SIMBA SERVICES, LLC

P.O. Box 50310 | Midland, TX 79710

EMPLOYEE HANDBOOK

Manual del Empleado

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Effective Date: _____

This Handbook describes the policies, practices, and expectations of Simba Services, LLC. It is a general guide for employees — not a contract of employment. Employment at Simba Services is at-will. Simba Services reserves the right to add, change, modify, suspend, or terminate any policy at any time, with or without notice. The current version of this Handbook is maintained at the Simba Services office in Midland, TX.

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1. WELCOME FROM THE OWNER

Welcome to Simba Services, LLC.

Simba was built to deliver safe, dependable oilfield services across the Permian Basin — and the people who do that work are what make us who we are. Every truck that leaves our yard carries our name and our reputation, and every one of you is part of why customers call us back.

This Handbook explains how we work together: what we expect from you, what you can expect from us, and the rules that keep our crews, our customers, and our equipment safe. Read it, keep it handy, and ask questions whenever something isn't clear. If you see something that needs to be better — speak up. We built this company that way, and we'll keep it that way.

Thank you for being part of Simba.

— The Simba Services Ownership Team

2. ABOUT SIMBA SERVICES

Simba Services, LLC is a Midland, Texas-based oilfield services company providing vacuum truck, pump truck, hotshot, and roustabout services to upstream operators across the Permian Basin. We work for Tier-1 operators and hold ourselves to Tier-1 standards — in safety, in documentation, and in the way we treat the people on location and the people in our shop.

Our Service Lines

- Vacuum Truck Services — produced water hauling, drilling-fluid pickup, frac flowback
- Pump Truck Services — transfer, circulation, and well-site fluid movement
- Hotshot — expedited parts, tools, and equipment delivery
- Roustabout — lease maintenance, construction support, general oilfield labor
- Environmental & Cleanup services as requested by customers

Where We Work

Primarily the Midland and Delaware Basins — Midland, Martin, Howard, Ector, Reeves, Loving, Ward, and surrounding counties. Field operations are dispatched from our Midland yard.

3. OUR MISSION, VISION & CORE VALUES

Mission

Deliver safe, on-time, well-documented oilfield services that make our customers' jobs easier and our people proud of the work.

Vision

To be the Permian Basin's most-trusted small oilfield services company — the one operators call first and the one employees want to come back to.

Core Values

- SAFETY FIRST, ALWAYS. Every job starts with a JSA and ends with everyone going home.
- SHOW UP. On time. In the right PPE. Ready to work.
- TELL THE TRUTH. On tickets, on logs, on paperwork, and when something goes wrong.
- OWN YOUR WORK. Finish the job, document it, submit the ticket — same day, every day.
- RESPECT THE LEASE. Customer property is treated better than our own.
- TAKE CARE OF EACH OTHER. The crew that looks out for its people wins.

4. EQUAL EMPLOYMENT OPPORTUNITY

Simba Services, LLC is an Equal Opportunity Employer. We recruit, hire, train, promote, discipline, and separate employees without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, genetic information, or any other status protected by federal, Texas, or local law.

This policy applies to every aspect of employment — including recruiting, hiring, assignments, training, promotions, discipline, termination, pay, and benefits. Discrimination or harassment based on any protected status is prohibited and will not be tolerated.

Simba Services is also committed to providing reasonable accommodation to qualified employees with disabilities and for sincerely held religious beliefs. Employees who need an accommodation should contact the office.

5. AT-WILL EMPLOYMENT / EMPLEO A VOLUNTAD

Employment at Simba Services, LLC is AT-WILL. This means either the employee OR the company may end the employment relationship at any time, with or without cause, and with or without advance notice, subject to applicable law.

Nothing in this Handbook, in any job posting, in any verbal statement, or in any other company document creates a contract of employment or guarantees employment for any specific duration. Only the Owner of Simba Services has the authority to enter into a written employment contract that changes the at-will relationship, and any such contract must be signed in writing by the Owner.

6. EMPLOYMENT CATEGORIES

Full-Time

An employee regularly scheduled to work 40+ hours per week when work is available. Eligible for company benefits (if offered) after the Introductory Period, subject to plan terms.

Part-Time

An employee regularly scheduled to work fewer than 30 hours per week. Generally not eligible for benefits except as required by law.

Temporary / Seasonal

An employee hired for a specific project or period. Not eligible for benefits except as required by law.

