

# Acknowledgement of Receipt & Agreement to Employee Policy Manual

## READ CAREFULLY

I acknowledge and agree that:

1. I have received a copy of the Denizen Management Employee Policy Manual ("Manual").
2. I will familiarize myself with the provisions of the Manual.
3. My employment relationship with Denizen Management is terminable at will by either party without notice or cause, notwithstanding any other oral or written statements by either party prior to, at, or following the date of employment, except as may be provided in a written employment contract signed by me and an authorized representative of Denizen Management.
4. Employment practices, oral statements by representatives of Denizen Management, statements set out in this Manual, company policies notices and other literature and communications concerning employment duration, wages, hours, benefits or working conditions do not create an employment contract or term, or limit the reasons or procedures for termination or modification of the employment relationship.
5. I have neither accepted employment nor continued my employment with Denizen Management in reliance on any employment practices, oral statements by representatives of Denizen Management, statements set out in this Manual, company policies, notices, or other literature and communications concerning employment duration, wages, hours, benefits or working conditions. If any conflict of language exists, management will make a determination to the application of the policy and will amend as it sole discretion.
6. Any matter of wages, hours, benefits or working conditions of my employment may be changed from time to time without notice during and after my active employment, including at or after the date that I retire or become eligible to retire.
7. I will return my copy of the Manual to Denizen Management upon my termination.

## ACKNOWLEDGED:

### EMPLOYEE:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

### DENIZEN MANAGEMENT:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

