

HANDBOOK RECEIPT ACKNOWLEDGEMENT

Employee Name: _____ Employee Phone #: _____

Job Title: _____

I acknowledge that I have received a copy of the Company's Employee Handbook. I understand that is my responsibility to read and familiarize myself with the policies and procedures contained in the Handbook. If I have any questions, I understand that it is my responsibility to ask my Supervisor or The Human Resources Manager.

I understand that except for employment at-will status, any and all policies and practices can be changed at any time by the Company. The Company reserves the right to change my hours, wages, and working conditions at any time. I understand and agree that a Supervisor or representative of the Company has no authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement other than at-will, except for the President, and even then, such an agreement must be set forth in a written employment contract with the employee, signed by the President.

I understand and agree that the Handbook may be changed at any time. My continued employment indicated my agreement to work under those changes.

I understand and agree that nothing in the Employee Handbook creates or is intended to create a promise or representation of continued employment and that employment at that Company is employment at-will, which may be terminated at the will of either the Company or me. My signature below certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between me and the Company concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreement, understandings and representations concerning my employment.

Employee's Signature _____ Date: _____