General Handbook Acknowledgment

The Shop Companies Policy Handbook is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the company's operations may change, the contents of this handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your agreement to and receipt and acknowledgment of this Employee handbook.

I have received and read a copy of Shop Companies' Policy Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the company at any time but not with respect to any benefits described in it that have fully vested and/or become due and payable.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the company's policy handbook.

Printed Name: _____

Signature: _____

Position: _____

Date: _____