



Employee Manual  
Adventure Outdoors Company  
2016-2017

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## *Introduction*

### **Company History**

Adventure Outdoors Company, founded in 2008, is an internet-based retail and travel business that offers diverse equipment and services for customers to engage in enriching outdoor experiences. Owner, Victoria Rubay, has successfully established and run Adventure Outdoors Company from its headquarters in Santa Clarita, California for eight consecutive years. Adventure Outdoors Company is determined to continue providing its consumers with the opportunity to partake in their ideal outdoor adventures.

### **Mission Statement**

Adventure Outdoors Company exists to connect consumers with natural vacation environment. We serve to provide our customers with a variety of high quality products to make their desired outdoor adventures a reality.

### **CEO Welcome**

Dear Employees,

Welcome to Adventure Outdoors Company!

We are more than happy to welcome you to this organization knowing that each of you are exemplary in terms of work ethic and qualities necessary to complete each assigned task. That said, we value our employees and encourage any constructive suggestions that will help you succeed at your job.

This employee manual states the company policies, objectives, and benefits of Adventure Outdoors Company. We have hopes that production within our company will be efficient and effective, and to ensure this each of these rules must be followed. Any exceptions must be cleared with the Human Resources department, CEO, or owner.

You should use this manual as it will serve as the guidelines of what we expect from you. Feel free to discuss with us any questions or concerns you may have about this manual or about your employment with us.

Good luck!

Sincerely,



Isabella Pascua  
CEO



## *Company Policies*

### **Equal Employment Opportunity**

In accordance with the Equal Employment Opportunity set in place by the Federal Government, it is the policy of AOC to administer equal employment opportunities for all applicants and employees. As a company, AOC does not discriminate against race, gender, age, sexual orientation, religion, national origin, disability, veteran status, marital status, or any other protected category. This policy applies to every area of employment.

The company further recognizes that for this policy to be effective, action needs to be taken when necessary. Therefore, AOC trains and advises every employee on how to handle and prevent situations in both a positive and sensitive manner. Any violation of this policy should be brought to Human Resources attention immediately and appropriate disciplinary action will be taken.

### **Authentic Employment Information**

AOC expects all our applicants' and employees' information to be accurate and current throughout the hiring and employment process. If there are any changes of information, Human Resources must be notified immediately to keep all AOC records current. Failure to comply with this policy will result in disciplinary action (see page 10).

### **Confidentiality**

There are certain types of information that AOC is required to obtain in order to both complete the hiring process and handle any unusual or emergency situation. Said information includes, but is not limited to:

- Employee's name
- Employee's complete address
- Employee's main telephone number
- Employee's marital status
- The status of any of the employee's dependents
- Employee's insurance beneficiaries
- Employee's emergency contact(s)

Protecting the confidentiality of employees' information is a top priority for AOC. Those of the of Human Resources Department are the only employees with access to this information. They will not disclose any information for any reason until consent is given. If any employee is found in violation of this policy, this shall result in their immediate termination (see page 10).

### **Harassment**

Harassment is a form of illegal discrimination and is prohibited by Federal Law. AOC's work environment is dedicated to being a harassment free workplace. This type of behavior does not characterize the professional behavior that AOC expects of its employees. Employees who conduct acts of harassment can expect strong, but



appropriate disciplinary action. AOC does not tolerate any form of harassment, especially including:

- Physical Harassment
  - “[M]ethods of [coercion], threats, or bullying that involve physical gestures or threats.... [P]hysical harassment is used to frighten or threaten another person into performing an act or behaving a certain way”
- Psychological Harassment
  - “Psychological harassment is vexatious behavior that manifests itself in the form of conduct, verbal comments, actions or gestures characterized by the following: They are repetitive, they are hostile or unwanted, they affect the person’s dignity or psychological integrity, and they result in a harmful work environment”
- Emotional Harassment
  - “Emotional abuse symptoms vary but can invade any part of a person's life. Signs of emotional abuse include: yelling or swearing, name calling or insults; mocking, threats and intimidation, ignoring or excluding, isolating, humiliating, denial of the abuse and blaming of the victim”
- Racial Harassment
  - “Racial harassment is unwelcome behavior that happens to you because of your race, such as verbal or physical conduct of a racial nature. Conduct based upon color or national origin is analyzed under the law similar to race harassment, and also may violate the law”
- Religious Harassment
  - “Religious discrimination involves treating a person (an applicant or employee) unfavorably because of his or her religious beliefs. The law protects not only people who belong to traditional, organized religions, such as Buddhism, Christianity, Hinduism, Islam, and Judaism, but also others who have sincerely held religious, ethical or moral beliefs”
- Sexual Harassment
  - “Sexual harassment is defined by law and includes requests for sexual favors, sexual advances or other sexual conduct when (1) submission is either explicitly or implicitly a condition affecting academic or employment decisions; (2) the behavior is sufficiently severe or pervasive as to create an intimidating, hostile or repugnant environment; or (3) the behavior persists despite objection by the person to whom the conduct is directed”
- Stalking
  - “[Sexual harassment is the ] criminal activity consisting of the repeated following and harassing of another person. Stalking is a distinctive form of criminal activity composed of a series of actions that taken individually might constitute legal behavior”



