

## EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

The Employee Handbook was reviewed with me and I understand that everything contained in the Handbook is accessible to me at [www.ck181employees.com](http://www.ck181employees.com). I have been instructed on how to log in and navigate that site. I also acknowledge that I have been given the opportunity to ask questions and express concerns. Additionally, I understand and support the following:

1. Comfort Keepers' Employee Handbook is intended as a guide and not an employment agreement that creates a contractual relationship, and that the employment relationship may be terminated at the will of either party at any time with or without notice.
2. The changing needs of the business will require alteration in method, practices and policies, and Comfort Keepers will unilaterally revise these, as necessary, to meet these changing needs.
3. I am responsible for being familiar with all information pertaining to my job that is provided on the [www.ck181employees.com](http://www.ck181employees.com) web site and agree to periodically visit the site to keep myself abreast of that information.

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Employee Name (Print)

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Employee Signature

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Date