



EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I, _____, acknowledge my understanding of the above and that:

- I have received a copy of the Glantz Design Employee Handbook, and have read and familiarized myself with its contents.
- I agree to abide by all of the policies in this Handbook, including Glantz's Anti-Harassment Policy and Confidential Information policies.
- I agree to allow Glantz to monitor my telephone, e-mail and internet use, as well as other company provided systems, to among other things, ensure proper use and compliance with company policies.
- Although these are general guidelines and policies, I am aware that a violation of any of the policies will be considered serious and could lead to discipline, up to and including immediate discharge.

Printed Name

Signature

Date: _____