- Hazing
  - “Hazing is any action taken or any situation created intentionally that causes embarrassment, harassment or ridicule and risks emotional and/or physical harm to members of a group or team, whether new or not, regardless of the person’s willingness to participate”

### **Problem Resolution Procedure**

AOC recognizes that whenever people work closely together daily, problems will inevitably arise. AOC believes that the clear majority of these problems can be settled quickly if it is simply brought to the appropriate person’s attention. To promote a speedy resolution of any work-related problems that could occur, the company has instituted a Problem Resolution Procedure. If there is a problem or complaint, the following steps are to be taken:

1. Contact the supervisor to discuss the problem with them or fill out a Complaint Form and turn it into the Human Resources Department. If a Complaint Form is filled out, expect to hear from Human Resources to discuss the problem.
2. The Human Resource Department shall communicate with the supervisor and the supervisor will choose the best plan to resolve the problem. If the supervisor’s decision is not satisfactory and the problem persists, request a meeting with the Human Resources Department to further discuss the problem. The Human Resources Department will then come up with another resolution.
3. If the resolution reached by the Human Resources Department is not satisfactory, then appeals can be made. The appeal process shall continue till it reaches the owner of the company.
4. Know that AOC takes all problems, complaints, and suggestions very seriously. Also, please note that no employee will suffer any type of adverse actions for pursuing a problem or complaint using this procedure.

### **Personal Relationships**

#### *Relatives*

Relatives, by AOC’s standards, are individuals who are connected by blood, adoption, or marriage. Relatives may be hired, but may not work in the same department. This is for the sole purpose of avoiding nepotism and distraction in the workplace.

#### *Dating*

By AOC’s standards, dating is the romantic or sexual relationship of two or more consenting individuals. To avoid any conflict of interest, said individuals may hold positions at AOC, but cannot be working in the same department as their significant other(s). AOC reserves the right to prevent any employee from obtaining a position in which they would manage their significant other(s).

#### *Disciplinary Action*



AOC will not hesitate to take disciplinary action if a relationship, of either kin, romantic, or sexual, becomes priority over performing their job (see page 10).

## **Drugs and Alcohol**

AOC believes that all employees do their best work when the workplace is free from alcohol and drugs. Allowing employees to attempt to work while under the influence of alcohol and/or drugs not only lowers the productivity of the employee, but also increases the likelihood of serious injuries. Due to this, AOC will not tolerate any usage of alcohol or illegal drugs and if it is discovered that an employee is under the influence during operating hours of AOC, then the employed will be subject to immediate termination (see page 10).

### *Drug Screening*

AOC reserves the right to subject employees to random drug screening. Refusal to comply to this policy will result in disciplinary action (see page 10). AOC also reserves the right to request a drug test before the company hires an employee.

### *Smoking Policy*

AOC employees are prohibited from smoking tobacco, using e-cigarettes, etc. at any time while on company property. Employees caught in the act of smoking will be subject to disciplinary action (see page 10).

## **Security Checks**

Per AOC's standards, a security check occurs when there is evidence which gives probable cause. AOC defines probable cause as an employee who is suspicious or whose behaviors have become abnormal either of which may result in the harm of the staff member or themselves. When this is brought to the attention of a supervisor, they are obligated to report it to Human Resources. Then, the Human Resources Department will be given consent to search the employee's work belongings. If anything abnormal is found, then Human Resources will take appropriate disciplinary action (see page 10). If any employee fails to comply to this policy, appropriate disciplinary action will be taken.