Exempt vs. Non-Exempt

Most field positions at Simba are NON-EXEMPT, meaning the employee is paid hourly and is eligible for overtime at 1.5x the regular rate for hours worked over 40 in a workweek. Exempt employees are salaried and not eligible for overtime, in accordance with the Fair Labor Standards Act (FLSA).

Hours Are NOT Guaranteed. Being hired at Simba does NOT guarantee any specific number of hours per week or per paycheck. Hours vary based on job assignments, customer demand, weather, lease shutdowns, and operational needs. Light workweeks and short paychecks are a normal part of oilfield service work. Employment status remains continuous until a formal separation is communicated in writing.

7. INTRODUCTORY (PROBATIONARY) PERIOD

The first sixty (60) calendar days of employment are an introductory period during which Simba Services evaluates the employee's performance, reliability, attendance, safety record, and conduct, and during which the employee has the opportunity to decide whether Simba is a good fit.

During the introductory period:

- The employee is not eligible for company benefits (if any) unless required by law.
- Either party may end the employment relationship at any time.
- Completion of the introductory period does NOT change the at-will nature of employment — it continues after the 60 days just as before.
- Simba may extend the introductory period if additional evaluation is needed.

8. HOURS OF WORK, SCHEDULING & TIMEKEEPING

Scheduling

Field assignments are dispatched based on customer demand. Drivers and crews are expected to be on-call and ready to respond unless otherwise released. Specific assignments, start times, and meeting locations will be communicated by dispatch.

Timekeeping

All field hours must be recorded through the Samsara ELD system and/or the Simba App. Time is captured from arrival at the first dispatch location to the time the final work order is submitted. Employees must sign in and out properly every day.

Meal & Rest Breaks

Simba does not require a minimum number of breaks beyond what is required by DOT hours-of-service rules. Non-exempt employees must accurately record all time worked, including any paid break time.

Hours of Service (DOT Drivers)

CDL drivers must comply with 49 CFR Part 395 Hours of Service rules — 11-hour driving, 14-hour duty window, 10-hour off-duty, and 60/70-hour weekly cycle. The Oilfield Exemption at 49 CFR 395.1(d) may apply to qualifying drivers performing work at oil/gas well sites. See the HOS Exemption Documentation Packet for details.

TIME-RECORD FALSIFICATION — Any employee who falsifies their time, pads hours, or edits another employee's time without authorization is subject to IMMEDIATE termination. Accurate time is non-negotiable.

9. PAY, OVERTIME & DEDUCTIONS

Pay Periods

Wages are paid in accordance with the Simba Services Payday Schedule provided at hire. Employees are paid by direct deposit; a voided check or bank letter must be on file.

Overtime

Non-exempt employees are paid overtime at 1.5x the regular rate for all hours worked over 40 in a workweek, in accordance with the Fair Labor Standards Act. Overtime must be worked only when assigned or approved by a supervisor.

Deductions

Mandatory deductions include federal income tax, Social Security (FICA), Medicare, and any garnishments ordered by a court. Voluntary deductions may include benefits, uniforms, equipment reimbursement, or training cost repayment — only with the employee's written, signed authorization (per the Texas Payday Law).

Errors in Pay

Any error in pay should be reported to the office immediately. Simba will investigate and correct any confirmed error in the next pay cycle, or sooner if required by law.

Final Pay

If an employee voluntarily resigns, the final paycheck is issued on the next regularly scheduled payday. If an employee is terminated by Simba, the final paycheck is issued within six (6) calendar days, in accordance with the Texas Payday Law.

10. ATTENDANCE & PUNCTUALITY

Reliable attendance is a condition of employment. Customers schedule around us — if we don't show up, they call someone else. Chronic tardiness, unexcused absences, and no-call/no-shows hurt the whole team.

If You Can't Make It

- Call your dispatcher or direct supervisor as soon as you know — at least two (2) hours before your scheduled start time whenever possible.
- TEXT MESSAGES DO NOT COUNT. A voice call to a live person is required.
- Leaving a voicemail is not enough — keep trying until you speak to someone.
- If you're going to be late, call ahead — don't just show up late.

No-Call / No-Show

Failing to show up for a scheduled shift without calling is a no-call/no-show. Two (2) consecutive no-call/no-shows is treated as the employee voluntarily abandoning employment and resigning, and may trigger the 90-day training-cost repayment if applicable.

