**Certificate of Receipt of Employee Handbook**

This handbook contains policies and procedures that apply to my employment. I have read the handbook and agree to follow the policies of [COMPANY] as stated in it. Additionally, I agree to observe and abide by all amended or additional guidelines or policies that may be distributed to me during my employment with the company.

**I understand that this handbook is for informational purposes, in that it illustrates the company’s policies, procedures, guidelines, and benefits, but that neither the handbook, nor any other communication, creates an employment contract for any specific duration, for benefits, or in any way alters my status as an “at-will” employee. I understand that as an “at-will” employee, either I or the company can end my employment at any time, for any reason or no reason.** [If this conflicts with an applicable collective bargaining agreement, then the collective bargaining agreement language prevails] **I understand that the policies and benefits contained in the handbook are subject to interpretation, review, and change by [COMPANY] at any time without notice.**

**I have read and understand the company’s policy on harassment, including sexual harassment, as well as the reporting procedures, set forth in this handbook. Any questions I have regarding this policy may be directed to [Human Resources]. Follow the reporting structure in the policy.**

I understand that during the course of my employment, I may be working with information, as defined in the Confidentiality Policy, which is the property of [COMPANY], and/or its customers, and which the company considers proprietary and/or confidential. I agree to protect this information by safeguarding it when using it, filing it properly when not using it, and discussing it only with those who have a legitimate business need to know. Furthermore, should I leave the company for any reason, I understand that all materials, such as files, contracts, documents, and software, remain the property of the company and may not be duplicated or removed from the company, and any materials in the employee’s possession must be returned immediately. Even after my employment with the company has terminated, I agree to keep strictly confidential that information which is treated as confidential or proprietary by the company.

I acknowledge receiving, reading, and keeping a signed copy of this statement and the company’s handbook. **I acknowledge that I fully understand the policies and guidelines in this handbook as they appear.**

(Print Name) (Date)

(Employee Signature) (Last 4 digits of SSN)

**Please retain a copy of this receipt for your records.**

 *Note: Tandem HR recommends you review your state laws for specific requirements.*