



Employee Policy Manual Acknowledgement

I understand the Employee Policy Manual describes important information about Cecil and Grace Bean's Soup Kitchen (CGB), its benefits, policies, best practices, procedures, and work rules. And I understand that I should consult CGB's Managing Director if I have any questions or issues not addressed in this manual.

I further understand that I became a CGB employee voluntarily. I understand and acknowledge that there is no specified length to my employment at CGB and that my employment is "at will" unless otherwise specified in a written offer of employment. I understand and acknowledge that "at will" means that I may terminate my employment at any time, with or without cause or advanced notice. I also understand and acknowledge that "at will" means that CGB may terminate my employment at any time, with or without cause or advanced notice, if federal or state laws are not broken.

I understand and acknowledge that the information in this manual may change. The only exception is that CGB will not change or cancel its employment-at-will policy. I understand that CGB may add new policies to this manual and replace, change, or cancel existing policies and procedures. I understand that I will be informed about any changes via the CGB Management System document change process and that changes to this manual always require the approval of the Managing Director.

I understand and acknowledge that this Employee Policy Manual is not a contract of employment or a legal document. I always have access to this manual via the CGB Management System and understand that it is my responsibility to read and follow the information it contains, including any changes made to it.

Staff Member's Name (Printed): _____

Staff Member's Signature: _____

Date: _____