

## EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM

I ACKNOWLEDGE I HAVE RECEIVED A COPY OF THE QUINCEA EMPLOYEE HANDBOOK AND I AGREE TO READ THE CONTENTS WITHIN.

I UNDERSTAND THE QUINCEA EMPLOYEE HANDBOOK CONTAINS RULES AND PROCEDURE EACH EMPLOYEE MUST FOLLOW; IT DOES NOT CONSTITUTE A CONTRACT OF EMPLOYMENT BETWEEN QUINCEA AND ME. THIS EMPLOYEE HANDBOOK IS MEANT AS A GENERAL GUIDE AND DOES NOT SUPERSEDE THE WRITTEN PROCEDURES AND POLICIES OF QUINCEA.

I UNDERSTAND EMPLOYMENT WITH QUINCEA IS "AT WILL," AND AT ANY TIME I OR QUINCEA CAN CHOOSE TO TERMINATE EMPLOYMENT FOR NO EXPRESSED REASON.

I ALSO UNDERSTAND THAT REVISION TO THIS EMPLOYEE HANDBOOK CAN BE MADE AT ANY TIME IN WHICH CASE A NEW EMPLOYEE HANDBOOK WILL BE ISSUED TO ME.

**EMPLOYEE NAME (PRINT)**

**DATE**

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYEE SIGNATURE**

**DATE**

\_\_\_\_\_

\_\_\_\_\_

**MANAGEMENT SIGNATURE**

**DATE**

\_\_\_\_\_

\_\_\_\_\_