



Kimball[®] Electronics

U.S. Employee Handbook and Code of Conduct Acknowledgement Form

I acknowledge that I have been shown how to access the online Employee Handbook. I understand that I am to read and become familiar with the contents of the Handbook, including the worldwide Code of Conduct, and any country, state, local, and business unit addendum that may apply to me. Additionally, the online Handbook contains summaries of Kimball benefit plans and important federal, state, and local notices and postings. I understand that these materials outline Kimball's benefits, its policies, and my rights and responsibilities.

Further, I understand and agree that:

I have read the Handbook including the Code of Conduct and have had an opportunity to ask questions. I have access to the online Handbook at my workplace and will validate any printed copy by viewing the online version or contacting my location's HR manager. The Handbook represents only a brief summary of some of the more important benefits, policies, practices, and procedures, including our FMLA policy, harassment policy, technology acceptable use policy, and important state, local, and business unit policies with which I will comply. I have read, understand, and agree to abide by Kimball's Confidentiality Policy. The Handbook is not all inclusive, and does not constitute an express or implied contract or agreement of employment. Kimball may change or eliminate policies, benefits, and/or the contents of the Handbook including the Code of Conduct, in whole or in part, at any time, without prior notice.

Absent an enforceable, written agreement to the contrary, I am employed at-will, which means that I have the right to end my employment relationship with Kimball, with or without advance notice or cause, and Kimball has an identical right.

SIGNATURE: _____

DATE: _____

EMPLOYEE NAME (Please print) _____

EMPLOYEE ID#: _____

