
VanderHouwen
New Hire Orientation

2016



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Welcome Letter

January 1st, 2016

Congratulations on your new assignment at VanderHouwen! We are pleased to work with you and hope to make your time with VanderHouwen a positive experience.

The policies and procedures in this packet are for general reference only and may not be applicable in all cases. Included in this packet is information to help you while you are on contract with VanderHouwen. The information provided is intended to answer some of your questions and provide information on matters of importance to you as an employee. It is our attempt at explaining many of our general policies and procedures, as well as our normal business guidelines. VanderHouwen reserves the right to revise, delete, or add policies, procedures, work rules, or benefits stated in this packet or in any document at any time, as deemed appropriate. Any changes to this packet will be distributed to all employees so that everyone will be aware of any new policies or procedures.

Good luck in your new job. We hope your work will be both rewarding and fulfilling!

Sincerely,

The VanderHouwen Team

First Day Instructions

PRIOR TO YOUR FIRST DAY

Prior your first day your Recruiter will confirm your start time, location, and who you will be requesting when you arrive at the client site. Be sure to clarify client dress code and parking with your Recruiter if you are unsure. VanderHouwen recommends that if you haven't already been to the site or building where you will be working, that you drive there before your first day to get a reasonable expectation of your commute time.

All new hire, benefits, and client paperwork should be returned to VanderHouwen prior to your first day, unless otherwise stated. Late paperwork or delayed completion of required background checks and drug tests may result in a delayed start date. If you have any issues with completing pre-employment requirements please contact your Recruiter or our HR Department (HR@vanderhouwen.com).

FIRST DAY

Once you have your client email address and phone number, please forward that information as soon as possible [to HR@vanderhouwen.com](mailto:HR@vanderhouwen.com) (IT and Engineering employees should also email contact information to Sara Powell, sara@vanderhouwen.com). We will use this information to contact you, if needed, during the duration of your contract.

A VanderHouwen representative will be sure to check-in with you and regarding how things are going while you are on contract. Feel free to contact us if you have any questions or concerns. For list of contacts, see page 13.

Non-Compete Agreement

This Non-Competition Agreement made effective the first day of employment by and between Employer, VanderHouwen and you (Employee).

Employee agrees that they are a professional staff employee of VanderHouwen for the purpose of carrying out VanderHouwen's contractual obligations to its clients. Employee recognizes that, through their work for VanderHouwen's clients, they will receive valuable knowledge about such clients and will become acquainted with these clients through frequent and close contacts with them, all of which, if used by Employee in certain ways, would enable the Employee to gain an unfair advantage over VanderHouwen or unfairly harm VanderHouwen's relationship with VanderHouwen's clients. Therefore,

Employee agrees as follows:

During the term of this Agreement and for one year after termination of Employee's employment with VanderHouwen, whether by VanderHouwen or by Employee, and whether with or without cause, Employee agrees that he/she will not, in any capacity (including, but not limited to principal, owner, employer, agent, consultant, independent contractor, employee, or otherwise) provide or attempt to provide, or assist others to do so, directly or indirectly, any services to _____, within one year prior to the termination of Employee's employment (a) Employee provided services on behalf of VanderHouwen to such client or (b) Employee received information from VanderHouwen about such client or interviewed with such client on behalf of VanderHouwen.

Policies and Procedures

Consulting is a people business and it's the quality of the person that makes the difference. Our reputation and yours depend on your performance and character while on the job.

Whether you've been a consultant for 20 years or this is your first consulting job, it is important to know what we expect from you and what you should expect from us. The following policies and procedures are based on our experience with hundreds of clients and consultants over the years. They're intended to inform you of what we consider important to maintain our professional image and yours, and also to alleviate problems before they happen.

We realize that, on occasion, exceptions to these guidelines may occur. When that happens, it's imperative that you discuss them with us.

GENERAL POLICIES

Expectations

While you work for VanderHouwen, our client's project is your primary obligation. Any other work performed must not interfere with your assignment.

Please finish the job. You're expected to complete all contracts assigned to you. The successful completion of this project may lead to other projects. It's important for good relations with our clients that you finish the assignment.

