

# ACKNOWLEDGMENT

I hereby acknowledge receipt of a copy of Company Employee Handbook, and understand that it is my responsibility to read and become familiar with its contents.

I understand that this handbook is not a contract, does not contain all of Company policies and procedures, and that Company reserves the right to change, modify, suspend, interpret, or cancel, in whole or in part, any of its published or non-published policies, practices and procedures without advance notice.

I agree that this handbook supersedes all prior handbooks and any information, policies, statements or promises, whether written or verbal, previously received from or made to me by Company.

I also understand that nothing in this handbook modifies the at will employment relationship between me and Company, and that I have the right to terminate my employment at any time for any or no reason and that Company retains the same right.

I understand the sensitive nature of the confidential information I will receive related to the organization as well as our customers and agree to maintain this confidentiality during and following my employment with Company.

I agree in accepting or continuing employment with Company to abide by its policies, procedures and practices and understand that failure to comply with Company policies, procedures and practices may result in my dismissal.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Employee's Full Name

\_\_\_\_\_  
Owner/Manager, **1 Source Janitorial**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date