# Fair Treatment Process (FTP)
# Request for Arbitration

I am not satisfied with the First Step of the FTP or I am electing to skip that step, therefore, I hereby request that my dispute be submitted to final and binding arbitration pursuant to the FTP, and I also hereby voluntarily agree to submit my dispute to such arbitration.

I understand that final and binding arbitration will be the sole and exclusive remedy for my dispute, and that, by agreeing to use arbitration to resolve my dispute, both the Company and I agree to forego any right we each may have had to a jury trial on issues covered by the FTP. However, I further understand that no remedies, penalties or other substantive rights that otherwise would be available to either the Company or me in a court of law will be forfeited by virtue of our mutual agreement to use and be bound by the FTP. I also understand and agree that the arbitration shall be conducted before an experienced arbitrator chosen by me and the Company, and shall be conducted under the Federal Arbitration Act and the procedural rules of the American Arbitration Association ("AAA").

I further acknowledge that in exchange for my agreement to arbitrate, the Company also will submit all claims and disputes it may have with me to final and binding arbitration. I understand and acknowledge that the Company further agrees that my maximum out-of-pocket expenses for the arbitration will be an amount equal to one day's pay (if I am an exempt employee) or eight times my hourly rate of pay (if I am a nonexempt employee) or the local court civil filing fee, whichever is less, and that the Company will pay all of the remaining fees and costs of the arbitrator and the AAA. I further understand that I will be responsible for my own legal fees and other costs should I elect to be represented by counsel at arbitration. I further acknowledge that this mutual agreement to arbitrate may not be modified or rescinded except by a writing signed by both me and the Company.

_____ _____

Employee Signature Date

_____ _____

Company Representative Signature Date

_____

Company Representative Title