

## About the Acknowledgement Form

<b>Name</b>	<b>PC-HR-1540-I. Employee Handbook – Acknowledgement Form</b>
<b>Owner</b>	HR
<b>access &amp; use</b>	Restricted to HR
<b>what it is</b>	<p>A contractual Agreement that's signed by your Staff in the presence of a witness, acknowledging that they've read, understand, and will adhere to the Staff Policies outlined in the Employee Handbook.</p> <p>The Agreement is intended for use in the following 4 scenarios:</p> <ol style="list-style-type: none"> <li>1. When extending an offer of employment.</li> <li>2. When extending an offer for contract work or other type of non-employment relationship with the Company.</li> </ol> <p><b>In these first 2 scenarios, ensure the signed form is returned to you <u>before</u> the incumbent's first day of work.</b></p> <ol style="list-style-type: none"> <li>3. When periodically asking staff to reaffirm their agreement with the terms and conditions outlined in Staff Policies in the Employee Handbook.</li> <li>4. When an individual leaves the Company</li> </ol>
<b>who uses it</b>	HR completes/modifies this Agreement and creates a copy for the incumbent who is required to sign off on Staff Policies.

## Why This Process

It's crucial that all staff members acknowledge that they have read the Employee Handbook. Signifying that they understand the Company, but also the protection of the

## Working with the Form

- ◆ Gray shaded form fields are to be filled in **ONCE** on the field and then saved.

## Instructions

1. Save a copy of the form in the file name. For example: *Oscar-Rafael*.
2. Replace the placeholder text with the staff member's name.
3. Continue with instructions for new employees.

