

HANDBOOK ACKNOWLEDGMENT FORM

This is to acknowledge that I have received a copy of the Employee Handbook and understand that it contains important information on the Company’s general personnel policies and all my privileges and obligations as an employee. I acknowledge that I am expected to read, understand, and adhere to Company policies and will familiarize myself with the material in the handbook. I understand that I am governed by the contents of this handbook and the Company may change, rescind, or add to any policies, benefits or practices described in the handbook, other than the employment-at-will policy, from time to time in its sole discretion, with or without prior notice. The Company will advise employees of material changes within a reasonable time.

Furthermore I understand that employment with the Company is not for a specified term and is at the mutual consent of the employee and the Company. Accordingly, either the employee or the Company may terminate the employment relationship at-will, with or without cause, with or without notice, at any time.

I also acknowledge that if I do not read English proficiently, that I have had someone translate the provisions of this Agreement, and that I understand my rights, responsibilities and obligations set forth herein.

Dated: _____

Signature: _____

Print Name: _____