schuman

* Required to submit

HANDBOOK ACKNOWLEDGEMENT

I, *_____, acknowledge that:

1. I have I have been offered a copy and an opportunity to review the Schuman's Cleaning Service Employee Handbook, and understand that I am responsible for knowing and understanding its contents. I understand that I should contact my manager regarding any questions I have about the Handbook or the policies described herein.
    - Note: All employees have access to our handbook at any time during their employment. All supervisors have a copy of the handbook; each van has a binder containing the handbook and copies are available at our office. Employees may request a personal copy at any time by contacting the office.

1. My employment is entirely at-will and for no definite duration. I can terminate my employment with the Company at any time, with or without cause or notice, and the Company reserves the right to do the same.

2. Nothing in this Handbook or any other Company policy or practice in any way creates an express or implied contract of employment, or a guarantee of employment, continued employment, or any benefit. No statement of any person, whether in writing or otherwise, shall constitute a contract or guarantee of employment unless expressly stated in a written agreement signed by the Company President and me.

3. This Handbook constitutes only an overview of some of the guidelines relating to work rules and other policies and practices, and a summary of benefits. All rules, policies, practices, wages, and benefits, regardless of whether they are contained or described in this Handbook, may be unilaterally changed, amended, modified, reduced, or discontinued by the Company at any time, in its sole judgment and discretion.

4. This Handbook supersedes in all respects any and all prior Handbooks, policies, agreements, rules, benefits, procedures, practices, and statements of the Company (except express written employment agreements and nondisclosure agreements).

5. I have read and understand the **Equal Employment Opportunity Policy**, the **Anti-Harassment and Anti-Discrimination Policy**, and the **Workplace Violence Policy**. I will immediately report any perceived violations of these policies.

*_____
Signature

*_____
Employee Name (Please Print)

*_____
Date

Please return this form to the HR Coordiantor within 7 days of your hire date.