

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Personnel

POLICY NO: 03-011

SUBJECT: Employment-at-will

EFFECTIVE DATE: September 1991

Policy:

Employment by Cottonwood, Inc. is on an at-will basis. This means that an employee or Cottonwood, Inc. can terminate employment for any reason or no reason at all.

Employees are legally protected from termination on the basis of race, religion, color, sexual orientation, sex, national origin, veteran status, ancestry, disability (mental or physical), FMLA and/or domestic leave status, political affiliation or age - unless it's a bona fide occupational qualification. Cottonwood, Inc. does not guarantee employment for any specific length of time.

Procedures:

1. Employees will be made aware of employment-at-will at the time of orientation through the Employment-at-Will form.
2. Employees shall sign the agreement which reviews the position, effective date, rate of pay and employment-at-will statement. The signed form will be retained in the employee's personnel records in Paycom.