

Acknowledgement & Receipt of Employee Handbook, Training, & Understanding of Policies, Procedures, & Agreements

I have received a copy of the Switchpoint Employee Handbook dated _____.

The handbook contains policies and rules that apply to me. I agree to read the Switchpoint Employee Handbook, and follow it during my employment with Switchpoint.

I understand that this handbook is not an employment contract, and that it may be amended at any time. In that event, changes will be communicated to me.

Initial each document title below:

- _____ Acknowledgement and Receipt of Policy Handbook
- _____ Awareness of Drug Free Workplace
- _____ Awareness of Sexual Harassment in the Workplace Policy
- _____ Conflict of Interest Form
- _____ Whistle Blower Policy
- _____ Workplace Safety Policy
- _____ Lifting and Moving Heavy Objects Policy and Procedure
- _____ Workplace Hazardous Materials
- _____ De-escalation Training
- _____ Fire Safety
- _____ Absences & Tardiness
- _____ Sexual/Unlawful Harassment/Bullying
- _____ Optional: Vehicle Driver Agreement
- _____ Optional: Credit Card User Agreement
- _____ Optional: Conflict of Interest (if applicable)

I, _____, hereby acknowledge the receipt, training, and understanding of each document listed above.

Signed: _____

Date: _____

Witness: _____

Date: _____