

# CORPORATE CODE OF BUSINESS CONDUCT AND ETHICS

April 29, 2004

## **Purpose**

Odyssey HealthCare, Inc. (together with its controlled subsidiaries and affiliated entities the “**Company**”) strives to apply high ethical, moral and legal principles in every aspect of its business conduct. This Corporate Code of Business Conduct and Ethics (this “**Code**”) contains the policies that relate to the legal and ethical standards of conduct of employees, officers and agents (together, “**Employees**”) and directors (together with Employees, “**Associates**”) of the Company. This Code sets forth the Company’s expectations regarding the conduct of the Company’s Associates while acting on the Company’s behalf and also provides guidelines regarding administration of this Code. In order to maintain the Company’s ethical standards, Associates must be committed to using their good sense and best judgment to adhere to the principles and policies contained in this Code. These principles and policies are to be strictly adhered to at all times and are applicable to all of the Company’s operations. More specific or additional direction is provided in the Company’s Employee Handbook, a copy of which (or portions thereof) is available on request from the Human Resources Department.

## **General Policy**

The Company requires that all laws applicable to the Company or the conduct of its business, regardless of where located, be observed. If a law conflicts with this Code, the law must be followed; however, if a local custom or policy conflicts with this Code, this Code must be followed. If in doubt about how to deal with conflicts among this Code and local laws, custom or practice, the Compliance Officer should be contacted for guidance. This Code and all laws and regulations applicable to the Company must be strictly followed. The exercise of personal discretion or judgment in this area is not acceptable. Each Associate has the personal responsibility to adhere to these standards and apply them in good faith and with reasonable business judgment. Any Employee who does not adhere to these standards is acting outside the scope of his or her employment or agency and will be subject to disciplinary action for violation of this Code, including dismissal from employment when deemed appropriate.

Along with legal compliance, all Associates should observe high standards of business and personal ethics when performing assigned duties. This requires using honesty and integrity when dealing with other Company Associates, the public, the business community, stockholders, patients and their families, suppliers and governmental and regulatory authorities.

## **Waivers of the Code of Business Conduct and Ethics**

Any waiver of this Code for executive officers or directors may be made only by the Board of Directors. Waivers of this Code for all other Associates may be made by the Board of Directors or a committee thereof. Persons seeking a waiver should be prepared to disclose all pertinent facts and circumstances, respond to inquiries for additional information, explain why the waiver is necessary, appropriate, or in the best interest of the Company, and agree to comply with any procedures that may be required to protect the Company in connection with a waiver.

If a waiver of this Code is granted for any executive officer or director, appropriate disclosure will be made promptly in accordance with applicable laws and stock exchange regulations.

## **Compliance with Laws, Rules and Regulations**

*General.* Obeying the law both in letter and in spirit is the foundation upon which the Company's ethical standards are built. Although Associates of the Company are not expected to know every law that is applicable to the Company, it is important that Associates know enough to ask questions and seek advice from supervisors, managers, lawyers or other appropriate personnel if they have any doubt regarding the legality of an action taken, or not taken, on behalf of the Company. For this reason, the Company periodically organizes information and training sessions to promote compliance with laws, rules and regulations and all invited Associates are expected to attend these information and training sessions.

*Insider Trading; Reporting Obligations.* Purchasing or selling, whether directly or indirectly, securities of the Company while in possession of material non-public information is both unethical and illegal. Associates are also prohibited by law from disclosing material non-public information to others who might use such information to directly or indirectly place trades in the Company's securities. Associates shall also not recommend the purchase or sale of the Company's securities. All Associates must comply with the Company's Policy on Insider Trading. Directors and designated Employees must comply with the Company's Policy Regarding Special Trading Procedures. Pursuant to Section 16 of the Rules and Regulations of the Securities Exchange Act of 1934, most purchases or sales of securities of the Company by directors, executive officers, and 10% stockholders must be disclosed within two business days of the transaction. Directors and Employees who are subject to these reporting requirements must comply with the Company's Policy on Compliance with Short-Swing Trading and Reporting Laws. Copies of these policies may be obtained upon request from the Human Resources Department.

