
ACCEPTANCE AND ACKNOWLEDGEMENT***EMAIL AND INTERNET POLICY ACKNOWLEDGMENT FORM***

- I, as an employee, accept & acknowledge that I have read, understood & received the **TRISHUL's** E-Mail and Internet Policy. I agree to have read it thoroughly and also clarified any confusion or misunderstanding by authorized Trishul Employee or Owner.
- I, as an employee, understand that my use of a company's E-mail system constitutes my consent to all the terms and conditions of that policy.
- In particular, I understand that (1) the E-mail system and all information transmitted by, received from, or stored in that system are the property of **TRISHUL**, (2) the system is to be used only for business purposes and not for personal purposes, and (3) I have no expectation of privacy in connection with the use of the E-mail system, internet or with the transmission, receipt, or storage of information in that system.
- I, as an employee, agree not to use a code, access a file, or retrieve stored communications unless authorized.
- I, as an employee, acknowledge and consent to **TRISHUL** monitoring my use of the E-mail system and the Internet at any time at its discretion, including printing and reading all E-mails entering, leaving, or stored in the system.

Print Name: _____

Employee # _____

Signature: _____

Date: _____

COMPANY TELEPHONE AND PERSONAL MOBILE PHONE USE

- Because a large percentage of our business is conducted over the phone, it is always essential to project a professional telephone manner. Although **TRISHUL** realizes that there are times when an employee may need to use the telephone for personal reasons, it is expected that employees will not use their personal mobile phones during regular business hours without permission from a supervisor, and that all personal communication will be kept to off hours and breaks (e.g. the lunch break).

Print Name: _____

Employee # _____

Signature: _____

Date: _____

FINAL PAYCHECK ACKNOWLEDGMENT

- Any employee who is leaving **TRISHUL** must return all of TRISHUL's materials, properties, office keys, corporate credit cards, computer(s), phone(s) etc., before their final paycheck can be issued. This final paycheck will be mailed during the next normal pay period. If there are unpaid obligations to **TRISHUL**, the final paycheck will reflect the appropriate deductions.

I, as an employee, understand, accept & acknowledge these conditions.

Print Name: _____

Employee # _____

Signature: _____

Date: _____

Please sign and date this receipt and return it to your recruiter / manager / supervisor / TRISHUL.

EMPLOYEE SICK LEAVE POLICY ACKNOWLEDGMENT

- I, as an employee, accept & acknowledge that I have read, understand & received a copy of **TRISHUL's** Employee Sick Leave Policy. I agree to have read it thoroughly and also clarified any confusion or misunderstanding by authorized Trishul Employee or Owner.
- I, as an employee, agree to follow employee sick leave policy and procedure.

Print Name: _____

Employee # _____

Signature: _____

Date: _____

EMPLOYEE ATTENDANCE POLICY ACKNOWLEDGMENT

- I, as an employee, accept & acknowledge that I have read, understood & received a copy of **TRISHUL's** Employee Attendance Policy. I agree to have read it thoroughly and also clarified any confusion or misunderstanding by authorized Trishul Employee or Owner.
- I as an employee, agree to follow employee attendance policy and procedure.

Print Name: _____

Employee # _____

Signature: _____

Date: _____

RECEIPT FOR EMPLOYEE HANDBOOK

I, as an employee,

- acknowledge that I have received a copy of **TRISHUL's** Employee Handbook.
- agree to read it thoroughly, including the statements in the foreword describing the purpose and effect of the Handbook.
- agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from my recruiter / manager / supervisor / TRISHUL.
- understand that **TRISHUL** is an "at will" employer and as such employment with **TRISHUL** is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice.
- understand that this Handbook states **TRISHUL's** policies and practices in effect on the date of publication.
- understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with **TRISHUL** for benefits or for any other purpose.
- understand that these policies and procedures are continually evaluated and may be amended, modified, or terminated at any time.

Print Name: _____

Employee # _____

Signature: _____

Date: _____

Please sign and date this receipt and return it to your recruiter / manager / supervisor / TRISHUL.

IMMEDIATE DISMISSALS/MISCONDUCT ACKNOWLEDGMENT

- I, as an employee, accept & acknowledge that I have read, understood & received a copy of **TRISHUL's** immediate Dismissals / Misconduct Policy. I agree to have read it thoroughly and also clarified any confusion or misunderstanding by authorized Trishul Employee or Owner.
- I, as an employee, agree to follow employee sick leave policy and procedure.

Print Name: _____

Employee # _____

Signature: _____

Date: _____

TELEPHONE MONITORING EMPLOYEE ACKNOWLEDGMENT

I, as an employee, accept & acknowledge receipt of this Notice and understand that monitoring and/or recording of telephone calls may be conducted from time to time by supervisory employees for training, quality control, and other business purposes.

Print Name: _____

Employee # _____

Signature: _____

Date: _____

Please sign and date this receipt and return it to your recruiter / manager / supervisor / TRISHUL.