



**HEKTOEN INSTITUTE LLC  
POLICY & PROCEDURES FORM**

**POLICY TITLE: LARGE SIGNING BONUS POLICY**

**POLICY NUMBER:** 00029

**REVIEWED & REVISED:** 12/01/2013

**POLICY:**

Hektoen Institute L.L.C. discourages employees from being employed based on receiving a large signing bonus. Hektoen believes that all persons are entitle to equal employment opportunities and does not discriminate against its employees or applicants for employment.

Approved by:  Date: 12/13/13

Job Title: ADMINISTRATOR