11. TIME OFF, HOLIDAYS & LEAVE

Requesting Time Off

Time off must be requested from your supervisor as far in advance as possible. Approval depends on operational needs and crew coverage.

Holidays

Simba does not observe paid company holidays. Work may be scheduled on federal and state holidays based on customer demand.

Jury Duty

Employees must notify their supervisor as soon as they receive a jury summons. Simba does not pay for jury-duty time off, but will not retaliate against any employee for fulfilling a jury-duty obligation, as required by Texas law.

Military Leave

Simba complies with USERRA and Texas military-leave laws. Employees called to active duty should notify the office immediately.

Family & Medical Leave

Simba Services is a small employer. FMLA (which applies to employers with 50+ employees within a 75-mile radius) may or may not apply. Employees facing a serious family or medical event should contact the office as early as possible to discuss options and available accommodations.

Bereavement

Simba will work with employees who experience a death in the immediate family. Time off and whether it is paid or unpaid are evaluated case-by-case. Notify your supervisor as soon as possible.

12. DRESS CODE & PERSONAL PROTECTIVE EQUIPMENT (PPE)

Required Field PPE

- Flame-resistant (FR) shirt and pants, or FR coveralls — tops tucked in, no exposed skin
- Hard hat (customer-approved)
- Safety glasses (ANSI Z87+)
- Steel-toed boots in good condition
- Work gloves appropriate to the task
- High-visibility vest where required
- H2S monitor (bump-tested, in-date, worn in breathing zone)

Condition Standard

FR gear must be clean, free of holes, free of hydrocarbon contamination, and worn properly. Any employee showing up without proper PPE will be sent home until the issue is corrected, without pay for the time missed.

Office / Non-Field

Office employees are expected to dress appropriately for an oilfield business — neat, clean, professional, and ready to meet with customers or vendors at any time.

13. CODE OF CONDUCT

Employees are expected to conduct themselves with honesty, respect, and professionalism toward co-workers, customers, company men, vendors, and the public — both on and off customer locations.

Conduct Standards

- Be honest. On tickets, on logs, on paperwork, in conversations with the office, and when something goes wrong.
- Be respectful. No fighting, threats, horseplay, pranks, or intimidation.
- Follow instructions. Follow direction from supervisors, company men, and lease rules.
- Stay sober. Report fit for duty, every shift.
- Be sanitary. Keep yourself, your truck, and your work area clean.
- Protect the company. Don't do anything that embarrasses Simba on a customer location.

Prohibited Conduct (grounds for discipline up to immediate termination)

- Theft of company, customer, or co-worker property
- Falsification of time, tickets, logs, DVIRs, or job records
- Working under the influence of alcohol or unauthorized substances
- Fighting or threatening physical violence
- Carrying weapons on company property or customer locations (except as specifically allowed by law and the customer)
- Sleeping on the job (while on paid time, not an authorized rest period)
- Insubordination — refusing to carry out a reasonable instruction from a supervisor
- Intentional damage to company or customer property
- Harassment, discrimination, or retaliation
- Violating the Drug & Alcohol or Safety policies
- Violating the Social Media / Recording policy

14. ANTI-HARASSMENT, DISCRIMINATION & RETALIATION

Simba Services is committed to a workplace free from discrimination, harassment, and retaliation. Harassment includes unwelcome conduct — verbal, physical, visual, or electronic — based on race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age, disability, veteran status, genetic information, or any other status protected by law.

Examples of Harassment

- Slurs, jokes, insults, or name-calling based on a protected status
- Unwelcome touching, blocking, or physical intimidation
- Sexually suggestive comments, images, texts, or propositions
- Threats or displays of intimidation (including online)
- Posting or sharing offensive images, memes, or videos

How to Report

Report any incident of harassment, discrimination, or retaliation immediately — to your supervisor, the office, or company ownership. Reports can be made verbally or in writing. Simba will investigate every report promptly and confidentially to the extent possible.

> *No Retaliation. Simba strictly prohibits retaliation against any employee who makes a good-faith report of harassment or discrimination, or who participates in an investigation. Retaliation is itself grounds for discipline up to and including termination.*

15. DRUG & ALCOHOL-FREE WORKPLACE

Simba Services maintains a drug- and alcohol-free workplace. CDL drivers and other safety-sensitive employees are subject to 49 CFR Part 382 testing requirements. The company's full Drug & Alcohol Program Manual is maintained separately and is incorporated into this Handbook by reference.

