Days
February	5
March	5
April	4
May	4
June	3
July	3
August	2
September	2
October-December	0 (None in current year)

Sick days may not be taken until accrued and may be taken only for your own illness. Since paid sick days are to be used when you are ill, unused sick days will not be paid at termination or retirement. You cannot use a paid sick pay when absent on a holiday or a vacation day.

If you are absent due to personal illness, you may be required to provide a doctor's certificate to be paid for sick leave. Time off for illness of immediate family members only (an employee's child, parent, sibling, or spouse) also can be taken as paid sick days (up to the amount accrued). Time off for other personal purposes can be taken only as a "floating holiday" or as vacation or, if you have used up these benefits, as an unpaid personal leave.

(NOTE: Should an illness require more than 7 consecutive days off, this time will be considered for New York State Short-Term Disability benefits, if applicable, rather than sick day pay.)

VACATION

Full-time employees are eligible for paid vacation days according to the following annual schedule:

Year 1 of service through 4 year.....3 weeks (15 days)
5 year through 9 year.....4 weeks (20 days)
After 10 year.....5 weeks (25 days)

An employee's vacation days shall accrue on a pro rata basis each pay period. Employees are eligible to begin using vacation days after their first 6 months of employment. Employees may carry over up to 15 days vacation days from one year to the next, provided that: (a) no employee shall take more than 2 consecutive weeks of vacation days or 4 weeks of vacation days per year total without the express permission of his/her supervisor; and (b) upon separation from employment, an employee shall receive compensation for no more than 15 vacation days, regardless of the number of unused vacation days the employee has accrued at that time.

Maternity/Paternity Leave

The Connection encourages a family-friendly work environment and allows maternity/paternity leave for eligible employees. Regular full-time employees who have worked at the Connection for at least twelve consecutive months are eligible to take time away from work in connection with the birth of a child or the adoption of a child under the age of eighteen. Generally, six consecutive weeks of maternity/paternity leave will be granted to eligible employees immediately following the birth or adoption of the child. When there are extenuating circumstances, however, such as related health problems and a medical need for more leave, additional leave may be taken upon certification from a health care provider of the health condition.

Employees taking maternity/paternity leave may be paid for up to three weeks of the maternity/paternity leave period. Following the paid maternity/paternity leave period, the employee will be required to use any accrued paid time off, such as accrued vacation time, for the remainder of the maternity/paternity leave period. Likewise, the Connection offers disability insurance coverage to eligible employees and you may qualify for short-term disability insurance in certain related circumstances, though the Connection does not make the determination as to an eligible employee's coverage under the short-term disability plan; this determination will turn on the information your health care provider reports and the determination of the insurance carrier as to your eligibility for benefits in each case. Employees receiving short-term disability benefits during the paid portion of the maternity/paternity leave period must turn over benefits received to the Connection. During unpaid portions of the maternity/paternity leave period, employees receiving short-term disability benefits will be required to supplement such benefits with accrued paid time off in order to receive 100% of their regular salary/weekly pay for as long as possible.

In addition, an employee on maternity/paternity leave can continue to participate in group benefits, such as health insurance and disability insurance plans, while on leave. But to the extent the time away from work is unpaid, in whole or in part, you must continue to make employee contributions in a timely manner for coverage to continue. If co-payments are late, coverage may cease. Alternatively, employees can make arrangements to pre-pay employee contributions on the last pay period before the maternity/paternity leave commences.

You should provide your manager at least two weeks' notice of the intended departure date for leave, and notice of the intention to return to work. As much advance notice as practicable is appreciated for planning purposes.

RESIGNATIONS

If you provide us with notice at least ten (10) working days before the date upon which you wish to resign and work the entire period up to your date of resignation, you will receive payment for any accrued vacation time up to the last complete month worked. If you provide proper notice, but the Connection requests you leave sooner, you still will be entitled to receive pay for unused vacation.

Prior to your leaving the Connection, you must return any items belonging to the Organization (keys/passcards, computer or office equipment, etc.), and discuss the effect of termination upon your benefits with the President.

IF YOU MUST LEAVE US

Your employment with the Connection is at-will, and not for any stated period of time or controlled by any sort of contract. Consequently, you may choose to resign at any time. Similarly, the Connection may terminate the employment relationship at any time it believes is appropriate. We understand there may be circumstances which may necessitate the termination of your employment with us. If you decide to resign, we request you provide your Supervisor and/or the President with as much advance notice as possible, preferably at least ten working days prior to your intended date of departure. Your thoughtfulness will be appreciated and will be noted favorably on your employment records. To the extent we are able to do so, we will try to permit you to leave as soon as possible. You will be paid for all time actually worked. Employees who provide less than ten (10) working days' notice of their resignation will not receive payment for any accrued vacation days.

HANDBOOK RECEIPT

I have received today a copy of the Hudson Square Connection handbook. I understand that the handbook contains management guidelines only. The Connection, its management, and all plan administrators shall have the maximum discretion permitted by law to interpret, administer, change, modify or delete the rules, policies and benefits contained in the handbook at any time. No statement or representation by a supervisor or other manager, whether oral or written, can supplement or modify this handbook. Changes can be made only in written notice signed by the Connection's President. I also understand that any delay or failure by the Connection to enforce any work policy or rule will not constitute a waiver of the Connection's right to do so in the future.

I understand that neither this handbook nor any other communication by a management representative, whether oral or written, is intended to in any way create a contract of employment. Since employment with the Connection is voluntarily entered into, I am free to resign at any time. Similarly, the Connection may terminate my employment whenever it believes it is appropriate.

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Dated: _____