

MEMO

January 2015

TO: All NorTex Glass and Mirror Employees

FROM: Josh Reid

RE: Discussion of Pay

NorTex Glass and Mirror constantly maintains strict and highly confidential personnel records. This being said, NorTex Glass and Mirror employees are not allowed to discuss what each employee is paid (hourly, weekly, monthly or any combination thereof). Any deviation from this rule will result in IMMEDIATE termination. Should any concerns arise with ones pay that person should discuss them with the manager. This policy will become a permanent fixture in NorTex Glass and Mirror's policy handbook as of the date of this memo. This addition may be altered at anytime by the management.

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Employee's signature

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Date