



EMPLOYEE HANDBOOK RECEIPT AND ACKNOWLEDGEMENT FORM

I acknowledge that I have read the Brewster Parke Employee Handbook on the Company website, or have read a hard copy if I do not have access to the website, and that I have familiarized myself with its content. I understand that the policies in the Employee Handbook do not constitute a contract, express or implied, of any kind between Brewster Parke and me. I understand that my employment at Brewster Parke is on an at-will basis, and that Brewster Parke or I may terminate the employment relationship at any time and for any reason. I understand that no oral statements modify the employment-at-will relationship, and that all Company policies are subject to change or elimination at any time, without advance notice.

I authorize the Company to deduct from my pay the costs for repair or replacement of any Company tools or equipment I may damage due to my own abuse, negligence, or improper use.

Date

Employee

I have read my job description, and fully understand the conditions set forth herein. I understand that adherence to the above duties/requirements will be reflective on my performance appraisals. I understand that these duties are subject to change.

Date

Employee

I acknowledge my change of job description from _____ to _____.

Date

Employee