



YOUR SIGNED ACKNOWLEDGEMENT OF UNDERSTANDING

We trust that you are now better informed about the basic policies and procedures that guide our working relationships. We believe that these principles and policies help us create a well-trained, enthusiastic, efficient and harmonious organization of people who work well together towards a business success.

You help us reach this objective by recognizing and accepting the responsibilities of your job. In many ways, you are your own supervisor/manager and we trust you will be a good one. Your job is a challenge and your personal success and the success of your fellow employees depend on how well you meet this challenge.

Employee Signature

Date

Orientation Representative

Date