## **Security of Personal Information**

AOC assumes NO liability if an employee's personal property is lost, stolen, or damaged. Personal property is considered, but not limited to:

- Cars and its contents
- Personal Electronic Devices

If an employee is suspected to be stealing, however, Human Resources will take immediate and appropriate disciplinary action (see page 10).





## Workplace Manners

All employees should try to keep their work areas neat and orderly. This not only displays and exemplifies AOC's image, but also promotes efficiency. Examples of efficient and orderly behavior include, but are not limited to:

- The absence of office supplies or personal effects on the floor
- The disposal of trash in proper areas
- The insurance of easy access to exits

AOC enforces this policy by conducting office checks. Employees who fail the inspection will face appropriate disciplinary action (see page 10).

## *Employment Terms*

### Definitions of Employment

AOC has provided the following definitions to define its terms of employment:

- *Regular Employee*: any employee who has satisfactorily completed their orientation period\* and has been hired for an indefinite period.
- *Temporary Employee*: any employee who has been hired to work for a finite amount of time that does not exceed a full year.
- *Full Time Employee*: any employee who is scheduled to work thirty-two (32) or more hours per week.
- *Part Time Employee*: any employee who is scheduled to work thirty-one (31) or less hours per week.

\*Orientation: New employees of AOC will be provided with a one-month orientation period. This period is designed to provide all employees with an opportunity to become acquainted with the job and the company. The orientation period will begin on the first day the employee reports to work. On that day, a meeting with the supervisor and/or the operations manager will be scheduled. During the orientation period, the employee will undergo an overview of the following: the job, company policies, procedures per department association, and work benefits. During the orientation, supervisors will spend extra time helping all newly hired employees to allow for a better comprehension of the job and its responsibilities. A formal evaluation will be conducted to monitor employees' progress from hence forth. During these evaluations, supervisors will review the progress of said employee, provide new goals to be met, and help each employee understand their position and responsibilities. **It is advised that all employees take advantage of these opportunities to learn as much about the company and their position as possible.** By making a determined effort to learn as much about the company as possible during the orientation period, each employee will greatly improve their chances for





## **Code of Professional Conduct**

AOC depends on the personal standards and judgement of each of its employees. For this reason, AOC has established a Code of Professional Conduct that applies to every employee.

AOC expects all employees to follow this code:

- Compliance with all government laws
- Honesty and ethics that align with company values
- Completion of unbiased, authentic, prompt, and comprehensible reports
- Recording of documents

AOC will hold every employee accountable for compliance towards the Code of Professional Conduct. Any employee who violates this policy or demonstrates behavior that would detract from the effectiveness and/or the professional image of the company will be subject to disciplinary action (see page 10).

## **Attendance**

AOC expects all employees to show up to work on time every day as attendance is critical to the employee's contribution to the company. Due to this belief attendance, will be included as a part of the performance reviews.

## **Tardiness**

AOC defines tardiness as arriving to work after the regular starting time, up to twenty-nine (29) minutes past the commencement of the work day, and/or failure to sign-in when reporting to work. To comply with Federal Wage and Hour Regulations, the company requires all employees to record their time at work by using the sign-in sheets. Employees are responsible for signing in at the beginning at of the workday, recording brakes, and signing out at the end of the workday. Employees who display patterns of excessive tardiness or sign-in for

## **Breaks**

AOC provides a ten (10) minute break for every four (4) hours worked, and a thirty (30) minute meal break after every five (5) hours worked. Employees must sign in and out at the beginning and end of their break, as evidence they took one. If an employee believes that he/she may not be able to take the required meal or rest period at the required time, then they should immediately notify his/her supervisor so that the supervisor can insure it happens. Every employee must return on time after their break, failure to do so will result in disciplinary action.

