



Handbook, Policies & Procedures Acknowledgment

By signing below, I acknowledge that I have been provided access to the Action Traffic Maintenance, Inc. Employee Handbook (*Revision date April 1, 2019*) as well as the Safety Policy and Procedures document.

I further acknowledge that it is my responsibility to become aware of the provisions within such policy manuals and to seek to become aware of the provisions which I do not understand from my supervisor and/or Human Resources. I also acknowledge it is my responsibility to ask questions and clarify misunderstandings.

It is further my understanding that this manual is not a contract and is subject to modification by the Officers of Action Traffic Maintenance, Inc. within their discretion, but rather it is intended as an informational guideline of Action Traffic Maintenance, Inc's employee policies.

I acknowledge that I have been informed of the location of the electronic version of the Action Traffic Maintenance, Inc. Handbook as well as the Safety Policies & Procedures document at the Action Traffic Maintenance new hire website.

_____ X _____
Date Employee Signature

I, _____, an employee of this company, have read and understood the Safety Policy & Procedures as well as the Employee Handbook. I also understand that if I have questions concerning the handbook or safety in general, I may contact the company Safety Officer or Human Resources for clarification. Furthermore, I understand that safety is everyone's responsibility, including my own.

_____ X _____
Date Employee Signature