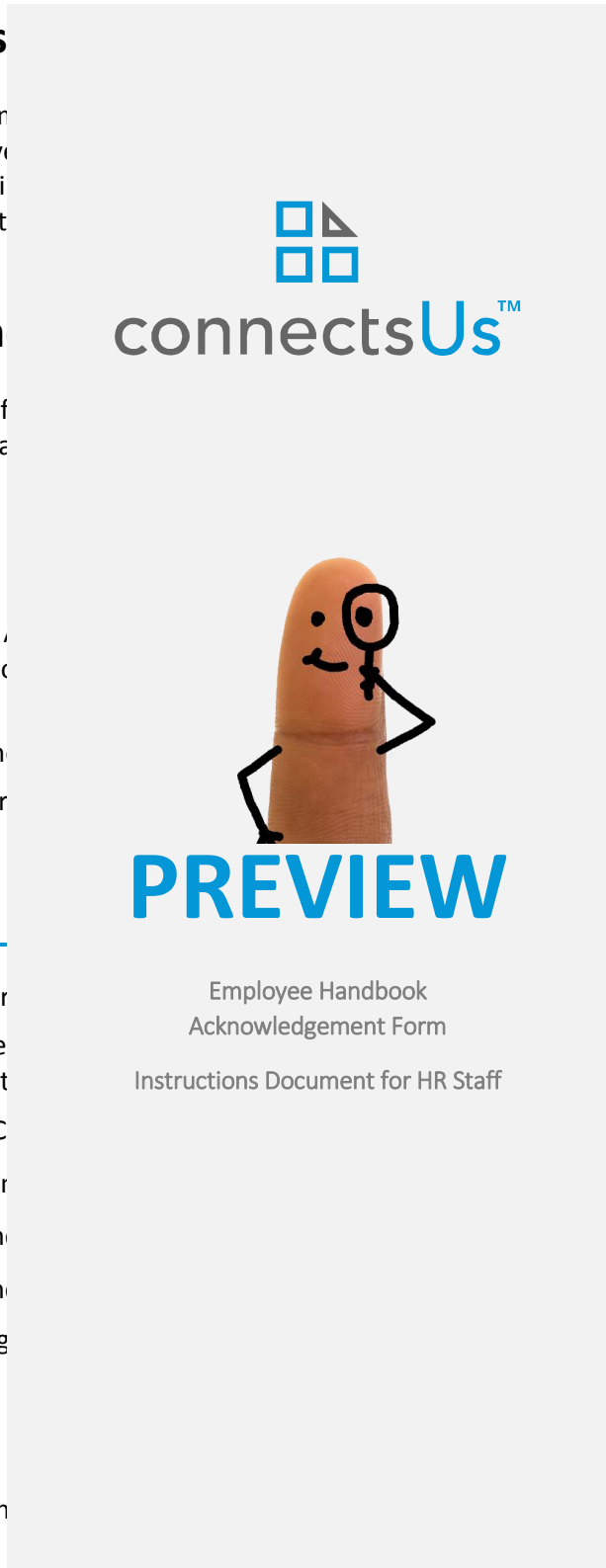
## For New Employees

1. Remove the 2 references to the Acknowledgement Form PDF and attach the PDF when the employee begins work using the following items:
  - Employment Contract
  - Job Description
  - Employee Handbook
  - Employee Handbook Acknowledgement Form
3. Once the signed Acknowledgement Form is received, it's filed in HR.

## EMAIL SCRIPT

Dear **First name**,

I am very pleased to present you to the team in the role of **title**.



the Acknowledgement Form to ensure that all policies outlined in the Employee Handbook are understood by the protection of the

When filling out these form fields, click

the staff member's name in the Acknowledgement Form-

in the table row and clause 12. before the employee

l, it's filed in HR.

**informal Company Name**

I am authorized to enter into this offer. This email and the attached documents are my original signature.

Please find attached the following documents related to your employment, which become your property upon acceptance of them by return email:

- ◆ Employment Contract
- ◆ Job Description
- ◆ Employee Handbook
- ◆ Employee Handbook Acknowledgement Form

If you accept this offer and agree to the terms of the Employee Handbook, please do the following:

1. Print and sign only the Acknowledgement Form.
2. Prior to the stated deadline:
  - a. Present the 2 pages of the Acknowledgement Form to your supervisor with your signature and title.
  - or-
  - b. Reply to this email with the following:
    - Attach scanned copies of the Acknowledgement Form and Job Description.
    - Include the following statement: *"I accept the terms of the Employee Handbook and will read it carefully."*

The offer outlined in this email is valid for 10 business days from date of email.

I would be happy to answer any questions you may have. Please do not hesitate to contact me at please email me at [redacted].

First name, we are very much appreciate your interest in joining our team.

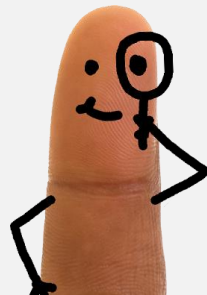
Sincerely,

**Insert Formal Legal Company Name**

Insert name of person AUTHORIZED TO SIGN

Insert title of person named above

**IMPORTANT NOTICE:** This document is intended for the attention of the person named above, and may contain information that is privileged, confidential, and exempt from disclosure under applicable laws. If you are not the named addressee, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake.



**PREVIEW**

Employee Handbook  
Acknowledgement Form

Instructions Document for HR Staff

Normal Company Name. This document is intended for the attention of the person named above, and may contain information that is privileged, confidential, and exempt from disclosure under applicable laws. If you are not the named addressee, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake.

Conditions related to your employment, which become your property upon acceptance of them by return email.

Employee Handbook

Individual name and title

Employee Handbook

The attached 2 scanned documents and agreement are for your signature in print form."

business days from date of email.

This offer. Please don't

half of the Company

entity to which it is

applicable law. If the reader is responsible for delivering this communication in error, please notify the sender immediately. Thank you.

### For Independent Contractors

1. Remove the 2 references to the Independent Contractor in the table row and clause 12.
2. PDF and attach the following documents using the email script:
  - Independent Contractor Acknowledgement Form
  - Insert information
  - Insert information
  - Employee Handbook
  - Employee Handbook
3. Once the signed Agreement is received, it's filed in HR.