As you complete a project, it's important that you update your resume. Each project you complete provides you with more experience and expertise. We need to know your skills to successfully market you to other projects.

Call us with any problems that can't be resolved with your immediate client supervisor. We will make every effort to resolve any problems you encounter. Don't get caught in the middle. Let us act on your behalf.

Work Environment

VanderHouwen is a professional services firm. Our staff is expected to conduct all work activities in a highly professional and ethical manner. We ask that you make every effort to fit into the client's work environment. Work hours and dress code will be determined by the client. Do the work that's expected of you -- and more!!

Our clients expect you to work a minimum of forty hours per week unless otherwise directed. It's important that you're on time and working with client staff when they need you. Your work hours should coincide with the client's.

Appearances can be deceiving. If you work away from your desk for any length of time, leave a note where you can be found. Your absence may be easily interpreted as time not spent on the project.

Find constructive alternatives. There may be a time when you don't have as much to do as you would like or are waiting on feedback. Find something constructive to do. Plan tasks that can easily fill downtime.

Do not use client resources for personal reasons. Keep personal calls to a minimum. Don't make unauthorized long distance calls.

You're expected to comply with methods and standards used by the client. Sometimes our clients may use standards that you feel are archaic or incorrect. Keep in mind that you're there as a consultant, not a critic. You may point out alternatives, but do the work, as the client wants it.

Client Confidentiality

VanderHouwen consultants will have access to information that is confidential to employer. VanderHouwen employees will treat all employer information as confidential and will not permit this information to be disclosed nor made available to any other person(s). Confidential information is to be utilized by VanderHouwen consultants only for purposes of performing his/her project or job.

Additionally, all information regarding rates of pay, benefits, etc. for VanderHouwen consultants is considered VanderHouwen confidential. This information is not to be discussed or shared with other VanderHouwen consultants or with employees of client companies.

Conversion to Permanent Status with VanderHouwen Clients

VanderHouwen supports and encourages our clients to extend offers to hire our professional consultants into their firm on a permanent basis, if desired by both parties. VanderHouwen conversion fee, payable by the VanderHouwen client, will vary by client and length of contract. Consult your Recruiter prior to entering negotiation for a permanent position, for details regarding your situation. We encourage you to solicit additional project work. However, it's not appropriate to ask the client for a permanent job, as your services were requested on a contract basis.

Injuries or Accidents on Site

Please make sure if you experience any accidents or injuries while on the job that you contact HR@vanderhouwen.com and CC your recruiter as soon as possible after the incident. This would include accidents that do not require any sort of medical attention.

Drug Free Workplace Policy

The welfare and success of VanderHouwen depends upon the physical and psychological health of all its employees. The abuse of a controlled substance poses a serious threat to VanderHouwen, its employees, and clients.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is, therefore, strictly prohibited in the VanderHouwen workplace and/or the workplace of a VanderHouwen client where one of VanderHouwen's employees is working. An employee who fails to comply with this policy is subject to immediate discipline up to and including termination.

Notify VanderHouwen of any criminal drug statute conviction no later than five (5) days after such a conviction. As a condition of continued employment, any employee convicted of a criminal drug statute may be required to satisfactorily complete a drug abuse assistance or rehabilitation program.

Any employee under the influence of a controlled substance, including alcohol, which impairs judgment, performance, or behavior while on company premises or while on company business will be subject to immediate discipline up to and including termination.

Employees who wish to obtain more information about drug abuse, need drug counseling, and/or rehabilitation, should contact the HR Administrator (HR@vanderhouwen.com). Each individual situation will be evaluated and appropriate assistance will be considered.

Social Media/Internet

All client and VanderHouwen privacy, confidentiality, and general policies extend to any information you choose to share online. Unless authorized by VanderHouwen or the client, you are not authorized to speak on behalf of either business entities. Be courteous, thoughtful, and respectful when speaking about the client, VanderHouwen, your manager, colleagues, etc. If you are unsure whether something is acceptable to post, please contact VanderHouwen or ask your Client Manager.

