



# Employee Acknowledgement Form

## Instructions

1. Please carefully read all the statements below.
2. Please sign and date this Acknowledgement Form.
3. Keep a copy for your personal records.

## Access/Understanding of Field Manual:

By signing below, I certify that I have accessed and read the portions of Reliant's Field Manual listed on the [Reading Checklist on Solomon](#) as of the date of my signature, in its entirety, and I understand each of the policies and operating procedures described therein. I further certify my understanding that it is my responsibility to comply with the policies contained in this Field Manual and/or any revisions made to it. I further understand that if I wish at any time to have a hard copy of the Field Manual, I may request it from the HR Compliance Officer and a copy will be printed and provided to me. I further certify my awareness that the policies described in the Field Manual are subject to change or augmentation at any time at the sole discretion of Reliant, and that Reliant reserves the right to deviate from its written policies at any time. In the event of periodic revisions and/or updates to this Field Manual, upon notification of such updates, I accept my responsibility to review and confirm my understanding of same.

## At-Will Employment:

I further acknowledge that this Field Manual should be viewed as providing general information about policies, practices, responsibilities, and benefits affecting me while employed at Reliant. It is not intended to create a written employment agreement, nor a guarantee of employment, nor does it constitute a contract that is legally binding on Reliant. I understand that my employment with Reliant is on an at-will basis; this means that either I or Reliant may terminate the employment relationship at any time, with or without notice, and with or without cause, for any lawful reason. Any written or oral statement to the contrary by a supervisor or other agent of Reliant is invalid and should not be relied upon by me. Only a Reliant corporate officer may create an employment agreement.

## Dispute Resolution and Binding Arbitration:

In the unlikely event that Reliant and I are unable to privately resolve a dispute between us relating to any aspect of my employment, or termination thereof, or any provision in this Field Manual, in accordance with Reliant's Christian Conciliation policy, I acknowledge my agreement to submit the dispute to mediation, and if not successful, arbitration, under the rules of the alternative dispute resolution entity to which Reliant and I may, from time to time, mutually agree in writing.

<b>Print Name</b>	
<b>Signature</b>	
<b>FD#### (if applicable)</b>	FD _____
<b>Date</b>	

Department Use Only / Received: \_\_\_\_\_