Employee Handbook Acknowledgement

Please read this summary of the Employee Handbook and sign to confirm you have read and will follow the full policy.

Employee

FULL NAME

EMPLOYEE ID

DEPARTMENT

COMPANY

POLICY VERSION DATE

Key points of the Employee Handbook

- The handbook summarises policies on conduct, leave, benefits, IT, travel and grievances.
- Policies may be updated; current versions are on the intranet.
- The handbook is not a contract; your appointment letter sets your individual terms.
- Questions go to your manager or HR.

Acknowledgement

- [ ] I have received and read the Employee Handbook and had the chance to ask questions about it.
- [ ] I understand that breaching the policy may lead to disciplinary action, up to termination of employment.

The company may update the policy; the latest version on the intranet applies.

Employee

SIGNATURE

PRINTED NAME

DATE