

Employee Handbook

Policy #: 1.0

Revision Date: March 2017

Policy Title: Introductory Statement

The handbook is designed to acquaint you with MGS and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by MGS to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As MGS continues to grow, the need may arise and MGS reserves the right to interpret, revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion with or without notice. The only exception to any changes is our employment-at-will policy permitting you or MGS to end our relationship for any reason at any time.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate Company documents. These Company documents are always controlling over any statement made in this handbook or by any member of management.

In addition, changes to applicable federal or state laws or regulations may require MGS to modify or supplement policy. This policy does not create a binding employment contract and this handbook supersedes all prior handbooks.

If you have specific questions, please contact our Human Resources Department.