# ACKNOWLEDGMENT OF RECEIPT AND CONSENT OF EMPLOYEE HANDBOOK

I have received a copy of the **MANAGED SENIOR CARE®** Guidelines & Expectations for Employees and understand I am responsible for reading and complying with its content. I further understand that the information contained in this handbook represents management guidelines which may be modified or changed from time to time at the sole discretion of **MANAGED SENIOR CARE®**. I understand that neither the policies nor any representations made by management during the employment interview, at the time of hire, or subsequently are to be interpreted as a contract between **MANAGED SENIOR CARE®** and any of its employees; and further understand that this handbook is not all inclusive, and is only a set of guidelines.

**My employment with MANAGED SENIOR CARE® is “at will” and may be terminated at any time by either myself or MANAGED SENIOR CARE® with or without reasons. I understand that the “at will” nature of my employment can only be altered or changed by a written communication signed by the President/CEO of MANAGED SENIOR CARE® and me.**

I have read and understand the policies contained in this Handbook including, without limitation, the policies pertaining to sexual harassment/harassment, Email, Internet, voice mail, computer systems and communication systems acceptable use policy.

**I CONSENT TO THE MONITORING, ACCESS AND INSPECTION DESCRIBED IN THE E-MAIL, INTERNET, VOICE MAIL, COMPUTER SYSTEMS AND COMMUNICATION SYSTEMS ACCEPTABLE USE POLICY.**

Print Employee Name:

Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_