## **Visitors**

While on the clock, it is important that socializing with family and/or friends be kept to a minimum. No family or friends should be at the company to "visit" while an employee is at work, unless authorized by their supervisor prior to the visit. This includes, but is not limited to:

- Friends



- Children
- Spouses
- Significant others
- Parents

## **Dress Code**

Employee appearance contributes to the image and reputation that our customers have of our organization. AOC expects all employees to dress in a manner that will earn our customers' respect and trust, and display a positive image for the company. General guidelines are:

- Shoes must be worn at all times
- Clothing and jewelry shall be free from any writing, pictures, print, or insignias
- Clothing must not be inappropriately revealing and must be able to conceal undergarments at all times. Examples of inappropriate clothing include, but are not limited to:
  - Halter tops
  - Tube tops
  - Off-the-shoulder tops, low cut tops
  - Bare midriffs
  - Short shorts/skirts
  - Sheer garments
  - Strapless apparel
  - Exposed boxer shorts
  - Sleeveless undershirts
- Pants must be able to fit at the waist without the use of a belt or suspenders
- Wallet chains, jewelry, and other clothing with print or spikes are prohibited
- Dress for Success happens once a month and all employees are expected to dress business professional

Employees who do not abide by these terms will be subject to disciplinary action (see page 10).

## **Technology Use**

AOC believes that the telephone is a powerful business tool, but it can also be a huge distraction if not used properly in the workplace. Authorized administration assistants and the owner are the only people who can answer the company phone. No employee will be allowed to use their cell phone unless given permission by from Human Resources. NO employee is exempt from this policy. If an employee is given permission to take a call he/she must leave the immediate workplace as not to distract other staff members.

If an employee is carrying their cell phone it must be on silent or turned off. If personal cell phones start interfering with work being completed, the employee responsible will be spoken to by the HR



Department and disciplinary action will occur (see page 10). Breaks are the only time workers may use their cell phones while on the clock.

Failure to comply with these terms will result in serious disciplinary action (see page 10).

### **Mailboxes**

The Vice President of each department is required to check their mailbox daily for information of future projects that will need to be completed. Every employee should check their mailbox daily as well as keeping it clean and organized. Employees may not go into their coworker's mailbox at any time. Staff members who do not abide by this will be subject to disciplinary action (see page 10).

### **Performance Reviews**

To assist each employee in reaching his/her full potential, the HR Department will conduct a Performance Review on a biweekly basis. The purpose of the performance review is to analyze the employee's performance and to develop a plan to continue to improve performance. AOC believes that employee input is critical to this process. Due to this principle, each employee will be provided with a Performance Review form to complete before their Performance Review Interview. Everyone will be expected to complete this form as to have a self-evaluation of their performance. This will allow for the employee to compare their perception and their supervisor's perception of their work. At the Performance Review Interview, the employee and the HR Department will work together to see how the employee can improve their work as to insure professional and personal growth.

### **Disciplinary Action**

AOC expects all its employees to adhere to a certain set of responsibilities and its Code of Professional Conduct. Staff members are required to follow all company policies and employment terms. Those who do not follow these rules are subject to disciplinary action. This includes, but is not limited to:

- Unproductivity
- Failure to update employee information
- Use of company resources for personal reasons without specific permission
- Failure to perform assigned duties in a satisfactory and timely manner
- Dishonesty toward the company and/or its customers
- Failure to comply with employee health and safety procedures
- Gaining access to a coworker's mailbox
- Failure to adhere to the highest standards of ethics and conduct required by the company
- Disruption of information to an unauthorized employee account without the proper authorization
- Failure to comply with the company's dress code
- Unauthorized technology use



- Failure to return from breaks on time
- Unsatisfactory office upkeep
- Failure to comply with the company's smoking policy
- Personal relationships taking priority over work, while at the workplace
- Failure to obtain approval in advance for personal time off
- Excessive tardiness or failure to sign-in; the following disciplinary action only applies to employees who are tardy:
  - Up to the second tardy: verbal warning
  - More than two tardies: written warning
  - Continuous tardies over ten days: final warning

The company's Disciplinary Action procedure is outlined in the following

- First Offence:
  - WRITTEN WARNING- the employee will be given a written form stating the problem and the furtherance of disciplinary action if behavior does not change
- Second Offence:
  - UNPAID SUSPENSION/REFERRAL- the employee will receive a notice of his/her unpaid suspension for a certain amount of time which shall be determined by the HR Department. There will also be a meeting between the HR Department, the supervisor of the employee and the employee to discuss the reasons for the suspension.
- Third Offence:
  - TERMINATION: The employee will receive several forms indicating that his/her time with Adventure Outdoors Company has come to a conclusion. There will also be a meeting between the CEO, HR Department, the supervisor of the employee, and the employee to discuss why they are being terminated.

