

# **WARDProductions**

Audio Visual & Event Services

## **EMPLOYEE HANDBOOK**

### **ACKNOWLEDGEMENT FORM**

By my signature below, I acknowledge that I have received, read, and understand the Employee Handbook for WARD PRODUCTIONS. I also acknowledge that I have been given adequate opportunity to ask questions and receive clarification regarding any of the policies and procedures set forth in the Employee Handbook.

I understand that I am required to abide by, and agree to abide by, the policies of WARD PRODUCTIONS as set forth in the Employee Handbook, or as otherwise adopted or implemented by WARD PRODUCTIONS from time to time. I understand that there may be other policies or procedures in effect at WARD PRODUCTIONS from time to time that are not included in the Employee Handbook, and I agree to abide by those policies and procedures.

Unless otherwise agreed in writing by the owner of WARD PRODUCTIONS or his designee, I understand that I have no contract of employment with WARD PRODUCTIONS for any definite period of time, either oral or written, and that either I or WARD PRODUCTIONS may terminate my employment at any time with or without cause or notice. I understand that I am an "at will" employee of WARD PRODUCTIONS and that no agent or employee of WARD PRODUCTIONS, other than the owner or his designee has any authority to alter or make any agreement other than the "at will" relationship. I understand that neither this handbook nor any provision herein constitutes an employment contract, an offer to enter a contract of employment, or part of an employment contract, or confers any contract rights.

I understand that WARD PRODUCTIONS may rescind, modify, change, or deviate from the Employee Handbook or any of its policies or procedures at any time, and any such rescission, modification, change, or deviation may become effective regardless of whether the Employee Handbook has been revised or I have been notified.

I understand that my signed acknowledgment will be inserted into my personnel file.

---

Employee Signature

---

Date

---

Printed Employee Name