

## HR Handbook Acknowledgement Agreement

I, (Print Name) \_\_\_\_\_, hereby acknowledge and declare that I have been provided a copy of the Arete Employee Handbook and have read, understand and have had the opportunity to ask any questions I may have towards the company's policies.

- a) I am aware that Arete HR Policies are available to me in various formats (hard copy/intranet/electronically) upon request to Director, Finance and Human Resources and it is my responsibility to become familiar with, and to comply with, these policies.
- b) I acknowledge that this handbook and its contents are not to be considered a contract for employment.
- c) I am aware that Arete's HR policies form an integral part of my employment relationship and understand that breach of any policy may result in disciplinary action up to and including termination or other legal action available to Arete.
- d) I acknowledge that these policies are subject to change and understand that revisions may modify or eliminate existing policies at management's discretion.

Signed: \_\_\_\_\_

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

A copy of this acknowledgement is kept in the employee's file. Annual renewal may be required.