

2024 Employee Handbook Acknowledgment (Effective 08/01/2024)

This Employee Handbook is an important document intended to help you become acquainted with *LifeTime*. This document 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 *LifeTime* '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 receipt and acknowledgment of this Employee handbook.

I have received and read a copy of LifeTime's Employee Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of LifeTime at any time.

I further understand that my employment is terminable at will, either by myself or LifeTime, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no representative of LifeTime other than the Executive Director may alter "at will" status and any such modification must be in a signed writing.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of LifeTime 's Employee Handbook.

Employee's Printed Name: _____

Employee's Signature: _____

Employee #: _____

Date: _____

I wish to disclose the following real or apparent conflict(s) of interest:

This acknowledgment will be filed in your personnel file.