

EMPLOYEE ACKNOWLEDGEMENT

I hereby certify that I have received a copy of the American Leadership Academy Employee Handbook. I have been given an opportunity to read this Handbook and agree to read it thoroughly. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from my supervisor or from Human Resources. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with ALA 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.

Dated: _____

Signed: _____

Print Name: _____