AOC reserves the right to skip the number of offences an employee has demonstrated depending on how serious the offence is. In addition, there are certain acts the company deems so serious it would result in the employee's immediate termination upon a single offence. This includes, but is not limited to:

- Violation of the Equal Employment Opportunity Policy
  - Discrimination against race, gender, age, sexual orientation, religion, national origin, disability, veteran status, marital status, or any other protected category
- False information given during the hiring process
- Disclosure of any confidential documents and/or company information
- Engaging in any form of harassment, or violating the company's harassment policy
- Any form of fighting or disorderly conduct on company property
- Participating in any violent acts or threats of violence
- Use of offensive or threatening language or gestures
- Failure to comply with or pass the company's random drug screening policy



- Having or being under the influence of drugs and/or alcohol while at work
- Selling or promoting consumption of illegal substances
- Excessive absenteeism, or continual failure to notify supervisors of absences
- Abuse of leave policies
- Signing in/out for another employee
- Insubordination or argumentative reluctance
- Carrying weapons of any time on company premises without the proper documentation and approval of the HR Department
- Defacement of company property
- Theft, fraud, or embezzlement
  - Dishonesty, forgery, alteration, or theft of items such as loans, assignment, changes in beneficiary, drafts, and securities; any misappropriation of funds, securities, supplies, or any other assets; any irregularities when handling or reporting money transactions; disappearance of furniture, fixtures and/or equipment
- Failure to comply with company security checks
- Workers compensation fraud

## Health and Safety

AOC has implemented safety policies to ensure that each employee can feel safe while providing their best work for the company. Staff members are required to follow these policies and immediately report any hazardous surroundings in the workplace to either their supervisor or the HR Department. Significant safety procedures employees should know are, but not limited to:

- Notifying a supervisor if anyone on the company premises becomes injured
- Being aware of the first aid kits on the company premises
- Being aware of emergency exits AOC has established
- Keeping work spaces, isles, floors, and emergency exits clean and clear
- No tomfoolery, roughhousing, or horseplay allowed on company premises
- No running is allowed in the company's building
- If a technological item the company has supplied to its employees is malfunctioning, the employee must contact the IT Department instead of fixing it themselves and possibly causing further damage
- Being aware of the location and use of fire extinguishers on company property
- If a fire should occur the employees should remain calm, pull the fire alarm, contact their supervisor who will contact the proper authorities, and leave the building as quickly and safely as possible.
- If an earthquake should occur employees must remain calm and take cover under an appropriate space, stay away from any glass and/or hanging objects, and wait for it to be over. They should then proceed to get out of



the building in a safe manner. However, if the building is sustaining significant damage in which it would cause the interior to become unsafe, get out of the building in a safe and quick manner.

Should an employee witness someone not following these procedures, they are required to notify their supervisor or the HR Department. Failure to comply with this policy will result in disciplinary action (see page 10).

### **Reporting Accidents**

In case of an employee witnessing an injury of a coworker they must contact their supervisor and the HR Department immediately. After this, the following procedures will be administered to the injured employee:

- First Aid will be offered
- If needed, transport to an emergency care location will be arranged
- The necessary paperwork will be filled out for insurance purposes

Every injury is required to be documented, no matter how minor it may be, so the employee must contact their supervisor so they can complete federally required safety forms, and assess if the employee needs medical treatment.

## *Employee Benefits*

### **Leave of Absence**

If an employee wishes to take a leave of absence, they must submit a request to their supervisor in written form at least one-week prior providing the following information:

- The reason for the leave
- The date the leave will begin
- The date the leave is expected to end

If an employee wishes to change the date of return from their leave, they must notify their supervisor, in writing, of the change in plans. This notice must be received by the supervisor before the date on which the employee has originally intended on returning. This notification will then be forwarded to the VP of Human Resources.

### **Leave Policies**

- *Bereavement Leave*
  - All employees will be given three (3) days of bereavement leave for immediate family members and one (1) day for all others. This leave is optional but is not to be exploited.
- *Jury Duty*
  - Employees are given one (1) week paid jury duty leave. After one week, the employee will receive unpaid leave upon submittal of proof they were at jury duty.



