

Acknowledgement and Disclaimer for Employee Handbook

This is to acknowledge that I understand that I may access Commellini Estate's Employee Handbook in the kitchen or online. The kitchen Handbook is always the most current version and supersedes any other Handbooks (or policies) I may have received during my employment. I understand that this Handbook is intended to serve as a guide to Commellini Estate's policies, procedures, and benefits, and that all policies, procedures, and benefits described in the Handbook are at all times subject to modification by the Company.

I acknowledge that nothing contained in the Handbook creates a binding contract and that my employment is at-will, which means that it is for no set period of time and may be terminated by me or the Company at any time with or without cause. Nothing shall have the effect of changing the at-will status of my employment other than a written agreement signed by me and a representative of the Company specifically changing that status.

I acknowledge that I may receive a hard copy of the Employee Handbook any time from Commellini Estate management if I have lost my copy.

If I have questions, I may contact my management team or send an email to desiree@commelliniestate.com.

Included in the on-line Handbook are:

- Working Guidelines
- Workplace Violence Policy
- Unlawful Harassment Policy
- Ethics and Integrity Policy
- Electronics Policy
- Drug and Alcohol Testing Policy

Employee Name _____

Employee Signature _____ Date _____

Witness Name _____

Witness Signature _____ Date _____