

Handbook Acknowledgement

I have received a copy of the Employee Handbook. I understand it is my responsibility to read and understand this Handbook. If I have any questions concerning any of the policies or procedures contained in this Handbook, I understand that it is my responsibility to contact my Manager, Department Head, or the Human Resources Department for clarification.

This Handbook represents a summary of the more important company guidelines at the time of publication, and is not intended to be all inclusive. The information, policies, and benefits described here are subject to change. I acknowledge that revisions to this Handbook may occur and will be communicated through official notices. It is my responsibility to comply with the policies contained in this Handbook and any revisions made to it.

This Handbook is not intended to, nor does it create promises or representations of continued employment. Each Employee enters into an at-will relationship with the Company. Accordingly, either the organization or I can terminate the relationship at-will, with or without cause or the use of progressive discipline at any time.

Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document.

Employee Name: _____

Employee Signature: _____

Position: _____

Date: _____