

**Acknowledgement of Receiving  
Employee Resources Policy Guide - Seafarer’s Supplement  
Revision 01 dated 7 October 2020**

The **Employee Resources Policy Guide – Seafarer’s Supplement** describes additional, important information about TDI-Brooks International, Inc., [“the Company”], and I understand that I should contact the Designated Employee Representative regarding any questions not answered in the Employee Policy Guide or Seafarer’s Supplement. I have entered into my employment relationship with the Company voluntarily and acknowledge that there is no specified length of employment.

I understand, acknowledge and agree that this Employee Resources Policy Guide – Seafarer’s Supplement is to read in conjunction with the Employee Resources Policy Guide dated 29 May, 2020 and supersedes any and all prior policies, practices, oral or written representations, or statements regarding the terms and conditions of my employment with the Company.

I understand, acknowledge and agree that I have read and comply with the policies contained in this Employee Resources Policy Guide – Seafarer’s Supplement, that I am bound by the provisions contained therein, and that my continued employment and advancement is contingent on following those policies.

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Signature of Employee: \_\_\_\_\_

Name of Employee (Print): \_\_\_\_\_

Title: \_\_\_\_\_

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

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**Witness**

_____	_____
(Print Name)	(Signature)

Name/Title: \_\_\_\_\_

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

*Note. A signed printed or scanned copy of this two-page acknowledgment form to be sent to the designated employee representative [meqanbrooks@tdi-bi.com](mailto:meqanbrooks@tdi-bi.com) or [peterhitchcock@tdi-bi.com](mailto:peterhitchcock@tdi-bi.com) who will then forward to the company’s employee resources personnel [gaimills@tdi-bi.com](mailto:gaimills@tdi-bi.com)*