

# HANDBOOK RECEIPT & ACKNOWLEDGEMENT

## **Employment At-Will Policy Acknowledgement:**

I hereby acknowledge that I have received an explanation of the "Employment At Will" status that will govern my employment relationship with B.A.E.S.S. I understand that, as an "at will" employee, both the company and I can discontinue our employment relationship with or without cause or advance notice. I further understand that no person employed by the company or acting as a consultant thereto may modify the terms of my "at will" employment.

Initials: \_\_\_\_\_

## **Equal Employment Opportunity and Harassment-Free Workplace Policy Acknowledgement:**

By signing below, Employee acknowledges that he/she has read and understands the Equal Employment Opportunity and Harassment-Free Workplace Policy, as described in this handbook. Employee further acknowledges that if he/she had any questions about this policy they have asked them and received a satisfactory answer, or that if questions should arise later they will ask for clarification.

Initials: \_\_\_\_\_

## **Communications Policy Acknowledgement:**

By signing below, Employee acknowledges that he/she has read and understands the Communications Policy, as described in this handbook, and that he/she understands that neither he/she nor anyone who communicates with him/her via company communication systems should expect that his/her communications are private, and B.A.E.S.S. reserves the right to monitor employee electronic communications.

Initials: \_\_\_\_\_

## **Handbook Receipt/Brochure Acknowledgement**

I acknowledge that I have received my copy of the B.A.E.S.S. Employee Handbook. I understand that this handbook is the most up to date statement of my rights and responsibilities as a B.A.E.S.S. employee and that this handbook takes precedent over any other agreement, policy or understanding that is, in any way, inconsistent with it. I understand that it is a condition of employment that I read and familiarize myself with the policies and procedures contained in this book.

I understand that, with the exception of my at-will status, the company can change any and all policies or practices at any time.

My signature below signifies that I will read and familiarize myself with my employee handbook and any pamphlets that are distributed with it. By signing below, I agree to comply with the policies and practices as stated therein.

Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Revision 9/5/19