

ALLIANCE FOR WOMEN & CHILDREN
ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

The Employee Handbook contains important information about the Alliance for Women and Children, and I understand that I should consult with the Executive Director regarding any questions not answered in the handbook.

I have entered into my employment relationship with the Organization voluntarily, and understand that there is no specified length of employment. Accordingly either the Organization or I can terminate the relationship at will, at any time, with or without cause, and with or without advance notice.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook or addendum may occur, except to the Company's policy of at-will. I understand that revised information may supersede, modify, or eliminate existing policies. Only the Executive Director and the Alliance for Women & Children Board of Directors has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I understand that this handbook is neither a contract of employment nor a legally-binding agreement. I have had an opportunity to read the handbook and I understand that I may ask my supervisor or the Executive Director any question I might have concerning the document. I also understand that it is my responsibility to comply with the policies contained within this handbook, and any revision made to it. I further agree that if I remain with the Organization following any modification to the handbook, I thereby accept and agree to such changes.

I have received a copy of the Alliance for Women & Children's Employee handbook on the date listed below. I understand that I am to read the entire handbook. Additionally, I will sign this Acknowledgement of Receipt and return it to the Organization's representative by the date specified. I understand this will be retained in my personnel file.

Signature of Employee

Date

Employee's Name (Printed)