



**Don Selvy Enterprises, Inc.**

**Manual of Employee Policies**

From: Donald S. Selvy  
President, Don Selvy Enterprises, Inc.  
To: Employees of Don Selvy Enterprises, Inc.  
Subj: DSE Manual of Employee Policies (Updated 8-2016)

We are providing you with an updated copy of the Don Selvy Enterprises, Inc. (DSE) Manual of Employee Policies through an electronic copy in the employee section of the company website. These policies are a subset of the more complete Manual of Accounting Policies maintained at the corporate office in Bel Air, MD. The sections included in this manual have been carefully selected to provide a complete collection of company policies for your reference while tailoring our corporate accounting procedures that do not directly impact employee performance.

The Manual of Accounting Policies was developed to codify our policies to strengthen the traditional financial management and accounting functions. It also discusses policies on contract integrity, cost estimating, and compensation. In this period of increased auditor scrutiny of contractor's practices, the Manual of Accounting Policies and the enforcement of these policies are essential to safeguard our assets and practices.

The Manual of Employee Policies provides a source for you to reference the policies governing employee practices. DSE's success has always been built upon the innovation of our people and these are not intended to inhibit the flexible and effective problem-solving characteristic of DSE support. On the contrary, these establish a framework from which you can help DSE to meet its contractual obligations while providing guidance for what you can expect in return. After reading this manual, please feel free to provide input for new or changed policies to make these more relevant and effective. Any suggestions will be considered by the Board of Directors.

Employee Name (Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

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

I acknowledge that an electronic copy of the Employee Policy Manual is available to me in the employee section of the DSE Incorporated website. I have reviewed it and have the availability to print a copy of it for my records if I desire.