THE ART AGENCY

THE ART AGENCY · NEW HIRE

Employee Acknowledgment & Attestation

Operations Handbook §19 · Complete on or before first day of employment

Employee Name: _____

Hire Date: _____

Position / Title: _____

Home State License #: _____

1. Operations Handbook Acknowledgment

I have received, read, and understand The Art Agency LLC Operations Handbook. I agree to follow the procedures and policies described therein. I understand that failure to comply may result in disciplinary action up to and including termination.

Signature: _____ **Date:** _____

2. E&O Awareness & Documentation Standards

I have received, read, and completely understand the Errors & Omissions risk management standards set out in Section 10 of the Operations Handbook, including my documentation and disclosure obligations, the requirement to document all coverage declinations per Section 10.2, and the requirement to maintain complete and accurate customer files in AMS360.

Signature: _____ **Date:** _____

3. Data Security & Privacy

I understand my obligations regarding customer data security, privacy, and breach notification procedures as outlined in Section 21 of the Operations Handbook and NH RSA 420-P. I will not store customer PII on personal devices, share login credentials, or transmit sensitive data via unencrypted channels.

Signature: _____ **Date:** _____

4. TCPA Compliance

I understand the requirements of the Telephone Consumer Protection Act and will comply with all outbound communication regulations, including obtaining prior express written consent before automated outreach, honoring opt-out requests, and observing calling hour restrictions.

Signature: _____ **Date:** _____

5. Compensation Plan Acknowledgment

I have received and reviewed The Art Agency LLC Compensation Plan. I understand that my compensation includes a base salary and tiered commission structure, that commissions are subject to change and subject to chargeback as described in the plan, and that AMS360 is the system of record for commission calculations.

Signature: _____ **Date:** _____

6. Non-Solicitation & Confidentiality Agreement

I have received, reviewed, and signed The Art Agency LLC Non-Solicitation & Confidentiality Agreement, provided to me prior to or concurrent with my offer of employment per NH RSA 275:70. I understand its terms, including the 12-month post-employment restrictions on customer solicitation, employee solicitation, and use of confidential information.

Signature: _____ **Date:** _____

Supervisor Verification

I confirm that the above employee has received all required documents (Operations Handbook, Compensation Plan, Non-Solicitation Agreement), completed all required training, and signed each section of this form.

Tyler Davis / Supervisor Signature: _____ **Date:** _____