



Dear New Staff Member:

Review of KCB's Employee Guidelines constitutes part of your employment agreement. To indicate that you have read and understood the Guidelines, please return this acknowledgement, along with your other orientation materials, to your local Human Resources Advisor.

If you have any questions with regard to the Employee Guidelines, please contact your Manager or KCB's Director of Human Resources (via email [cseaby@klohn.com](mailto:cseaby@klohn.com) or phone at 604.251.8482).

Yours truly,

**KLOHN CRIPPEN BERGER LTD.**

A handwritten signature in blue ink that reads "R. Douglas".

Ryan Douglas, P.Eng., P.E.

President

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I acknowledge that I have read and understand KCB's Employee Guidelines.

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Date (yyyy-mm-dd)

\_\_\_\_\_  
Signature