*Patient Information.* Associates must comply with state and federal laws that govern the confidentiality of certain patient information, including the Health Insurance Portability and Accountability Act ("**HIPAA**"), which regulates the use and disclosure of patient health information. Federal and state laws also require that the Company maintain certain business and patient records for minimum periods of time. All Associates are required to comply with the Company's document retention policies and procedures. Copies of the Company's Document Retention Policy may be obtained upon request from the Compliance Officer.

*Fraud and Abuse Laws.* All Associates shall refrain from conduct that may violate fraud and abuse laws. These laws prohibit:

- direct, indirect or disguised payments in exchange for the referral of business or patients;
- the submission of false, fraudulent or misleading claims, including claims for services not rendered, claims which characterize the service differently than the service actually rendered, or claims which do not otherwise comply with applicable program or contractual requirements; and

- making false representations to any person or entity in order to gain or retain participation in a program or to obtain payment for any service.

Providers are also prohibited from making a referral to any entity in which they or their immediate family members have a financial interest, unless approved in advance by the Compliance Officer. The foregoing fraud and abuse laws are complex, and the penalties for violation of these laws are severe to both the individual and the Company. You should contact the Compliance Officer when any uncertainty exists with regard to these laws.

### **Matters Relating to Financial Reporting**

To the extent involved in the preparation thereof, Associates shall strive to provide full, fair, accurate, timely and understandable disclosure in reports and documents that the Company files with, or submits to, the United States Securities and Exchange Commission and in other public communications that the Company makes.

### **Confidentiality**

*General.* Associates shall maintain the confidentiality of information entrusted to them by the Company or its patients, except when disclosure is authorized or legally mandated. Confidential information includes all non-public information that if disclosed might be of use to competitors, or harmful to the Company or its patients. Confidential information also includes all non-public information that is learned about the Company's past, present and prospective suppliers and patients that is not generally available to the public. The obligation to preserve confidential information shall continue even after employment or agency with, or membership on the Board of Directors of, the Company ends. Any documents, papers, records, or other tangible items that contain trade secrets or proprietary information are the property of the Company. All Associates must comply with the Company's Statement of Policy on Identification, Management and Disclosure of Confidential Information. A copy of this policy may be obtained upon request from the Human Resources Department.

*Patient Records.* Information relating to a patient's health care history, diagnosis, condition, treatment, or evaluation must be protected at all times, and may only be disclosed in accordance with HIPAA and other laws. Associates must safeguard the privacy, confidentiality and security of this information, both at work and off duty. In order to protect sensitive patient information from inappropriate disclosure, Associates are expected to:

- limit their access to patient information to the extent required by such Associate's duties and permitted by law;
- use only legitimate means to collect patient information and, whenever practical, obtain it directly from the patient;
- release information concerning patients in drug and alcohol treatment programs and information regarding a patient's HIV status only in accordance with special confidentiality rules that apply to this information;

- refrain from revealing any patient information unless supported by legitimate business or patient care purposes; and
- except as required to provide care to patients, refrain from removing or sending a patient medical record, or a copy of such record, from a designated storage facility or department without the authorization of a supervisor or other designated official.

## **Conflicts of Interest**

A conflict of interest occurs when an individual's private interest interferes in any way with the interests of the Company as a whole. This situation can arise when an Associate takes actions or has interests that may make it difficult to perform his or her work objectively and effectively. Conflicts of interest also arise when an Associate, or a member of his or her family or household, receives improper personal benefits as a result of his or her position in the Company.

It is almost always a conflict of interest for an Associate to work simultaneously for a competitor or supplier. No Associate is permitted to work for a competitor as a consultant or board member without the approval of the Board of Directors. No Associate may act on behalf of the Company in any transaction involving the Associate, or persons or organizations with which such Associate, or a member of his or her family or household, has any direct or indirect pecuniary interest. It is a conflict of interest for an Associate or his or her immediate family members to own an interest in the business of a supplier or competitor unless the interest is represented by a publicly traded security and the Associate or his or her immediate family member owns no more than 1% of any class of outstanding securities of the supplier or competitor. The best policy is to avoid any direct or indirect business connection with the Company's suppliers or competitors, except on the Company's behalf.