TIME AND PAY

Timesheets

You will be supplied with instructions on how to complete your timesheet. In general, timesheets are due by the end of the business day on each Friday. Timely receipt of these timesheets is extremely critical to meet our very tight payroll schedules. Please take care to properly record all times of work (start and end if applicable) and projects worked (if multiple projects). These timesheets must be approved by the client prior to submitting to our office. You will be notified by either Christa Sorensen or Chanel Hargrove of any missing time and/or approvals. If applicable, it is your responsibility to follow up with your Client Manager to get them turned in. Record only hours actually worked as falsification of hours is grounds for immediate dismissal.

Expenses

Expenses that are billable to the Client will be reimbursed once the client has approved the expense(s). If you have any questions or concerns regarding your expenses, please email to Timesheets@vanderhouwen.com or call the VanderHouwen corporate office at 503-299-6811.

Sick Leave/Personal Time/Holidays

Sick Leave, Personal Time, and Holidays are benefits that are not normally paid to VanderHouwen contractors. Any time away from work and, if applicable, make-up time, must be coordinated with your Client Manager with a notification to VanderHouwen HR. Please notify us immediately of any changes to your normal work schedule.

For planned absences (vacation, appointments, etc.), please notify your Client Manager, Recruiter, and HR@vanderhouwen.com at least 30 days prior to the date the leave will commence or as soon as practicable. Employees must make reasonable efforts to schedule planned sick leave/time off in a manner that does not unduly disrupt operations and should attempt not to schedule sick leave/time off during peak work hours, when work is time-sensitive, or when mandatory meetings are scheduled.

When absences are unforeseeable, you must notify your Client Manager, Recruiter, and send a message to HR@vanderhouwen.com before the start of the scheduled work shift, or as soon as practicable.

Vacations must be scheduled and approved by your Client Manager, with notification to VanderHouwen HR. You may observe all clients holidays, but are only paid for hours worked unless otherwise specified in advance. If the client needs a specific task done in a limited time, you need to be there. Your work is important to the success of the project.

FMLA/Other Protected Leave

VanderHouwen recognizes that there are times when you may require a leave of absence from work. Certain reasons for absence will qualify for job protection and benefit continuation under the Family and Medical Leave Act (FMLA).

VanderHouwen will provide a leave of absence for up to 12 workweeks (or up to 26 workweeks of military caregiver leave) to eligible employees for certain family or medical reasons and in accordance to the Family and Medical Leave Act. The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

When the need for leave is foreseeable, such as the birth or adoption of a child, or planned medical treatment, you must provide reasonable prior notice of 30 days. In cases of planned medical treatment the employee must make every effort to schedule leave so as not to disrupt company operations. For emergency treatment or hospitalization, you or a family member should notify HR@vanderhouwen.com and your recruiter as soon as possible. In cases of illness, you will be required to report periodically on your leave status and intention to return to work. If during FMLA leave you decide not to return to work, you must immediately notify HR@vanderhouwen.com and your recruiter.

Contact Human Resources for further information about your eligibility for this, or any other form of protected leave. If there are greater rights under state law, they will apply. **Please see the Consultant Center for more information on State-specific leaves of absence or send a message to HR@vanderhouwen.com.**

Inclement Weather

When there are instances of inclement weather that will affect your work schedule you will want to consult the client's policy on inclement weather. If you are unable to make it in to work, need to leave early, or will be late you must notify your Client Manager, Recruiter, and send a message to HR@vanderhouwen.com as soon as practicable. Time missed due to inclement weather is unpaid unless you are able to make up the time. Any make-up time must be coordinated with your Client Manager.

Direct Deposit

For your convenience, VanderHouwen offers direct payroll deposit (through Paychex). If you wish to have your paycheck directly deposited into your bank account(s), please fill out the direct deposit form located on the right side of your New Hire Packet or on the Consultant Center and provide us with a voided check or bank letter. Deposit slips cannot be accepted. **Paystubs are viewable online via the Paychex eServices website. VanderHouwen HR will provide you with login information.**

Pay Rate

Your individual compensation and rates are your own business. Don't get into a discussion with client's staff or your peers about salaries. Benefits, taxes, and many other factors enter into a salary. Discussing rates is unprofessional and can cause resentment within client's staff.

