



The Halcyone Corporation

## **The Halcyone Corporation's Personnel Guidelines Employee Acknowledgement**

I acknowledge that I have received a copy of The Halcyone Corporation's Personnel Guidelines, and further acknowledge the following:

- I understand that it is my responsibility to read the Personnel Guidelines, and that I may address any questions about the Guidelines to my supervisor or to the Human Resources Manager.
- I understand that the Personnel Guidelines provide essential information about the Halcyone Corporation's policies; however it is my duty to comply with the complete Employee Handbook and Safety Policy.
- I further understand that if I fail or refuse to comply with the Personnel Guidelines, the Employee Handbook or the Safety Policy, I may be subjected to disciplinary action, up to and including immediate termination of employment.

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Employee Name (please print)

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Employee Signature

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Date