



THANK YOU, IN CLOSING LADD

As stated throughout the Employee Handbook/Code of Conduct the material contained within is to serve as an outline of the employee policies and practices in effect at LADD. It is the employee's responsibilities, obligations and duties while employed by LADD to follow and ask for clarification or additional training when needed. Every effort has been made to make the information clear and understandable.

If at any time further information or guidance is needed by an employee, it is the responsibility of the employee to follow the chain of communication and make inquiries until they fully understand the information.

All Management and Administration contact information is listed in the Responsible Person List located in the work locations, as well as in the **Online LADD DIRECTORY in the Emergency Guidebook** and/or by using the **Contact Us** tab. This allows employees to have the opportunity to ask for clarification of information at any time.

Thank you for being a part of the LADD Team and **MAKING THE DIFFERENCE!!!**

LADD

WE MAKE THE DIFFERENCE