

Employee Handbook Acknowledgment

A form an employee signs to confirm they have received the employee handbook. Template v1.0.

Date: _____

Employer: _____

Employee: _____

Handbook name or version: _____

The Employer has given the Employee the handbook named above. It explains the Employer's workplace policies, procedures and benefits. The Employee ticks each box below to confirm it.

1. What the Employee confirms

- ☐ I have received a copy of the handbook, or I have been told where to find it.
- ☐ I have read the handbook, or I will read it within 7 days of the date above.
- ☐ I understand the handbook is a guide to policies. It is not a contract and does not change my employment contract or my rights under the law.
- ☐ I understand the Employer may update the handbook and will tell me about changes before they take effect.
- ☐ I will follow the handbook and ask HR or my manager when anything is unclear.

2. Questions

If anything in the handbook conflicts with the law or with the Employee's written employment contract, the law or the contract applies. The Employee can raise questions about the handbook with HR at any time, without penalty.

Questions or comments (optional, the Employee fills this in):

Employee

Signature

Name

Date