



**ACKNOWLEDGEMENT OF RECEIPT, READING, AND UNDERSTANDING OF
ASSOCIATE HANDBOOK**

I have received, read, and understand my copy of the Company Associate Handbook. Any questions I may have had have been addressed/answered by a representative of the company.

By signing below I am indicating my agreement that I have fully and completely read, and will comply with, the contents of this handbook.

I understand that the policies, procedures, and benefits outlined in this handbook may be changed, modified, added to, or deleted at any time.

I further understand and accept my employment as being on an *at-will* basis, as explained in the introduction of this handbook.

It is also understood that due to client proprietary issues I may be asked to sign a Confidentiality & Non Solicitation Agreement, and will be accountable to its terms if asked to do so.

Date Received: _____

Associate Name (Print): _____

Associate Signature: _____