Conflicts of interest are prohibited as a matter of Company policy, except under guidelines approved by the Board of Directors. Any Associate who becomes aware of a conflict or potential conflict should promptly bring it to the attention of a supervisor, manager or other appropriate personnel or consult the procedures described in the section of this Code entitled "*Reporting any Illegal or Unethical Behavior or Violations of this Code.*"

Below are important factors to consider in order to avoid conflict of interest situations:

- *Perception:* Could the activity or transaction be perceived as a conflict of interest or a potential conflict by others, including Associates, customers, vendors, competitors, regulators or the public? If all the facts of the activity or transaction were made public, would you or the Company be embarrassed?
- *Intent:* Is the activity or transaction being offered in an attempt to influence your judgment?
- *Impact:* Will the Company be disadvantaged if you participate in the activity or transaction?

- *Objectivity:* Will participation in the activity or transaction in any way affect your ability to be objective with regard to any decision concerning a patient, Associate or supplier?
- *Time Consideration:* Will the time required for the activity or transaction interfere with your ability to effectively carry out your responsibilities at the Company?

### **Corporate Opportunities**

Associates of the Company owe a duty to the Company to advance the Company's legitimate interest when the opportunity to do so arises. Associates are prohibited from (a) taking for themselves personally opportunities that are discovered through the use of corporate property, information, or position; (b) using corporate property, information, or position for personal gain; and (c) competing with the Company.

### **Fair Dealing**

Associates should endeavor to deal fairly with the Company's patients and their families, suppliers, competitors and other Associates. No Associate should take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other practice involving unfair-dealing.

### **Quality of Services**

Each Employee must provide high quality services in the performance of their responsibilities for the Company. Patients and other individuals in the Company's care have a fundamental right to considerate care in a manner that safeguards their personal dignity and respects their cultural values. It is the right of such individuals to receive accurate and timely information regarding their health, diagnosis, prognosis and information necessary to make informed decisions and choices regarding treatment.

### **Gifts**

The purpose of business entertainment and gifts in a commercial setting is to create good will and sound working relationships, not to gain unfair advantage with suppliers. No gift or entertainment should ever be offered, given, provided or accepted by any Associate or any family member of an Associate, unless it: (a) is not a cash gift, (b) is consistent with customary business practices, (c) is not excessive in value, (d) cannot be construed as a bribe or payoff and (e) does not violate any laws or regulations.

If you receive an offer of a gift or entertainment that is not explicitly prohibited, in addition to the conflict of interest factors described above, you should also consider the following factors prior to making your decision to accept the gift or entertainment:

- *Reciprocity:* Are you in a position where you could provide a reciprocal gift or entertainment at the Company expense? Is there an expectation that you will

reciprocate? You should consider not only the nature of the gift or entertainment being offered, but also the organizational stature of the person making the offer.

- *Pattern:* Is the nature of the gift or entertainment being offered typical for the size and status of the customer or vendor relationship? The type of gift or entertainment being offered should be customary and appropriate with regard to your job responsibilities.

Employees should contact the Compliance Officer if they have questions about the appropriateness of any gift or entertainment or proposed gift or entertainment. Directors and executive officers should discuss such questions and concerns with the Company's General Counsel.

### **Protection and Proper Use of Company Assets**

All Associates should protect the Company's assets and ensure their efficient use. Theft, carelessness and waste have a direct impact on the Company's profitability. All Company assets should be used for legitimate business purposes only and not for any unlawful or improper purpose. Company assets and equipment should only be used for Company business, although incidental personal use of assets may be permitted in limited circumstances.

All information, documents, and computer databases that are obtained or produced during an Employee's employment with the Company are the property of the Company and may not be removed from the premises without authorization. This information may not be used for the Employee's personal benefit or the benefit of any person other than the Company during or after an Employee's employment with the Company. Misuse of Company furnishings, equipment, technology (including inappropriate internet usage), supplies or other assets or removal of such assets from Company facilities is prohibited.

These policies apply equally to property created, obtained or copied by or for the benefit of the Company (such as patient lists, referral source lists, files, reference materials, reports, computer software, data processing systems, databases and the like). Neither originals nor copies may be used for purposes other than Company business. These assets and the tangible contributions an Employee makes to their development and implementation, whether directly or indirectly, while employed within the Company are the Company's property, remain Company property even if the Employee leaves employment with the Company, and cannot be taken, copied or destroyed by the Employee following or in contemplation of employment termination.

### **Company Records**

All Company books, records, accounts, funds and assets must be maintained to reflect fairly and accurately the underlying transactions and disposition of Company business in reasonable detail. No accounting entries will be recorded that intentionally conceal, disguise or misrepresent the true nature of any transaction involving the Company.

