

Employee Policy Acknowledgement Sign Off

This authorisation is to confirm that you have received, read and understood the company policies included in the Policy Manual, and agree to abide by them. For any questions or clarifications regarding any of the policies, please speak to your Manager.

It is important to be aware that any breaches of these policies may result in disciplinary action being taken, up to and including termination of employment dependent upon the seriousness of the breach.

Name:

Signed:

Date:

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