

BCF SOLUTIONS FRANCE, sarl

Europarc de Pichaury Bâtiment B5
1330 Avenue Guilibert de la Lauzière
13856 Aix-en-Provence cedex 3 France

Time Keeping Guidelines Acknowledgement

I hereby acknowledge that I have received the Time Keeping Guidelines that explain the policies and procedures for properly maintaining my BCF Solutions timesheet. I further agree to abide by these policies and procedures throughout my employment at BCF Solutions and I understand that disciplinary action may result from any attempt to circumvent Company policy.

I also understand my responsibility to report any incidents of fraud, waste, or abuse to the BCF Solution's Human Resources Department.

Employee Signature

Employee Name (Please Print)

Date