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THIS HANDBOOK IS INTENDED TO SUMMARIZE SELECTED POLICIES, PROCEDURES AND BENEFITS OF NOVANT HEALTH, INC. PRACTICES MAY VARY FROM LOCATION TO LOCATION.

NOVANT HEALTH MAY AND DOES CHANGE, INCREASE, DECREASE OR ELIMINATE POLICIES, PROCEDURES AND BENEFITS FROM TIME TO TIME, WITH OR WITHOUT NOTICE. THEREFORE, THIS HANDBOOK SHOULD NOT BE RELIED UPON AS FINAL AUTHORITY FOR MATTERS THAT ARE DETAILED IN LEGAL PLAN DOCUMENTS OR POLICY MANUALS.

THIS HANDBOOK DOES NOT AND IS NOT INTENDED TO ADDRESS EVERY POSSIBLE EMPLOYMENT SITUATION. **NOVANT HEALTH RESERVES THE RIGHT TO TAKE ACTION OR MAKE DECISIONS WHICH IS CONSISTENT WITH THE PROVISIONS OF THIS HANDBOOK TO ADDRESS SITUATION ON CASE BY CASE BASES, NOVANT HEALTH'S SOLE DISCRETION.**

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THIS HANDBOOK SUPERCEDES AND REPLACES ALL OTHER HANDBOOKS OR SIMILAR MATERIALS WHICH HAVE BEEN PUBLISHED OR DISTRIBUTED. ALL PRIOR HANDBOOKS ARE HEREBY REVOKED AND DECLARED NULL AND VOID.

AN UP-TO-DATE HANDBOOK CAN BE FOUND ON THE NOVANT HEALTH INTRANET BY CLICKING ON EMPLOYEE BENEFITS AND SERVICES, EMPLOYMENT HANDBOOK. YOU ALSO MAY ACCESS THE MOST UPDATED HUMAN RESOURCE POLICIES ON THE INTRANET IN NOVANT DOCUMENT MANAGER.

IN ADDITION TO THE POLICIES AND PROCEDURES IN THIS HANDBOOK, ADDITIONAL WORK RULES FOR OUR SPECIFIC JOB HAVE BEEN ESTABLISHED. YOUR LEADER WILL EXPLAIN THESE TO YOU WHEN YOU ARE INTRODUCED TO YOUR NEW JOB ASSIGNMENT.

I ACKNOWLEDGE RECEIPT OF THE NOVANT HEALTH EMPLOYEE HANDBOOK AND UNDERSTAND IT IS EFFECTIVE, DECEMBER, 2018. I WILL READ THE HANDBOOK CAREFULLY—PARTICULARLY THE ABOVE DEFINITION OF AT-WILL EMPLOYMENT. I UNDERSTAND THE HANDBOOK IS NOT AN EMPLOYMENT CONTRACT, AND I ACKNOWLEDGE THAT MY EMPLOYMENT IS "AT-WILL" AS DEFINED ABOVE.