

**CHANGES IN POLICY STATEMENT/HANDBOOK RECEIVED**

We will always strive for fairness and equal opportunity and penalize offensive and illegal behaviors. But, as laws and our environment change, we may revise and modify some of our policies.

We will do everything in our power to have this Employee Handbook up to date with legislation and employment trends. We also ask you to contact management if you spot any inconsistencies or mistakes.

And, if you have any ideas about how to improve our workplace, we are happy to hear them.

**Employee acknowledgement**

Please sign this form to acknowledge that you've read this handbook and that you are committed to following our policies. If you need any clarifications, feel free to ask management.

Date: .../.../...

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