

COMPANY POLICIES ACKNOWLEDGMENT

Employee Name: John Doe

Employee ID: EMP-12345

Property: Grand Hotel & Resort

Position: Front Desk Agent

Date: August 01, 2025

GENERAL COMPANY POLICIES

The employee has read and acknowledged the following company policies:

1. Employment at Will Policy
2. Electronic Communication and Internet Use Policy
3. Telephone Use Policy
4. No Smoking Policy
5. Drug and Alcohol Policy
6. Punctuality and Attendance Policy
7. Standards of Conduct Policy
8. Internal Complaint Policy
9. Anti-Retaliation Policy
10. Health and Safety Policy
11. Benefits Overview
12. Disciplinary Actions Policy
13. Employment Verifications Policy

SEXUAL HARASSMENT POLICY

The Company prohibits sexual harassment in any form, including verbal, physical, and visual harassment. This policy applies to all employees, contractors, and visitors. Any violations should be reported immediately to HR or management.

Employee Initials: JD

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Company is committed to providing equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, disability, genetic information, or any other legally protected status.

Employee Initials: JD

ACKNOWLEDGMENT OF RECEIPT

By signing below, I acknowledge that I have received, read, understood, and agree to comply with all the policies and procedures outlined in this document. I understand that violation of these policies may result in disciplinary action, up to and including termination of employment.

Electronic Signature: John Doe

Date Signed: 2025-08-01 00:50:32

IP Address: 192.168.1.100

Signature ID: SIG-TEST-123

This document has been electronically signed and is legally binding. A copy of this acknowledgment will be maintained in your personnel file.