

## ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

I have received the Quality Pre-Owned Appliances employee handbook and have read and understand the contents of the handbook. I have had the opportunity to ask questions about the policies in this handbook, and I understand that any future questions that I may have about the handbook or its contents will be answered by the owner or his designated representative upon request. I agree to and will comply with the policies, procedures, and other guidelines set forth in the handbook. I understand that Quality Pre-Owned Appliances reserves the right to change, modify, or abolish any or all of the policies, benefits, rules and regulations contained or described in the handbook as it deems appropriate at any time, with or without notice. I acknowledge that neither the handbook nor its contents are an express or implied contract regarding my employment.

I further understand that all employees of Quality Pre-Owned Appliances, regardless of their classification or position, are employed on an at-will basis, and their employment is subject to termination at the will of the employee or by Quality Pre-Owned Appliances at any time, with or without cause, and with or without notice. I have also been informed and understand that no officer, agent, representative, or employee of Quality Pre-Owned Appliances has any authority to enter into any agreement with any employee or applicant for employment for an employment arrangement or relationship other than on an at-will basis and nothing contained in the policies, procedures, handbooks, or any other documents of Quality Pre-Owned Appliances shall in any way create an express or implied contract of employment or an employment relationship other than one on an at-will basis.

I have read and hereby specifically acknowledge Quality Pre-Owned Appliances' policy against unlawful harassment and agree to comply with such policy while employed by Quality Pre-Owned Appliances.

I have read and hereby specifically acknowledge Quality Pre-Owned Appliances' policy regarding drugs and alcohol and agree to comply with such policy while employed by Quality Pre-Owned Appliances.

I further understand and agree that, although I may have access to and use of Quality Pre-Owned Appliances' email and internet service that these facilities and equipment are intended primarily for business use and that I shall not have any right or expectation of privacy in any personal communications or non-work related use of this equipment and services.

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Signature

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Date

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Employee Name (Printed)

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Owner/Manager (Printed)

Signature

Date