

0.1 EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

American Baptist Homes of the West and its affiliates (“ABHOW”).

I have received instruction on how to access electronically the ABHOW Employee Handbook on myABHOW.com at

http://www.myabhow.com/myresources/hr/employee_handbook.

I accept responsibility for accessing the Handbook electronically. I understand and accept it is my responsibility to read and familiarize myself with the policies and practices contained in the Handbook. I understand that a printed copy of the Employee Handbook is available for review in the Human Resources department.

Further, I understand that except for employment at-will status:

- ABHOW, in its sole discretion, may change any policy or practice at any time with written notice.
- The information contained in this Handbook is not all-inclusive, that many ABHOW policies and employee benefits have been treated only briefly in this handbook and that it is my responsibility to learn and abide by ABHOW’s policies.
- ABHOW reserves the right to change my hours, wages, benefits, and terms and conditions of employment at any time in its sole discretion with written notice.
- No executive, supervisor or representative of the Company, including the President/Chief Executive Officer has authority to enter any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will, and that only Board of Directors has the authority to make any such agreement, which will be binding only if it is in writing and signed by both ABHOW’s Board Chair and the President/Chief Executive Officer.
- I should contact Human Resources if I have difficulty reading or understanding the terms of the Handbook. Human Resources will help me understand ABHOW’s policies. If I fail to ask for help, ABHOW will assume I fully understand the Employee Handbook.

I understand and acknowledge that nothing in the Employee Handbook creates or is intended to create a contract, promise or representation of continued employment and that employment at ABHOW is employment at-will; employment may be ended at the will of either the Company or me, with or without cause or advance notice. My signature certifies that I understand the foregoing agreement on at-will status is the sole and entire agreement between ABHOW and me about the duration of my employment and the circumstances under which my employment may be terminated.

ABHOW & Affiliates Employee Handbook

I understand ABHOW will not construe or apply the policies in this Handbook in a manner that interferes with my rights under Section 7 of the National Labor Relations Act, to discuss the terms and conditions of my employment.

I understand that my failure to comply with the policies and practices stated and referenced in the Employee Handbook may result in disciplinary action, including my separation from the Company.

SIGNED:

DATE:

_____/_____
Team Member Printed Name Signature

I understand that my refusal to sign this acknowledgment does not excuse me from complying with the policies and practices set forth in the ABHOW Employee Handbook.