In this respect, the following guidelines must be followed:

- No undisclosed, unrecorded, or “off book” funds or assets should be established for any purpose;
- No false or fictitious invoices should be paid or created;
- No false or artificial entries should be made or misleading reports issued; and
- Assets and liabilities of the Company shall be recognized and reported on the Company’s financial statements in accordance with the Company’s standard practices and generally accepted accounting principles.

If an Associate believes that the Company’s books and records are not being maintained in accordance with these requirements, the Associate should promptly report the matter in accordance with the section of this Code entitled “*Reporting any Illegal or Unethical Behavior or Violations of this Code.*”

### **Associate Relations**

Each Associate is expected to follow these important principles:

- Respect each other Associate, worker and representative of the Company and its patients and their families, suppliers and contractors as an individual, showing courtesy and consideration and fostering personal dignity. Members of the management team must use good judgment and exercise appropriate use of their influence and authority in their interactions with Associates, patients and their families, suppliers, contractors and partners of the Company;
- No Associate should misuse his or her position with the Company, including by pressuring subordinate Associates for personal purposes;
- Commit to, and demonstrate, fair treatment of all Associates, workers, patients and their families, suppliers and contractors of the Company without regard to race, color, gender, religion, age, national origin, citizenship status, military service or reserve or veteran status, sexual orientation or disability;
- Provide a workplace free of harassment of any kind, including on the basis of race, color, gender, religion, age, national origin, citizenship status, military service or reserve or veteran status, sexual orientation or disability;
- Associates who are members of management should keep other Associates generally informed of the policies, plans and progress of the Company through regular communications; and
- Provide and maintain a safe, healthy and orderly workplace.

## **Non-Discrimination Policy**

The Company values the diversity of its Employees and is committed to providing an equal opportunity in all aspects of employment to all Employees without regard to race, color, gender, religion, age, national origin, citizenship status, military service or reserve or veteran status, sexual orientation or disability. The Company's work environment must be free of harassment of any kind, including on the basis of race, color, gender, religion, age, national origin, citizenship status, military service or reserve or veteran status, sexual orientation, disability or any other factors prohibited by law.

## **Disciplinary Practices**

The Company will not condone any type of harassment, abuse or punishment, whether corporal, mental or physical, of an Associate by another Associate or any partner or supplier of the Company.

## **Governmental Affairs and Political Contributions**

The Company's official policy concerning all governmental, political, and public matters in which the Company has an interest will be decided and announced by, or implemented with prior approval from, the Board of Directors. No alteration of or deviation from such official policy will be made without the prior approval of the Board of Directors.

Under no circumstances shall any activity be authorized or undertaken by an Associate that violates the provisions of the Foreign Corrupt Practices Act, federal and state election laws, bribery laws, or other applicable domestic or foreign laws. Generally, the U.S. Foreign Corrupt Practices Act prohibits giving anything of value, directly or indirectly, to officials of foreign governments or foreign political candidates in order to obtain or retain business. It is strictly prohibited to make illegal payments to government officials of any country.

In addition, the U.S. government has a number of laws and regulations regarding business gratuities that may be accepted by U.S. government personnel. The promise, offer or delivery to an official or employee of the U.S. government of a gift, favor or other gratuity in violation of these rules would not only violate Company policy, but could also be a criminal offense. State and local governments, as well as foreign governments, may have similar rules. To determine whether a gift or gratuity to be made on behalf of the Company complies with applicable laws or this Code, Associates should seek guidance from the Company's General Counsel.

To establish restrictions with regard to corporate participation in the political system as imposed by law, the following guidelines will be followed:

- No funds, assets, or services of the Company will be used for political contributions, directly or indirectly, unless allowed by applicable foreign and U.S. law and approved in advance by the Board of Directors or a committee or delegate of the Board of Directors.
- Company contributions to support or oppose public referenda or similar ballot issues are only permitted with advance approval of the Board of Directors.

- Associates, if eligible under applicable foreign and U.S. law, may make political contributions through legally established Company sponsored and approved political support funds. Any such personal contribution is not a deductible expense for federal or other applicable income tax purposes and is not eligible for reimbursement by the Company as a business expense.