Benefits

VanderHouwen offers Medical, Dental, Vision, Life, and Short- and Long-Term Disability. Benefits are effective the 1st of the month following 30 days of employment. VanderHouwen contributes \$200.00 towards your medical premium. To qualify for and maintain coverage of benefits, you must work an average of 30 hours a week (a minimum of 120 hours a month). Additional details can be found in VanderHouwen's comprehensive benefits enrollment guide.

Paydays/Pay Periods

VanderHouwen has 26 pay periods in a year. Paydays are every other Friday. If the payday falls on a holiday, paychecks will be distributed on the closest business day to the normal payroll date. If normal payday falls in the middle of a three-day holiday, paychecks will be delivered on the last business day prior to the holiday. Paychecks will reflect pay for all days worked during the pay periods listed below. *** = No benefit deductions will be taken**

You will be provided with instructions on how to access your paystub through the Paychex Employee Self-Service website. If you choose not to sign up for direct deposit, your paycheck/voucher will be mailed to you on the pay date by a VanderHouwen employee. Unless you request to have your paycheck/voucher held for pick up. When your project ends, your paycheck(s) will automatically be mailed unless you request to pick it up.

Pay Period Start Date	Pay Period End Date	Pay Date
12/26/2015	1/8/2016	1/15/2016
1/9/2016	1/22/2016	1/29/2016
1/23/2016	2/5/2016	2/12/2016
2/6/2016	2/19/2016	2/26/2016
2/20/2016	3/4/2016	3/11/2016
3/5/2016	3/18/2016	3/25/2016
3/19/2016	4/1/2016	4/8/2016
4/2/2016	4/15/2016	4/22/2016
4/16/2016	4/29/2016	5/6/2016
4/30/2016	5/13/2016	5/20/2016
5/14/2016	5/27/2016	6/3/2016
5/28/2016	6/10/2016	6/17/2016
6/11/2016	6/24/2016	7/1/2016
6/25/2016	7/8/2016	7/15/2016
7/9/2016	7/22/2016	7/29/2016*
7/23/2016	8/5/2016	8/12/2016
8/6/2016	8/19/2016	8/26/2016
8/20/2016	9/2/2016	9/9/2016
9/3/2016	9/16/2016	9/23/2016
9/17/2016	9/30/2016	10/7/2016
10/1/2016	10/14/2016	10/21/2016
10/15/2016	10/28/2016	11/4/2016
10/29/2016	11/11/2016	11/18/2016
11/12/2016	11/25/2016	12/2/2016
11/26/2016	12/9/2016	12/16/2016
12/10/2016	12/23/2016	12/30/2016*

Equal Opportunity Employer

VanderHouwen is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis including, but not limited to race, age, color, religion, sex, marital status, national origin, physical or mental disability, or veteran status.

You may discuss equal employment opportunity-related questions with any officer or senior manager of the company.

Americans with Disability Act

VanderHouwen is committed to providing equal employment opportunities to otherwise qualified individuals with disability, which may include providing reasonable accommodation where appropriate.

In general, it is your responsibility to notify an officer or senior manager of the need for accommodation. Upon doing so, the officer or senior manager may ask you for your input on the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals.

Substance Abuse

We at VanderHouwen have a vital interest in ensuring a safe, healthy, and efficient working environment for our employees, their co-workers, and the clients we serve. The unlawful or improper presence or use of controlled substances or alcohol in the workplace represents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment with the firm the following substance abuse policy.

Employees are prohibited from reporting to work or working while using illegal or unauthorized drugs. Employees are prohibited from reporting to work, or working when the employees uses any drugs, except when the use is pursuant to a doctor's orders and the doctor advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties.

In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal drugs and alcohol in the workplace including on firm paid time, or firm premises, in firm vehicles, or while engaged in firm activities.

Each employee taking a legal drug which could affect job safety or performance is responsible for notifying his or her supervisor without disclosing the identity of the substance and providing a physician's certificate stating the substance does not adversely affect the employee's ability to safely and efficiently perform the employee's job duties and/or provides any work restrictions. This certificate must be provided to the employee's immediate supervisor before the employee reports to his or her work area.