### EMAIL SCRIPT

Dear **First name**,

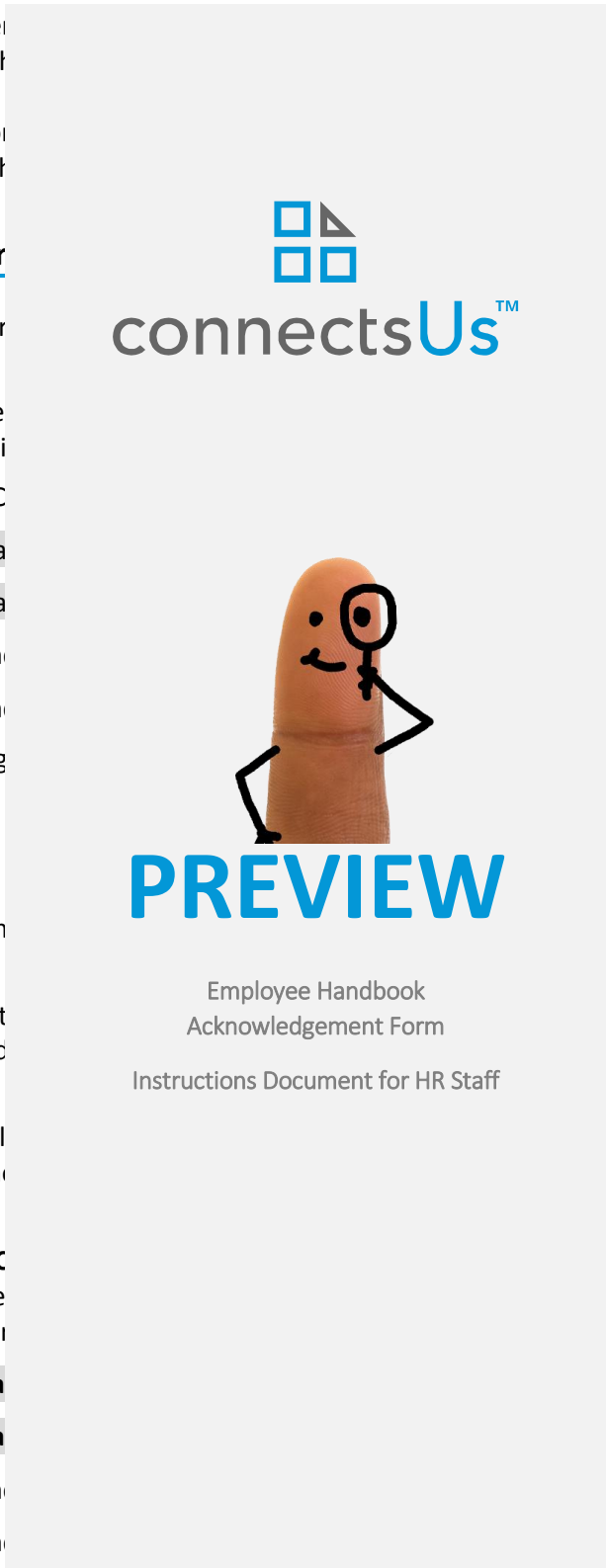
I am very pleased to present you to **Informal Company Name**.

I am authorized to enter into this agreement on behalf of **Informal Company Name**. This email and the attached documents are for your information only. Your signature is required.

Please find attached the following documents for your review and signature:
 

- **Independent Contractor Acknowledgement Form** to ensure you are comfortable with the terms and conditions and hours over the course of your engagement.
- **Insert information**
- **Insert information**
- Employee Handbook
- Employee Handbook

- **Independent Contractor Acknowledgement Form** to ensure you are comfortable with the terms and conditions and hours over the course of your engagement.
- **Insert information**
- **Insert information**
- Employee Handbook
- Employee Handbook



the employee or agent is notified that any changes have been made. If you have received this communication in error, please notify the sender immediately. Thank you.

