



Receipt for Employee Handbook

I acknowledge that I have received a copy of Rinker Design Associates, P.C. (RDA) Employee Handbook. I agree to read it thoroughly, including the statements in the foreword describing the purpose and effect of the Handbook. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from the Human Resources Department. I understand that RDA is an "at will" employer and as such employment with RDA is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. No supervisor or other representative of RDA (except the President in writing) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. In addition, I understand that this Handbook states RDA's policies and practices in effect on the date of publication and agree to abide by these policies especially those regarding my behavior with coworkers, clients and other individuals in the work area. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with RDA for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

Please sign and date this receipt and return it to the Human Resources Department.

Signature

Date

Print Name

Employee #