If the firm and the employee's physician have determined that the substance does not adversely affect the employee's ability to safely and efficiently perform the employee's job duties or determined that a reasonable accommodation can be made, the employee may commence work. An employee may not be permitted to perform his job duties unless such a determination or reasonable accommodation is made.

Your employment or continued employment with the firm is conditioned upon your full compliance with the foregoing substance abuse policy. Any violation of this policy may result in disciplinary action up to and including discharge. Furthermore, any employee who violates this policy or who voluntarily seeks assistance may be required, in connection with or in lieu of disciplinary actions, to participate in and successfully complete a firm-approved drug and/or alcohol assistance or rehabilitation program as a condition of continued employment. The firm assures that any information concerning an individual's drug and/or alcohol use will remain confidential.

Consistent with its fair employment policy, VanderHouwen maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before their drug and/or alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves, or others. VanderHouwen will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence, and other measures, to the extent that these measures do not impose an undue hardship upon the firm, and/or do not jeopardize the employee's health and safety, or the health and safety of co-workers or others.

The firm further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of firm issued lockers, desks, or other suspected areas of concealment, as well as an employee's personal property when the firm has reasonable suspicion to believe that the employee has violated this substance abuse policy.

This policy represents management guidelines only and should not be interpreted as a contract of employment.

Work Environment Free of Discrimination and Unlawful Harassment

VanderHouwen is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, word, jokes, or comments based on an individual's sex, race, ethnicity, age, sexual orientation, marital status, religion, national origin, citizenship, veteran's status, disability, or any other legally protected characteristic will not be tolerated. Individuals who experience or observe unlawful harassment or discrimination are encouraged to report their concerns without fear of reprisal. Every effort will be made to ensure that complaints of harassment or discrimination are resolved promptly, confidentially, and effectively.

Consultant Center

VanderHouwen Username: _____

VanderHouwen Password: _____

WHAT IS THE CONSULTANT CENTER

On the Consultant Center you will find important documents such as the VanderHouwen Timesheet, various timesheet procedures depending on which client site you will be working at, COBRA Notices, and detailed benefit summaries. You will also have access to all the documents located in your new hire packet including enrollment forms, W-4/W-9, I-9, direct deposit, etc.

HOW TO LOG-IN

- Go to www.vanderhouwen.com.
- On the bottom right hand side of the main page you will enter in your assigned username and password.

1-503-299-6811  Consultant Portal

  



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HOW TO ACCESS DOCUMENTS

- Once logged in you will see a menu on the left hand side.
- On the menu click "Document Library". This will take you to the page with all VanderHouwen employment related documents.
- In the Document Library you will find consultant documents. Scroll down to find the appropriate category and then click on the document you wish to access and it will open. The four categories and what they include are:
 - Benefit Information
 - Enrollment forms and detailed plan summaries.
 - Consultant Documents
 - General employment documents such as the New Hire Orientation packet, Direct Deposit Form, etc.
 - Government Information
 - W-4, I-9, W-9, and EEO information.
 - Time and Expense
 - VanderHouwen Timesheet, Expense Report, and the various Time Submittal instructions.

QUESTIONS?

Any questions about the Consultant Center can be sent to HR@vanderhouwen.com.

VanderHouwen Perks

VanderHouwen is proud to offer the below benefits to all of our contractors. For more details, contact HR Administrator at 503.299.6811 or HR@vanderhouwen.com.

VERIZON WIRELESS

New and existing Verizon Wireless customers may be eligible to receive great discounts on phones, calling plans, accessories, and more with their employer's discount.

Existing Verizon Wireless customers can register their phone number and have VanderHouwen's monthly discount applied to their calling plan by visiting a local Verizon store and presenting a pay stub or voucher that is no older than 30 days.

While you are eligible, you'll get great savings on:

- New phones and calling plans for you or your family from Verizon Wireless (must be on the same account).
- As long as you are a VanderHouwen employee, you will receive an 8% discount on your plan.
- Upgrades of your existing phone to one of Verizon's latest models and a wide selection of accessories.

KEYBANK

KeyBank offers free and discounted services to all VanderHouwen employees.