### For Employees with Company

the table row and clause 12.

before they begin work,

it's filed in HR.

to provide services to **Insert**

**Formal Company Name**. This email and the attached documents are for your information only. Your signature is required.

conditions related to your engagement. Please return a signed copy of this form to HR as soon as possible.

estimate as we are not yet able to finalize the start date.

If you accept this offer and

1. Print and sign only Acknowledgement
2. Prior to the stated  
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title.
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  - b. Reply to this e  
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The offer outlined in this e  
of email.

I would be happy to answer  
hesitate to contact me at pl

First name, we are very mu

Sincerely,

**Insert Formal Legal Compa**

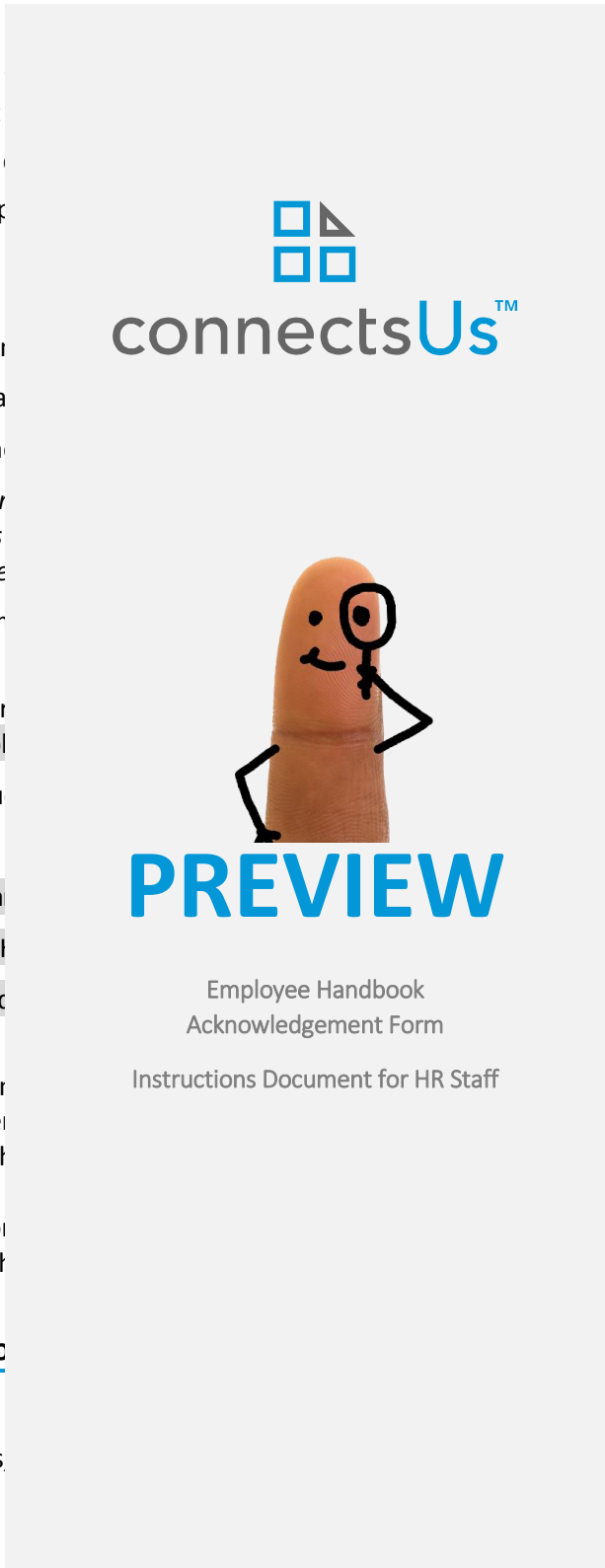
Insert name of person AUTI

Insert title of person namec

**IMPORTANT NOTICE:** This  
addressed, and may contain  
applicable law. If the reader  
responsible for delivering th  
dissemination, distribution  
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the sender immediately. Th

### When Reconfirming Po

Proceed with the following  
acceptance of Staff Policies  
“Consideration.”



