

# RECEIPT OF EMPLOYEE HANDBOOK

The Employee Handbook is an important document intended to help you become acquainted with the Company. This document contains management guidelines 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, unless otherwise restricted by applicable law.

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

The Employee Handbook is available on the training page of the Company's website at <https://tonnorestaurant.com/tonno-gloucester-training/>

I have received access to and read a copy of the Company's Employee Handbook. I understand that the policies, rules, and benefits described in these documents are subject to change at the sole discretion of the Company at any time, unless otherwise restricted by applicable law.

I understand that, unless otherwise provided by applicable law, my employment is terminable at will, either by myself or the Company, regardless of the length of my employment or the granting of benefits of any kind. I further understand that no representative of the Company other than Anthony Caturano is authorized to provide any employee or employees with an employment contract or special arrangement concerning terms or conditions of employment and that any such agreement must be in writing and signed by Anthony Caturano,

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 Employee Handbook.

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