Testing Types

- Pre-Employment — negative result required before any safety-sensitive work
- Random — unannounced throughout the year
- Post-Accident — after a qualifying accident (see decision tree in the D&A Program Manual)
- Reasonable Suspicion — when a trained supervisor observes specific indicators
- Return-to-Duty and Follow-Up — following a violation

Prohibited Substances

Marijuana, cocaine, amphetamines, opioids, PCP, and alcohol on the job or during on-call status are prohibited. Marijuana remains federally prohibited for DOT-covered employees regardless of state law or medical card.

Refusals

Refusing to test is treated as a positive result and will result in termination and a Clearinghouse report.

16. SAFETY & STOP-WORK AUTHORITY

Safety is the first condition of every job. If a job can't be done safely, it doesn't get done — regardless of customer pressure, schedule, or billing impact.

Daily JSA / Tailgate

Every crew begins every workday with a Job Safety Analysis (JSA) / tailgate safety meeting. Identify hazards, control them, sign the form, submit it with the daily work order.

Stop-Work Authority

EVERY SIMBA EMPLOYEE has the authority and the responsibility to STOP WORK if an unsafe condition is observed — at any time, regardless of who is on location. Stop-work calls will NEVER be used against the employee who raised them.

Incident Reporting

All injuries, spills, equipment damage, near-misses, and property damage — regardless of severity — must be reported to a supervisor immediately. First-aid incidents count. Scratches count. Say something.

DOT Reportable Accidents

Any accident meeting the DOT definition (fatality, injury requiring offsite treatment + citation, or disabling damage + citation) triggers post-accident drug/alcohol testing and must be reported to the office immediately. See the D&A Program Manual decision tree.

17. COMPANY VEHICLES & DRIVING

Authorized Drivers Only

Only employees with a current, valid driver's license, DOT medical certification (CDL), and company authorization may operate a company vehicle. Personal use is prohibited.

Pre-Trip Inspection

Drivers must complete a DOT pre-trip inspection (DVIR) at the start of every shift and a post-trip at the end. Any defect affecting safe operation must be reported to dispatch and the vehicle taken out of service until repaired.

Distracted Driving (49 CFR 392.80 / 392.82)

No hand-held phone use while driving a commercial motor vehicle. No texting. No social media. No email. No navigation entry while the vehicle is in motion. Hands-free only, or stop the vehicle safely.

Seatbelts

Seatbelts are mandatory, for the driver and every passenger, every mile, every time.

Accidents

Any accident, no matter how minor, must be reported immediately to dispatch and the office. Do not attempt to conceal damage. Concealing an accident is grounds for immediate termination.

18. COMPANY PROPERTY, PHONES & FUEL CARDS

All company-issued property — FR gear, hard hats, H2S monitors, phones, fuel cards, tablets, keys, gate cards, radios — remains the property of Simba Services and must be returned in working condition upon separation or upon request.

Company Phones

- Issued for work use — dispatch, safety communication, app access, photos of work orders
- Personal use should be minimal and never while driving
- Lost, stolen, or damaged phones must be reported immediately
- Negligent damage may be deducted from pay per the signed wage-deduction authorization

Fuel Cards

- Only for fueling assigned company vehicles and company equipment
- Correct odometer reading required at every fuel-up
- All receipts retained and submitted
- NO personal vehicles, NO personal purchases, NO exceptions — misuse results in termination and reimbursement

19. SOCIAL MEDIA, RECORDING & WORKSITE MEDIA

ZERO TOLERANCE on worksite recording. No photos, video, audio, livestream, Snapchat, TikTok, Instagram Story, or Reel from any customer location, lease, pad, facility, or yard without the written authorization of BOTH Simba Services AND the operator's company man.

No Posting of Worksite Content

No posting, sharing, texting, DMing, or distributing photos, video, audio, lease names, well names, API numbers, customer names, company man names, PO numbers, rates, or any identifying worksite information on ANY platform — including Facebook, Instagram, TikTok, Snapchat, X/Twitter, YouTube, LinkedIn, WhatsApp, Telegram, Discord, Reddit, personal blogs, or group chats (including private group chats).