Employee Handbook

: Individual name and

the Employee Handbook.

attached 2 scanned signed  
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business days from date

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1. PDF and attach the using the script that outlining the detail
2. Once the signed Ag

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**EMAIL SCRIPT**

Dear First name,

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book.

Kindly:

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2. Print and sign the a
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INSERT: Individ

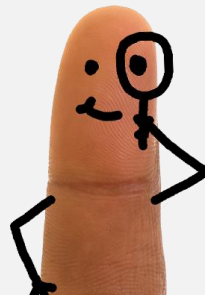
: Handbook dated INSERT:  
INSERT: Digital Location of

-or-

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knowledge Form to

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Employee  
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*attached signed  
and by doing so, my  
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Once we receive your signe  
a salary increase, a bonus o

will process the EXAMPLE:

I would be happy to answer

ite to contact me.

Sincerely,

**Insert Formal Legal Comp**

Insert name of person AUTH

half of the Company

Insert title of person namec

## When an Individual Leaves

Proceed with the following steps once the Acknowledgement Form is signed by the individual to re-confirm the termination of their engagement:

1. Remove the 2 references from the table row and clause 12.
2. Send the signed Acknowledgement Form via email to the incumbent.
3. Once the signed Acknowledgement Form is filed in HR.

### EMAIL SCRIPT

Dear **First name**,

When you signed your latest Acknowledgement Form, you agreed that upon termination of your employment, you will adhere to the provisions of the Employee Handbook and continue after termination to observe the following:

- ◆ Confidentiality Agreement
- ◆ Non-Competition Agreement
- ◆ Intellectual Property
- ◆ Insider Trading
- ◆ **INSERT: Any additional policies** included in this Handbook

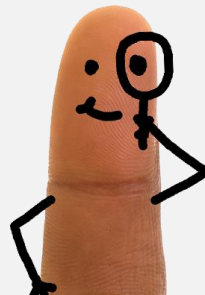
We remind you of these obligations during your work, you:

1. Review the Policies and Procedures of the Employee Handbook. Date of most recent update: **INSERT: Date of most recent update of the Employee Handbook**.
2. Reply to this email with the following statement: *"I re-affirm my understanding of the provisions in the Employee Handbook and agree to continue to adhere to my Engagement or Employment Agreement after termination of my employment and will remain bound by its terms and will remain bound by its terms."*

I would be happy to answer any questions you may have.

Sincerely,

**Insert Formal Legal Company Name**



**PREVIEW**

Employee Handbook  
Acknowledgement Form

Instructions Document for HR Staff

When an individual leaves, you must send them an Employee Handbook Acknowledgement Form. At this step, you're asking them to re-confirm the termination of their engagement and to agree to the Policies that survive the termination of their employment.

Remove the 2 references from the table row and clause 12. Send the signed Acknowledgement Form via email to the incumbent.

Once the signed Acknowledgement Form is filed in HR.

When you signed your latest Acknowledgement Form, you agreed that upon termination of your employment, you will adhere to the provisions of the Employee Handbook and continue after termination to observe the following:

◆ Confidentiality Agreement

◆ Non-Competition Agreement

◆ Intellectual Property

◆ Insider Trading

◆ **INSERT: Any additional policies included in this Handbook**

We remind you of these obligations during your work, you:

1. Review the Policies and Procedures of the Employee Handbook. Date of most recent update: **INSERT: Date of most recent update of the Employee Handbook**.
2. Reply to this email with the following statement: *"I re-affirm my understanding of the provisions in the Policies and Procedures of the Employee Handbook and agree to continue to adhere to my Engagement or Employment Agreement after termination of my employment and will remain bound by its terms and will remain bound by its terms."*

I would be happy to answer any questions you may have.

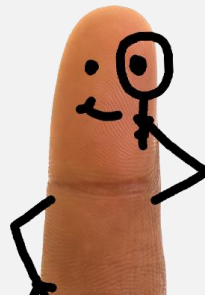
Sincerely,

**Insert Formal Legal Company Name**

Insert name of person - in t  
administrative staff

Insert title

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