

## ***Employee Handbook Acknowledgment Form***

I have received a copy of Leica's "Employee Handbook" and have reviewed it carefully. I understand these policies and agree to abide by them. I agree that if there is any policy which I do not fully understand, I will seek clarification from Leica.

I understand that these policies are constantly being evaluated and that they may be revised or added to from time to time. I understand that choosing to remain with Leica after being given reasonable notice of such changes means that I have accepted these changes and agree to abide by them.

I also understand that if I violate Leica's policies I may be disciplined or terminated.

By signing this Employee Acknowledgment Form, I agree to abide by the policies and procedures contained in this Employee Handbook. In particular, I am aware of the Company's Discrimination, Harassment and Violence in the Workplace policies, its Employee Progressive Disciplinary Action policy as well as Danaher's Standards of Conduct and acknowledge that a failure to abide by these policies and procedures may result in disciplinary action and/or dismissal.

By my signature below, I acknowledge and agree that during my employment with Leica, I will take my yearly vacation time during the year in which I earn it and I acknowledge and agree that this is to my benefit. Furthermore, by my signature below, I authorize Leica to pay me my vacation pay entitlement associated with the wages earned during each pay period on each corresponding paycheque. I understand this means that when I actually take my vacation time, I will not be receiving any vacation pay or other compensation from Leica.

By my signature below, I agree that any straight time or lieu time that I work will be taken as paid time off from work. This time off from work must be approved by my manager and must be taken within 3 months from when it is earned.

***Please note that failure or refusal to sign the Employee Acknowledgment will not release an employee from being bound by the policies contained in this Employee Handbook. All employees, by virtue of their acceptance of employment with the Company, are bound by the policies contained herein.***

**Note:** Please return this form to your manager, to be put into your human resources file.

**Employee Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_