

This is to acknowledge that I have received and/or read the LEE OIL COMPANY, INC. Online Employee Handbook and that I will familiarize myself with its contents.

This online handbook is effective February 1, 2018 and replaces and supersedes all previous handbooks. I understand that this online handbook represents only current policies, programs, and benefits and that it does not constitute a contract of employment. LEE OIL COMPANY, INC. may change these policies and benefits as it deems advisable to meet the needs of the Company and its employees. This Online Handbook will be updated periodically and it is the employees' responsibility to check for those updates.

PRINT FULL NAME _____

SIGNATURE _____

DATE _____