**Acknowledgement**

I acknowledge I have received the Employee Handbook that contains many of the B & B policies, procedures, and benefits that pertain to my employment. I understand the guidelines, procedures, and benefits outlined in this handbook are not all-inclusive and may be modified or rescinded at any time at the discretion of B & B and that I will be notified of such changes to the handbook as they occur.

I also understand the Employee Handbook does not constitute a contract, expressed or implied, nor is it to be interpreted to be a contract between and myself. I understand the company is an at-will employer, and I am an employee-at-will, which means the employment relationship may be terminated at anytime by either myself or B & B (unless I am under an employee contract and following the terms and conditions therein).

Only the president or other designated representative of has the authority to enter into an employment agreement or agreement regarding benefits with any current or prospective employee. Any such agreement must be in writing and signed by both the president or designated representative and myself.

I understand if I have any questions related to this handbook or my employment that I may have them clarified by the Vice President of Operations or the Human Resources (HR) Department. I also understand that this current edition of the Employee Handbook supersedes all previously issued editions.

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Employee Signature

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Date