## **Environmental Policy**

The Company is committed to conducting its business in compliance with all applicable environmental laws and regulations in a manner that has the highest regard for the environment and safety and well-being of Employees and the general public. Therefore, the Company expects all Employees to do their utmost to abide by the letter and spirit of these laws and regulations.

## **Use of Company Name**

It is inappropriate for an Associate to use official Company stationery or other official documentation or to use the name of the Company for any personal or non-official purpose since such use implies endorsement by the Company. Associates may not use the Company name outside of customary business practices except as approved by the Company's General Counsel.

## **Reporting any Illegal or Unethical Behavior or Violations of this Code**

The Company proactively promotes legal and ethical behavior. Under federal law, the Company can be held criminally liable if one of its Associates commits certain crimes. Accordingly, any Associate who has knowledge or information about Company-related conduct by another Associate of the Company that he or she believes to be a crime, a material violation of law or regulation, a dishonest act, a breach of trust or other conduct in violation of this Code or Company-related conduct that might seriously affect the Company's reputation, whether or not the Company is victimized, must promptly report the relevant facts to the appropriate persons in accordance with the reporting procedures described below. To encourage Associates to report such violations, the Company will not allow retaliation for reports of misconduct made in good faith by Associates, and reporting of alleged violations will be kept anonymous and confidential at the reporting person's request. Associates are expected to cooperate in providing facts and information requested by senior managers or other authorized officers or the Board of Directors, or with respect to internal investigations of misconduct by the Company or the Board of Directors, to the fullest extent permitted by law. Persons making a report knowing it is false or willfully disregarding its truth or accuracy, or engaging in any other bad faith use of the reporting system, are in violation of this Code. The failure by an Associate to promptly report violations of laws, rules, regulations or this Code is itself a violation of this Code.

The reporting person should make full disclosure of all pertinent facts and circumstances, taking care to distinguish between matters that are certain and matters that are suspicions, worries or speculation, and also taking care to avoid premature conclusions or alarmist statements since the situation may involve circumstances unknown to the reporting person.

Any alleged violation of this Code relating to accounting, internal controls or auditing matters shall be promptly reported to the Audit Committee of the Board of Directors (the "**Audit**

**Committee**”) in accordance with the Audit Committee’s guidelines for confidential and anonymous complaints regarding accounting matters as amended from time to time and made available to Associates.

Any alleged violation of this Code that does not relate to accounting, internal controls or auditing matters shall be promptly reported to the reporting Employee’s senior manager, or to the Compliance Officer. If, after a reasonable period of time and conference(s) with the senior manager, an Employee reporting a violation has reason to believe that the alleged violation has not been resolved fairly and legally by the reporting Employee’s senior manager, the reporting Employee shall promptly report the alleged violation to the Compliance Officer. Thereafter, if, after a reasonable period of time and conference(s) with the Compliance Officer, an Employee has reason to believe that the alleged violation has not been resolved fairly and legally by the Compliance Officer, the reporting Employee shall promptly report the alleged violation to the Compliance Committee of the Board of Directors (the “**Compliance Committee**”). Any executive officer or director reporting such an alleged violation shall promptly report the alleged violation to the Compliance Committee.

In any instance in which an Employee does not have a senior manager to which an alleged violation may be reported or in which reporting to a senior manager would be inappropriate, the Employee should report any alleged violation to the Compliance Officer or, if for any reason reporting any alleged violation to the Compliance Officer is not feasible, the alleged violation should be reported to the Audit Committee or the Compliance Committee, as appropriate. An Employee may also report alleged violations of this Code by calling the Company’s Integrity Hotline at 1-888-228-7801 (toll free), which is available 24 hours a day, 7 days a week.

Calls to the Compliance Hotline are received by trained staff who are not employed by the Company. Compliance Hotline staff will document calls received and forward the information to the Company’s Compliance Officer or the Company’s Audit Committee or Compliance Committee for appropriate action. Calls to the Compliance Hotline are not traced and callers may remain anonymous. If a caller chooses to remain anonymous, a tracking number will be assigned to the call so that the caller may call again and receive information regarding action taken with respect to the caller’s concern. If a caller wishes to identify himself or herself, the Company cannot guarantee that the caller’s identity will not be disclosed. Callers should understand, however, that their identity and office location will facilitate the Company’s response to their concerns, and that such information may be necessary to enable the Company to investigate reported matters.