Tier-1 Operators — Automatic Termination

Posting content from an Oxy, Diamondback, ConocoPhillips, ExxonMobil/Pioneer, Chevron, Endeavor, or similar Tier-1 operator worksite is grounds for IMMEDIATE termination. If the post costs Simba an operator contract, the employee may also be held responsible for Simba's recoverable damages, where permitted by law.

Samsara / Dash-Cam Footage

All ELD footage, telemetry, GPS data, and dash-cam video is Simba property. Do not extract, share, or post it. Tampering with or bypassing Samsara / dash-cam systems is grounds for immediate termination.

Customer Branding

No photos of customer-branded PPE, stickers, trucks, signage, or facilities — even off-site.

Immediate Deletion Requirement

If prohibited content exists online, it must be deleted immediately upon request. Refusal to delete is grounds for immediate termination.

Personal Social Media (Off-Duty)

This policy does not restrict lawful off-duty activity, concerted activity protected by the National Labor Relations Act, or whistleblower rights. The restrictions above apply only to worksite content, customer-identifying content, and Simba-proprietary content.

20. CONFIDENTIALITY & CUSTOMER INFORMATION

During employment, employees may have access to confidential information — customer lists, pricing, rate sheets, PO numbers, lease information, company man contacts, dispatch procedures, financial data, and operational systems. Employees agree to keep this information confidential during and after employment, and to return all such information at separation.

The duty of confidentiality SURVIVES termination of employment. Former employees may not disclose confidential information to subsequent employers, competitors, or the public.

21. TECHNOLOGY & ELECTRONIC COMMUNICATIONS

Company-issued devices, email accounts, apps, and systems (Samsara, Simba App, dispatch software) are the property of Simba Services and may be monitored, audited, or accessed by the company at any time without notice. Employees should have NO expectation of privacy on company systems.

Acceptable Use

- Company devices and accounts are primarily for work use
- No accessing illegal content, adult content, or content that violates other policies
- Protect passwords — do not share credentials with other employees
- Report lost or stolen devices immediately

22. DISCIPLINE & GRIEVANCE PROCESS

Simba Services generally uses progressive discipline — verbal counseling, written warning, final warning, and termination — depending on the severity and frequency of the issue. However, certain offenses (listed in the Code of Conduct and other policies) are grounds for IMMEDIATE termination without prior discipline, in Simba's sole discretion.

Grievance / Open Door

Simba operates with an open door. If you have a concern about a supervisor, co-worker, policy, pay, or working condition, raise it with your supervisor first. If the issue cannot be resolved there or involves the supervisor directly, go to the office or company ownership. All concerns raised in good faith will be heard and investigated.

23. SEPARATION OF EMPLOYMENT

Voluntary Resignation

Employees who wish to resign are asked to provide at least two (2) weeks' written notice when possible. Final pay will be issued on the next regularly scheduled payday.

Termination by Simba

Simba may terminate employment at any time, for any lawful reason, with or without notice. Final pay will be issued within six (6) calendar days, per the Texas Payday Law.

Layoff / Reduction in Work

When operational demand drops, Simba may reduce hours or lay off employees based on skill, performance, seniority, cross-training, and operational need. A layoff is not a termination for cause.

Return of Property

At separation, employees must return all company-issued items — FR gear, hard hat, safety glasses, vest, H2S monitor, cell phone and charger, fuel card, tablet, keys, gate cards, radio, and any other items on the Equipment Issue Sheet. Unreturned or damaged items may be deducted from the final paycheck per the signed wage-deduction authorization, where permitted by law.

Exit Interview

Employees are asked to participate in a brief exit interview to help Simba improve.

Mutual Non-Retaliation After Separation

Simba Services and the employee mutually agree that upon separation of employment — regardless of whether the separation is voluntary or involuntary — neither party will retaliate against the other. Specifically:

- Neither Simba Services, its employees, nor its ownership will publicly disparage, badmouth, or make false statements about the former employee, whether on social media, to prospective employers, to customers, to competitors, or to the general public.
- The former employee will not publicly disparage, badmouth, or make false statements about Simba Services, its ownership, its employees, its customers, or its operations, whether on social media, to current or prospective customers, to competitors, or to the general public.
- Both parties will respond to reference checks, DOT previous-employer inquiries (49 CFR 391.23 / 40.25), FMCSA Clearinghouse queries, PSP queries, and any other legally-required inquiries with truthful, factual information.
- Both parties agree not to tamper with, interfere with, or retaliate against each other's employment, business, or customer relationships after separation.

