

**RECEIPT OF EMPLOYEE HANDBOOK**

By my signature below, I acknowledge that I have received a copy of the Company's *Employee Handbook*, and I understand it is my responsibility to become familiar with the contents so that I am able to understand and properly fulfill my obligations of employment with the Company. I understand the *Handbook* is not a contract of employment, but an overall guide not intended to address every single element of my employment. I agree that if any aspect of my position with the Company or of my employment is unclear to me it is my responsibility to ask questions of my Supervisor, the appropriate person in management or Human Resources without delay.

I understand and agree that my employment is "at-will", as set forth in detail in the *Handbook*, to which "at-will" policy I agree to pay particular attention.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Document Received