



3905 Wheeler Avenue  
Alexandria, VA 22034  
703-370-5200

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September, 2012

TO: All Employees of Weather Control

FROM: Brian Mercer, President

RE: Revised Employee Handbook

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Attached please find a copy of our recently revised personnel handbook. It covers such subjects as:

- Personnel policies
- Use and operation of company owned vehicles
- Tools and equipment policies
- Purchasing and material policies
- Refrigerant use policies
- Safety policies

While each employee is expected to be familiar with and abide by each policy, I would call your special attention to the policies on Refrigerant and Safety.

Following company Refrigerant policies is not just a good idea, in many cases it is the law. WCI is committed to following both the letter and spirit of all local, state, and federal laws with respect to the handling and use of refrigerants.

We are equally concerned with your personal safety. Please make sure on all job sites and in all cases you abide by our safety policies. They are for YOUR protection.

As you read through and refer to these policies if you have any questions about them please discuss them with your supervisor. He will be glad to answer any questions you have. If you have any suggestions for improving the policies, or have comments on them, please share them directly with me.

To acknowledge receipt of this handbook, please sign and date the attached form and return it to the office.



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## Receipt of Personnel Policy Handbook

I hereby acknowledge receipt of the official Weather Control Personnel Policy Handbook. I agree to read and be familiar with its contents, and to abide by all policies, rules and regulations contained therein.

Sign Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

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