

HANDBOOK ACKNOWLEDGMENT FORM

April 1st, 2014

The Employee Handbook updated as of April 2014 has been made available to me. I understand if I would like to receive a paper copy I can request one from HR.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

The handbook is available in Vietnamese and Spanish upon request.

Employee's Signature

Date

Employee's Name (Typed or Printed)

Note to Employee: Please sign this form and turn in to Human Resources by April 7th, 2014. Please make a copy of this form if you would like to retain for your records.