

UST CORP. EMPLOYEE HANDBOOK

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I. EMPLOYMENT POLICIES



How We Recruit New Employees

UST CORP. uses a marketing approach to recruiting employees. We believe that we're a great place to work and want everyone to know! We use many strategies, depending on the people we're targeting, to let all potential candidates know about our company and job opportunities including networking, community organizations, direct mail, references, professional associations, schools and media advertising.

All interested people submit a resume. We may also request an application, telephone interview, and appropriate job trial and/or testing in a personal interview with the President and several current associates.

Offers of employment are made verbally and after acceptance are followed by a written letter describing the employment offer.

Equal Employment Opportunity

UST CORP. maintains a policy of nondiscrimination with employees and applicants for employment. No aspect of employment with us will be influenced in any manner by race, color, religion, sex, sexual preference, age, national origin, physical or mental disability, or any other basis prohibited by Illinois or Federal statute.

Proof of Citizenship

In compliance with the Immigration Reform and Control Act of 1986, **UST CORP.** requires that anyone hired after November 6, 1986 provide proof of identity and authorization to work in the United States. Any offers of employment are contingent upon your ability to (showing to the President or Administrative Contractor) prove eligibility and complete the I-9 form within three business days from your date of hire.