

**ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK  
& AT-WILL EMPLOYMENT AGREEMENT**

I hereby acknowledge receipt of the Employee Handbook on the date set forth below.  
\_\_\_\_\_ **(Initial)**

I agree to read and become familiar with the policies and procedures set forth in the Handbook and to abide by them. If I have any questions regarding the Handbook, I will contact Jeffrey Kohn. \_\_\_\_\_ **(Initial)**

I understand that the company prohibits unlawful harassment, discrimination and retaliation, and has procedures for investigating and preventing such harassment, discrimination or retaliation. This includes, but is not limited to, harassment or discrimination due to age, race, religion, national origin, physical or mental disability, sex (including pregnancy, sexual orientation and gender identification), marital status, veteran status and any other protected classification as set forth in the Handbook. I agree that if I am subjected to or observe any illegal harassment, discrimination or retaliation, I will immediately notify Jeffrey Kohn (Owner/President) or Jeffrey Miiller (Operations Manager) and cooperate in any investigation. \_\_\_\_\_ **(Initial)**

I understand that the Employee Handbook does not create a contract of employment and that the policies and procedures contained therein may change or be modified from time to time at the discretion of management. \_\_\_\_\_ **(Initial)**

I understand that my employment with the Company is at-will and that I can be terminated at any time with or without cause and with or without notice. I further understand that the Company has the right to demote or discipline me at its discretion, with or without cause and with or without notice.  
\_\_\_\_\_ **(Initial)**

In addition, I understand that the Company reserves the right to eliminate any positions or work units at its discretion, with or without cause. \_\_\_\_\_ **(Initial)**

I acknowledge that no representations were made to me to induce me to accept employment with the Company other than wages, position and starting date. \_\_\_\_\_ **(Initial)**

This Acknowledgment supersedes and replaces any previous discussions, agreements and/or representations which may have been made to me regarding my employment, except as otherwise provided to me by the Company in writing. \_\_\_\_\_ **(Initial)**

Employee Name: [Print]

\_\_\_\_\_  
Employee Signature