



EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

The employee handbook is available for your review on our website. Go to:
www.LourencoBackhoe.com > Employment > Current Employees > Password: **backhoe**
You may also request that the handbook be emailed to you.

Please check one:

- I will go to the company website and review the employee handbook.
- Please send me the employee handbook via email.

My email address is: _____

I agree to review the employee handbook. I understand and recognize that there may be changes to the information, policies, and benefits in the handbook. I understand that Lourenco Backhoe, Inc. may add new policies to the handbook as well as replace, change, or cancel existing policies. I understand that I will be told about any handbook changes and I understand that handbook changes can only be authorized by Lourenco Backhoe, Inc. management.

I understand that I became an employee of Lourenco Backhoe, Inc. voluntarily. I understand and acknowledge that there is no specified length to my employment and that my employment is at will. I understand and acknowledge that "at will" means that I may terminate my employment at any time, with or without cause or advance notice. I also understand and acknowledge that "at will" means that Lourenco Backhoe, Inc. may terminate my employment at any time, with or without cause or advance notice, as long as they do not violate federal or state laws.

I understand that it is my responsibility to read and comply with all policies included within the employee handbook. I further understand that I should consult my supervisor regarding any questions I may have.

Employee Signature _____ Date _____

Printed Name _____