- *Personal Leave*
  - An employee is given two (2) weeks of paid personal leave. This leave may not be used in place of vacation time.
- *Disability Leave*
  - Each employee will receive eight (8) weeks of disability leave upon submittal of proof. This includes, but is not limited to: pregnancy, temporary handicap, recuperation for severe illness or accident, etc. Missing such an extent of time without notification of their supervisor will result in disciplinary action (see page 10).
- *Election Day*
  - All employees will be given time to vote on Election Day. This will include both state and presidential elections along with other national voting days.

All leaves of absences are subject to final approval by the Human Resources Department.

### **Sick Leave**

Each employee is given five (5) days of sick leave per year. This will include personal illness and/or hospital stay. If the leave is taken due to an injury, the employee must provide a letter from his/her physical stating the nature of the injury or disability, and an estimate on when the employee will be able to return to work. Upon returning, the employee must provide their supervisor with a statement from the physician releasing the employee to work again. This statement is to be forwarded to the Human Resources Department.

### **Vacation Time and Holidays**

The company recognizes how hard the employee's work and wants to allow them time off for rest. The allowed vacation days per year depends on the amount of time the employee has worked for the company. In order to find out how much time an employee qualifies for, they should consult the Human Resources Department. Employees must also request vacation time thirty (30) days in advance, except in emergency situations.

AOC defines a holiday as a period of exemption from any work requirement. On observed national holidays, such as: Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, etc., will be paid.

### **Limits to Vacation Time**

- These days do not include sick paid leave.
- These days must be used for vacationing and not for sick days or paid leave of absence.
- Accumulation of vacation, absence, or paid leave time will not be practiced. All leave days must be used while valid.





## Payroll

AOC employees are paid monthly throughout the entire work year. There are two aspects of payroll every employee should be aware of:

- *Direct Deposit through Virtue Bank*
  - Adventure Outdoors Company provides Direct Deposit for paychecks. This is a service which saves the employees time and provides additional security. With this option, each paycheck will automatically be deposited directly into each employee's bank account.
- *Payroll Deduction*
  - As required by law, AOC will deduct Federal Social Security, Income Tax, and other State Taxes from the employee's payroll check each pay period. Group Insurance Premiums for eligible employees and dependent family members will be deducted from the payroll check each pay period.

## Workers' Compensation

All AOC employees are entitled to receive prompt medical treatment of on-the-job injuries and/or illnesses (as defined by the Workers' Compensation Law) no matter who is at fault. AOC reserves the right to administer drug and alcohol testing on an injured employee if there is reason to believe that the injury was drug and/or alcohol related. AOC reserves the right to deny the employee of the benefit if the tests show that the employee was under the influence at the time of the injury. AOC also reserves the right to deny workers compensation if the injuries were self-inflicted, if the employee was violating a law or a company policy, and/or where the employee was not on the job at the time of the injury. AOC's Workers' Compensation Insurances covers:

- Medical care for the injury and/or illness
- Wage Replacement
  - This will be two-thirds (2/3) of the employee's average wage; however, there is a fixed maximum amount that the benefit will not go over. Wage replacement will begin immediately after three (3) days of work are missed.
- Costs for retraining
- Compensation for any temporary/permanent injuries
- Benefits to survivors of workers who are killed on the job

NOTE: Workers' Compensation Insurance does not cover for pain and suffering.

AOC's Workers' Compensation Insurances is not solely limited to incidental accidents. It also covers problems that are developed over a long period of time, such as carpal tunnel syndrome. If an employee collects Workers' Compensation Insurance, they may not sue Adventure Outdoors Company. However, if an employee chooses to sue the company, they will automatically waive their right to Workers' Compensation Insurance.



## **Workers Compensation Insurance Fraud**

AOC believes that the filing of fraudulent workers' compensation insurance claims is a very serious offence, which will result in immediate termination (see page 10). Employees should understand that Third Company Savings will vigorously prosecute any employee who files fraudulent workers' compensation claims will be tried to the fullest extent of the law.



***Employee Signature***

By signing this you, an employee of Adventure Outdoors Company, are stating that you have received your copy of the company's employee manual, as well as understanding and adhere to every policy, procedure, and employment terms within this manual. This is a contract of your employment.

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Employee Name Date

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Employee Signature Date

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Witness Name Date

---

Witness Signature Date





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