

EMPLOYEE HANDBOOK ACKNOWLEDGMENT FORM

1. 1. Employee and Handbook Information

Employee name: [EMPLOYEE FULL NAME]. Employee ID: [EMPLOYEE ID]. Job title: [JOB TITLE]. Department: [DEPARTMENT]. Location: [WORK LOCATION]. Date of hire: [HIRE DATE]. Handbook title: [HANDBOOK TITLE]. Handbook edition or version: [VERSION NUMBER OR REVISION DATE]. Format received: ☐ Printed copy. ☐ Electronic copy at [LINK OR SYSTEM NAME]. ☐ Both. Date received: [DATE RECEIVED]. Delivered by: [HR REPRESENTATIVE OR SYSTEM NAME]. Recording the version matters: if a policy is later enforced, the file should show which edition of the handbook the employee actually acknowledged.

2. 2. Receipt of the Handbook

I acknowledge that I have received a copy of the [COMPANY NAME] Employee Handbook, version [VERSION NUMBER OR REVISION DATE], on the date written below. I understand that the handbook contains important information about the Company's policies, procedures, benefits, expectations for conduct, and the rules that apply to my employment. I understand that the handbook is provided to me for my reference and that an electronic copy is available at [HANDBOOK LOCATION OR LINK] at all times. I understand that I may request an additional printed copy from [HR CONTACT NAME] at no cost.

3. 3. Responsibility to Read and Comply

I understand that it is my responsibility to read the handbook in full, to familiarize myself with its contents, and to comply with the policies it describes throughout my employment. I understand that I should ask [HR CONTACT NAME] or my supervisor about anything I do not understand rather than assuming an interpretation. I agree to comply with the policies as they currently exist and as they may be revised, and I understand that failure to follow a policy may result in disciplinary action up to and including termination of employment. I understand that not reading the handbook does not excuse a violation of a policy contained in it.

4. 4. Handbook Is Not an Employment Contract

I understand that the handbook is a general statement of the Company's current policies and practices and is not a contract of employment, an offer of a contract, or a guarantee of employment for any specific period. I understand that no policy, statement, or practice described in the handbook creates a contractual right or obligation, and that nothing in the handbook is intended to create an express or implied promise of continued employment or of any particular treatment. I further understand that no manager, supervisor, or representative of the Company other than [OFFICER AUTHORIZED TO MAKE EMPLOYMENT CONTRACTS, e.g., the President or Chief Executive Officer] has authority to make any agreement contrary to this statement, and that any such agreement must be in writing and signed by that officer.

5. 5. At-Will Employment Acknowledgment

I understand that my employment with [COMPANY NAME] is at will, which means that either I or the Company may end the employment relationship at any time, with or without cause and with or without advance notice, subject to applicable law. I understand that nothing in the handbook, in any Company document, or in any statement made to me changes the at-will nature of my employment. [IF THE EMPLOYEE IS COVERED BY A WRITTEN EMPLOYMENT AGREEMENT OR A COLLECTIVE BARGAINING AGREEMENT: I understand that where a signed written employment agreement or a collective bargaining agreement applies to my position, the terms of that agreement control over the handbook to the extent they conflict.] This section does not apply in any jurisdiction where at-will employment is not recognized.

6. 6. Right to Revise Policies

I understand that the Company reserves the right to interpret, modify, suspend, supplement, or revoke any policy, procedure, or benefit described in the handbook at any time, with or without prior notice, except for the at-will employment provision, which may be changed only by a written agreement signed by [OFFICER AUTHORIZED TO MAKE EMPLOYMENT CONTRACTS]. I understand that the Company will make reasonable efforts to communicate material changes through [COMMUNICATION METHOD, e.g., email to my work address, the intranet policy page, a team meeting] and that it is my responsibility to review updates when they are issued. I understand that the most current version of the handbook supersedes all prior versions and any conflicting statement, memo, or practice.

7. 7. Specific Policies Acknowledged

I confirm that my attention has been directed to the following policies in particular, and that I understand I am expected to read each of them in full: equal employment opportunity and anti-discrimination; anti-harassment and complaint reporting procedure; attendance, punctuality, and leave request procedures; acceptable use of technology, email, and company systems; confidentiality and protection of company and customer information; safety rules and incident reporting; social media and external communications; drug and alcohol policy; and the standards of conduct and disciplinary procedure. Additional policies specific to my role: [ROLE-SPECIFIC POLICIES, e.g., cash handling, driving and vehicle use, patient privacy]. I know how to report a concern, including anonymously where available, at [REPORTING CHANNEL AND CONTACT].

8. 8. Protected Rights Not Waived

I understand that nothing in the handbook or in this acknowledgment limits my right to engage in activity protected by law, including discussing wages, hours, or working conditions with coworkers, reporting suspected unlawful conduct to a government agency, participating in an agency investigation, or exercising rights under applicable labor, wage and hour, leave, or whistleblower laws. I understand that no policy is intended to be interpreted or applied in a way that would interfere with those rights, and that if any policy conflicts with applicable law, the law controls.

9. 9. Employee Signature

By signing below, I confirm that I received the handbook identified in Section 1, that I have read and understand this acknowledgment, and that I have had the opportunity to ask questions about it. Employee signature: _____ . Printed name: [EMPLOYEE FULL NAME]. Date: [DATE]. I understand that an electronic signature or an electronic acknowledgment recorded in [HR SYSTEM NAME] has the same effect as a handwritten signature. Questions about the handbook may be directed to [HR CONTACT NAME] at [HR CONTACT EMAIL OR PHONE].

10. 10. Human Resources Use Only

Received by: [HR REPRESENTATIVE NAME]. Date received: [DATE]. Handbook version issued: [VERSION NUMBER OR REVISION DATE]. Delivery method: [PRINTED / ELECTRONIC / BOTH]. Filed in personnel file on: [DATE]. Prior acknowledgment on file: [] Yes, dated [PRIOR DATE] for version [PRIOR VERSION]. [] No prior acknowledgment on file. Retention period: [RETENTION PERIOD] in accordance with company record retention policy. If the employee declines to sign, record here: employee declined to sign on [DATE], witnessed by [WITNESS NAME]; a copy of the handbook was nevertheless provided and receipt is documented by [EVIDENCE OF DELIVERY].

11. Disclaimer

This template is provided for general informational purposes only and is not legal advice. Handbook language interacts with state law in ways that differ significantly by jurisdiction: at-will employment is not recognized everywhere, some states treat handbook provisions as enforceable promises unless disclaimed clearly, and required policies on leave, sick time, harassment training, and pay transparency vary by state and city. Overly broad confidentiality, social media, or conduct policies can also conflict with protections for concerted activity. Have employment counsel review both the handbook and this acknowledgment for every state in which you employ people before rolling them out. Use of this template does not create an attorney-client relationship with ScanContract.

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