### **Determination of Code Violations**

Associates must work together to ensure prompt and consistent action against violations of this Code. It may be difficult to determine if a violation of this Code has occurred. You may also encounter a situation in which it is difficult to determine how to proceed while also complying with this Code. Since not every situation that will arise can be anticipated, it is important to have a way to approach a new question or problem. When considering these situations, Associates should:

- *Make sure to have all the facts.* In order to reach the right solutions, all relevant information must be known.
- *Ask specifically about the action being contemplated (including any action you are being asked to take) and whether it seems unethical or improper.* This will enable Associates to focus on the specific question, and the alternatives he or she has. If something seems unethical or improper, it probably is.
- *Understand that person's individual responsibility and role.* In most situations, there is shared responsibility. Are other colleagues informed? It may help to get others involved and discuss the problem.
- *For Employees, discuss the problem with a supervisor.* This is the basic guidance for all situations. In many cases, supervisors will be more knowledgeable about the question, and will appreciate being brought into the decision-making process. Employees should remember that it is the responsibility of supervisors to help solve problems and ensure that the Company complies with this Code.
- *Seek help from Company resources.* In the rare case for Employees in which it may not be appropriate to discuss an issue with a supervisor, or where a supervisor is not available to answer a question, Employees should promptly discuss it with their local office manager. If that also is not appropriate or if a satisfactory resolution is not obtained, call the Compliance Officer or the Company's Integrity Hotline at 1-888-228-7801 (toll free).
- *Always ask first, act later:* When unsure of what to do in any situation, Associates should seek guidance and ask questions before the action in question is taken.

## **Violations**

Each person is accountable for his or her compliance with this Code. Disciplinary measures that may be imposed for violating this Code include, but are not necessarily limited to, counseling, oral or written reprimands, warnings, probation or suspension without pay, demotions, reductions in salary, termination of employment or restitution. These disciplinary measures could extend to the violator and others involved in the wrongdoing, such as persons who fail to use reasonable care to detect a violation, persons who if requested to divulge information withhold material information regarding a violation, and supervisors who approve the violations or attempt to retaliate against Associates for reporting violations or violators. Each case will be judged promptly, after gathering all necessary information or investigating the matter, by Human Resources, the Board of Directors or the Audit Committee on its own merits considering the duties of the person and the significance of the circumstances involved. Associates should understand that it shall be a violation of this Code to intimidate or impose any form of retribution on any Associate who utilizes the Company's reporting system in good faith to report suspected violations of this Code.

Any Associate to whom this Code has been provided may be required, from time to time, to sign a written affirmation stating that the person (1) has received and read this Code and understands its contents, (2) has not violated this Code, and (3) has no knowledge of any violation of this Code that has not been communicated previously in accordance with the reporting procedures contained in this Code. Even if an Associate has not been asked to provide such a written affirmation, they are still subject to all of the provisions set forth in this Code.

### **Administration and Amendment**

Subject to oversight by the Board of Directors, the Compliance Committee, in its sole and absolute discretion, will resolve any questions regarding the interpretation of the matters described in this Code as they relate to any Employee that is not an executive officer, and any such decision by the Compliance Committee will be binding. The Board of Directors, in its sole and absolute discretion, will resolve any questions regarding the interpretation of the matters described in this Code as they relate to any Associate that that is an executive officer or member of the Board of Directors, and any such decision by the Board of Directors will be binding.

Any amendment to this Code shall be made only by the Company's Board of Directors, or the appropriate committee thereof. If an amendment to this Code is made, any required public disclosure will be made in accordance with applicable legal requirements and stock exchange regulations.

## ACKNOWLEDGMENT

To Odyssey HealthCare, Inc.:

I have received copies of Odyssey HealthCare, Inc.'s Corporate Code of Business Conduct and Ethics (the "**Code**"). I have read and understand the Code. I will comply with the policies and procedures set forth in the Code. I understand and agree that, if I am an employee of Odyssey HealthCare, Inc. or any of its subsidiaries or other affiliates, my failure to comply in all respects with the Code is a legitimate basis for termination for cause of my employment with Odyssey HealthCare, Inc. and any subsidiary or other affiliate to which my employment now relates or may in the future relate.

Signature: \_\_\_\_\_

Type or Print Name: \_\_\_\_\_

Date: \_\_\_\_\_