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| **Acknowledgment and Receipt of Personnel Manual** |

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| Review the PREMIERE MAID SERVICES, Personnel Manual by clicking the link: [PREMIERE MAID SERVICES, LLC Personnel Manual](https://dlz.icims.com/icims2/servlet/icims2?module=AppInert&action=download&id=11471&hashed=-1823095004), download a copy for your reference, and sign the Acknowledgement of receipt below. Copies of the PREMIERE MAID SERVICES, LLC Personnel Manual will also be available on the PREMIERE MAID SERVICES, LLC Intranet.  This Personnel Manual, published October 2018, supersedes all previous Personnel Manuals.   I acknowledge that I have received the PREMIERE MAID SERVICES, LLC Personnel Manual and that I have read and understand the policies. I understand that these policies apply to me whether or not I read them. If I have questions, I understand that I should talk to my supervisor or the Human Resources Manager.   Further, I understand that:  This manual is not intended to, nor does it create promises or representations of continued employment. I understand that I have an at-will relationship with the Company and that my employment can be terminated with or without cause, and with or without notice, at any time at the option of either the Company or myself. No representative of the Company, other than the CEO, COO, or a President, with the concurrence of the General Counsel, has any authority to enter into any agreement for employment or make any agreement contrary to the forgoing, and then only if stated in explicit, unambiguous terms in a written contract signed by the CEO, COO or a President, along with the General Counsel.   This manual represents a summary of the more important Company guidelines at the time of publication, and is not intended to be all-inclusive. In all instances, the benefit plan texts, trust documents and master contracts, as appropriate, are the governing documents.   I also understand that apart from its policy of at-will employment and those policies required by law, the Company may change its policies or practices at any time without prior notice.   Finally, I understand that PREMIERE MAID SERVICES, LLC wishes, as much as possible, to be able to respond to the individual needs of each employee, and that exceptions to the policies outlined in this manual may be made by the CEO whenever, in the Company’s sole judgment there is good reason to do so. However, I fully understand that if I circumvent or disregard any policy without prior written consent of the CEO, I may be subject to disciplinary action, up to and including termination. |
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