

**BEACON SPECIALIZED LIVING EMPLOYEE HANDBOOK ACKNOWLEDGEMENT**

I acknowledge that I have received and read the Beacon Specialized Living Employee Handbook.

I understand the policies and procedures that govern my employment with Beacon/Owakihi and agree to comply with these policies and procedures.

I understand that the policies and procedures may be changed or terminated at any time with or without notice. I understand that this Employee Handbook supersedes and replaces any and all previous manuals, handbooks and other policies from Beacon.

I agree to keep the Employee Handbook in my possession during employment with Beacon and to update it when provided with the materials to do so.

I understand that no provision in the Employee Handbook is intended to create any type of employment contract. It is merely descriptive of the current policies and procedures of Beacon.

I understand that each Employee Handbook is the property of Beacon and that copying any section of the Employee Handbook, without management approval, is against Beacon policy.

*Alexander Gaudin*

Employee Name (Please Print)

*Alexander Gaudin*

Employee Signature

*12/4/19*

Date

**Signed Employee Handbook Acknowledgement to be placed in employee personnel file.**