

EMPLOYEE STATEMENT OF ACKNOWLEDGMENT

I understand that the Open Arms Link Employee Handbook is a guideline to which I may refer if I have questions about my job and career at Open Arms Link. I understand that the information and statements contained in the Employee Handbook are presented as a matter of information only, and none of the information or statements contained in it is intended to create or be construed to constitute a contract for employment for any specified period of time between Open Arms Link and me. I further understand that the Employee Handbook will be reviewed periodically by Open Arms Link, and that Open Arms Link reserves the right, in its sole discretion, to alter, amend, modify, interpret, or terminate any benefits, provisions, policies, or procedures of Open Arms Link, including those contained in the Employee Handbook or Rules of Conduct, at any time if it so chooses.

I acknowledge and understand that no one except the Executive Director of Open Arms Link can alter or change, verbally or otherwise, any of the provisions contained in the Employee Handbook. I further understand and agree that the Employee Handbook supersedes all prior representations or statements, oral or written, made to me about my employment.

In further consideration of my employment, I agree to conform to the rules and regulations of Open Arms Link, and I also agree that my employment and compensation may be terminated, with or without cause and with or without notice, at any time, at the option of Open Arms Link or myself. I understand that no employee, supervisor, or other representative of Open Arms Link, other than Open Arms Link, has any authority to enter into any employment agreement for any specified period of time, and no one, including Open Arms Link, may make any agreement contrary to the provisions contained in this Employee Handbook, unless Open Arms Link makes such an agreement in writing directed to me personally. I further acknowledge that no one has made any representations or statements to the contrary to me, either oral or written, and I acknowledge and understand that no one has the authority to make such representations or statements to the contrary in the future. I have received and read the Employee Handbook of Open Arms Link as well as the Rules of Conduct, and I understand their contents and agree to abide by the policies stated there.

Employee Printed Name

Employee Signature

Date

Revised 09/2022

Note: This policy supersedes all prior policies, oral or written.

I have read and understood the following policy and procedures outlined in the Open Arms Link Employee Handbook.

Employee Initial	Handbook Policy
	SECTION 1: Introduction
	SECTION 2: General Personnel Policies
	Employment relationships
	Philosophy and work environment
	Equal opportunity and nondiscrimination
	Harassment
	Non-retaliation
	Employment of the disabled
	Employment status
	Reorganizations and reductions in force
	Right to privacy and access to files
	Resignation
	Management Rights
	SECTION 3: Relationship and Responsibilities
	Performance on the job
	Attendance and punctuality
	Excused absence/unexcused absence
	Conflict of interests and outside employment
	Confidential information
	Non-solicitation
	Solicitation or distribution
	Use of the social media
	SECTION 4 –other employment regulations
	Acceptance of gifts
	Accidents
	Anti-nepotism

	Children at work
	Confidentiality
	Documentation
	Disciplinary action
	Employee Honest and integrity
	Dishonesty
	Scheduling
	Trading Hours
	Call and no show
	Vacation policies/Paid time off
	FMLA
	Military leave of absence
	Bereavement leave
	Sleeping on duty
	Smoking
	Staff and consumer interaction
	Taking consumers home
	Telephone calls
	Training
	Transportation
	Visitors
	Media release
	Medical evaluation
	Wage increase
	Paychecks
	Recognized holiday
	Personal equipment and valuables
	Firearms and weapons
	Pets
	Worker's compensation

	Dress Code
	Break Policy
	SECTION 5 – Procedures
	Supervisory responsibilities
	Change of address & other personal information
	Performance review
	Alcohol & drug free workplace policy
	SECTION 6: Conclusion
	Employee statement of acknowledgement

I acknowledge that the Employee Handbook is subject to updates and revisions, and I understand that I will be notified of any significant changes. I also acknowledge that this handbook does not constitute a contract of employment and that my employment with Open Arms Link remains at-will, as governed by applicable laws and regulations.

Employee Printed Name

Employee Signature

Date