ONPOINT COMMUNITY CREDIT UNION

OnPoint Community Credit Union offers free and discounted services to all VanderHouwen employees on existing and new accounts. Please see flyer for more details.

REFERRAL BONUS

The Candidate Referral Program: Refer an individual that VanderHouwen has not been contacted in the past 6 months, and if VanderHouwen can match their talent with a client's needs, you will be eligible for a referral bonus.

The Client Referral Program: Refer a client that VanderHouwen is not currently doing business with, and if VanderHouwen is able to assist with their staffing needs, you will be eligible for a referral bonus.

For more details, please speak with your Recruiter or Account Manager.

401(K)

VanderHouwen offers all of its employees enrollment in its 401(k) Profit Sharing Plan and Trust. We feel this plan is an important benefit and encourage each employee to consider it for retirement planning. Cross Financial Management is our Administrator and investment vehicle. Employees must complete one year of service and 1,000 hours within the one year anniversary date of original hire date (or 1000 hours in a calendar year thereafter) with VanderHouwen before being eligible to participate in the 401(k) plan. Original hire date is defined by VanderHouwen as the first time you work on the first assignment and are on W-2 payroll with VanderHouwen. VanderHouwen will match up to 4% of your salary depending on the level of your contribution. VanderHouwen has a yearly maximum employer contribution of \$10,600.00.

CAFETERIA PLAN

As a benefit to our employees, VanderHouwen has established a Cafeteria Plan (as defined in Section 125 of the IRS Code). This plan only allows for benefit premiums to be deducted from your pay pre-taxed. All eligible employees will be enrolled in this plan.

For More Information

MAIN POINTS OF CONTACT

HR Department: HR@vanderhouwen.com

Recruiter: _____

Account Manager: _____

IT and Engineering Employee Services Director: Sara Powell sara@vanderhouwen.com.

Sara is a liaison for VanderHouwen's consulting staff. She partners with both Recruiters and Account Managers to maintain contact with our IT and Engineering contractors while they are on assignment with VanderHouwen. In addition to her liaison role, she provides backup to the HR department. Please consider her an additional resource at VanderHouwen for any questions or concerns that may arise.

NEW HIRE PAPERWORK/BENEFITS/HR

If you have any questions regarding your new hire paperwork (benefits, W-4/W-9, I-9, direct deposit, etc.), background/drug screens, FMLA/OFLA/FLA, or need to update any forms, please email HR@vanderhouwen.com or call 503.299.6811 and ask for the HR Administrator.

TIM ESHEETS

If you have any questions about how to submit your timesheet please email timesheets@vanderhouwen.com or call the VanderHouwen corporate office at 503.299.6811.

PAYCHECKS

If you have any questions about your paychecks, etc., please email HR@vanderhouwen.com or call the VanderHouwen corporate office at 503.299.6811.

TIME OFF/ABSENCES

All time off should be approved by your Client Manager. Once it has been approved, please email the dates you will be off to HR@vanderhouwen.com and your Recruiter.

If you are going to miss work for any reason (illness, family emergency, etc.), please inform your Client Manager immediately as well as HR@vanderhouwen.com and your Recruiter.

CHANGE IN CONTACT INFORMATION

Any change in address or contact information should be sent to HR@vanderhouwen.com.

Once your project begins, please send your work email and phone number to HR@vanderhouwen.com.

OTHER

For any questions or issues regarding your assignment, please contact your Recruiter and Account Manager.

IT and Engineering contractors may also contact our Employee Services Director, Sara Powell (sara@vanderhouwen.com).

Acknowledgement of Receipt of Orientation Packet

I, _____, hereby acknowledge that I have received and understand the policies and procedures as disclosed in this packet by VanderHouwen.

In consideration of my continued employment, I hereby agree to follow all terms, conditions, procedures, and requirements outlined in the documents listed below in the New Hire Orientation packet. (Please check all boxes)

- First Day Instructions
- Non-Compete Agreement
- Policies and Procedures
- Equal Opportunity Employer
- Consultant Center
- VanderHouwen Perks
- For More Information

Print Name

Signature

Date