



## ACKNOWLEDGMENT OF COMPANY POLICY

I, Sherwin Owen S. Adriano acknowledge that I have read and fully understood the policy titled: REVISED EMPLOYEE HANDBOOK.

I recognize that this policy has been established to uphold compliance, ensure operational continuity, and maintain the company's standards and best practices. By signing this document, I confirm my commitment to adhering to the provisions outlined in the policy as they relate to my role and responsibilities within the organization.

Non-compliance with this policy may result in appropriate disciplinary action, including but not limited to suspension or termination, in accordance with the company's policies and procedures.

**Employee Name:** Sherwin Owen S. Adriano

**Position:** Server Admin

**Date:** April 10, 2025

**Signature:** 