

01 Employee Handbook Acknowledgment

EMPLOYEE HANDBOOK ACKNOWLEDGMENT

Employee Name:

Position:

Start Date:

Department:

ACKNOWLEDGMENT

I,

1. **I have read** the Employee Handbook in its entirety.
2. **I understand** that the handbook describes important information about the company and its policies.
3. **I understand** that I am responsible for knowing and following the policies and procedures outlined in the handbook.
4. **I understand** that the handbook is not a contract of employment.
5. **I understand** that the company may change these policies at any time.
6. **I will ask** my supervisor or Human Resources if I have any questions about the handbook.

AT-WILL EMPLOYMENT

I understand that my employment with

- I can quit at any time, with or without notice
- The company can terminate my employment at any time, with or without notice
- Nothing in this handbook changes the at-will nature of my employment

CONFIDENTIALITY

I understand that during my employment, I may have access to confidential information including:

- Business plans and strategies
- Customer information
- Financial data
- Trade secrets
- Proprietary processes

I agree to keep all confidential information confidential both during and after my employment.

POLICY ACKNOWLEDGMENTS

I have read and understand the following key policies:

|-----|-----|-----|

- ☐ | Code of Conduct | | |
- ☐ | Anti-Harassment Policy | | |
- ☐ | Attendance Policy | | |
- ☐ | Safety Policy | | |
- ☐ | Social Media Policy | | |
- ☐ | Technology Policy | | |

RETURN OF PROPERTY

I understand that upon termination of employment, I must return all company property including:

- ☐ - Badge/Access Card
- ☐ - Keys
- ☐ - Company Vehicle
- ☐ - Phone/Laptop/Tablet

- ☐ - Tools/Equipment
- ☐ - Documents/Files
- ☐ - Other: _____

CERTIFICATION

I certify that the information I provided on my employment application and in this handbook is true and accurate.

I understand that any false or misleading information may be grounds for termination.

****Employee Signature:**** _____

****Date:**** _____

****Supervisor Signature:**** _____

****Date:**** _____

Keep this signed form in employee file.