



Aliance Management Co., LLC

S.O.P - Management Email Accounts Agreement

As an employee for The Xscape Theatres and Aliance Management Co. I understand that the company will provide me with an email account that I am to use for business only and will not use for personal use. I understand if I leave or am terminated I will forfeit the email username and password back to the company. As an Xscape email account holder I understand that I must submit to the company when the password is changed so the corporate office will always have the current password on file. I understand the email I use is company owned and will be monitored to ensure company standards are being upheld. As a manager I understand I may receive confidential company emails from the corporate office that will not be shared with anyone outside of the company. Upon signature of this document I hereby agree to the above terms and understand that any misuse of my management email account per the above terms will result in no less than my termination from the Xscape Theatres and Aliance Management Company.

Signature: _____

Printed Name: _____

Position: _____

Date: _____

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