LEGAL RIGHTS PRESERVED: Nothing in this clause prevents either party from (a) providing truthful testimony required by law, subpoena, or court order; (b) filing a claim with the EEOC, NLRB, OSHA, DOL, Texas Workforce Commission, or any similar agency; (c) exercising rights protected by the National Labor Relations Act; (d) making a whistleblower report; (e) responding truthfully to a

required DOT or FMCSA inquiry; or (f) applying for unemployment benefits. This is not a non-disclosure of unlawful conduct — it is a mutual commitment not to badmouth each other without cause.

24. TRAINING COST REPAYMENT (90-DAY)

Simba Services invests time and money in training new employees — H2S Clear, SafeLandUSA, PEC, TWIC, First Aid/CPR, Hazwoper, equipment training, defensive driving, orientation time, and training wages.

Voluntary Separation Within 90 Days

If the employee voluntarily resigns, quits without notice, is a no-call/no-show, or voluntarily abandons employment within ninety (90) calendar days of hire, the employee agrees to repay Simba Services for the documented out-of-pocket cost of the training the company provided. An itemized list will be provided at separation.

Company-Initiated Separation — NO Repayment

If Simba terminates the employee (except for cause involving fraud, theft, substance-abuse violation, or falsification), lays the employee off, or releases the employee for any reason within the first 90 days, NO repayment is owed. Simba absorbs the training cost.

Deduction Authorization

In accordance with the Texas Payday Law, the employee authorizes Simba Services to deduct the amount owed from the final paycheck, up to the limit permitted by law. Any remaining balance may be invoiced and is due within 30 days.

After 90 Days

Once the employee has completed 90 continuous days, this repayment obligation ceases for initial-hire training costs. Future training may be subject to a separate written agreement.

25. HANDBOOK CHANGES & EMPLOYEE RESPONSIBILITY

This Handbook is NOT a contract of employment. Simba Services, LLC reserves the right to add, change, modify, suspend, revise, interpret, or terminate any policy, procedure, benefit, pay practice, or provision of this Handbook at any time, with or without prior notice, in its sole discretion. Changes become effective on the date Simba designates.

Where to Find the Current Version

The current version of the Simba Services Employee Handbook is maintained at the Simba Services office in Midland, TX, and is posted at the yard. A copy is available for review upon request from the office at any time, and a copy will be provided to each employee at hire and upon any material revision.

Employee's Duty to Review

It is the employee's responsibility to review the current Handbook periodically to stay informed of policies and changes. Not knowing about a policy change is NOT a defense to a violation. Simba will make reasonable efforts to communicate material changes (text message, app notification, tailgate meeting, posting at the yard, or written notice at the office), but the controlling document is always the current version maintained at the office.

Continued Employment = Acceptance

Continued employment with Simba Services after any policy change constitutes the employee's acceptance of that change.

Language

This Handbook is maintained in English. Spanish translations may be provided as a courtesy. If any conflict arises between the English and Spanish versions, the English version controls. / Este Manual se mantiene en inglés. Si surge un conflicto entre las versiones en inglés y español, prevalecerá la versión en inglés.

26. EMPLOYEE ACKNOWLEDGMENT / RECONOCIMIENTO DEL EMPLEADO

I acknowledge that I have received a copy of the Simba Services, LLC Employee Handbook. I understand that: (1) It is my responsibility to read, understand, and comply with the policies in this Handbook, and to review the current version maintained at the Simba Services office; (2) This Handbook is NOT a contract of employment. My employment with Simba Services is AT-WILL — meaning either Simba or I may end the employment relationship at any time, with or without cause and with or without notice; (3) Simba Services may add, change, modify, suspend, revise, or terminate any policy in this Handbook at any time, with or without notice, and continued employment after any change constitutes my acceptance of that change; (4) Only the Owner of Simba Services has authority to create any written contract altering the at-will relationship, and only in a written document signed by the Owner; (5) I have had the opportunity to ask questions about any policy in this Handbook, and I understand I may raise questions at any time by contacting my supervisor or the office; (6) I agree to comply with all policies in this Handbook, including policies incorporated by reference (Drug & Alcohol Program Manual, HOS Exemption Documentation, Onboarding Binder agreements, etc.).

Employee Signature		**Date**	
Printed Name		**Company Rep**	

Keep a copy of this signed page in your records. Simba will file the original in your personnel file.