



## Employee Acknowledgement of Receipt of Employee Handbook

This will acknowledge that I have received my copy of International Transport Logistics Handbook. I have read it and been given the opportunity to ask questions that I may have concerning any of the Company's policies and procedures.

I understand that this Handbook represents only current policies, regulations, and benefits, and that it does not create a contract of employment or an expectation of continued employment. The Company retains the right to change these policies, procedures and benefits, as it deems advisable.

I understand that I have the right to terminate my employment at any time, with or without cause, and that the Company has a similar right. I further understand that my status as an *at-will* employee may not be changed except in writing signed by the President of the Company. Nothing in this Handbook is intended to void my *at-will* status.

I understand that I am employed subject to a 90-calender-day introductory period.

I understand that under circumstances related to reasonable suspicion or cause as outlined in the Drug and Alcohol policy, I may be subject to a physical examination, including a blood and/or urine analysis by qualified personnel.

\_\_\_\_\_  
Signed By

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Date

Note: This form should be signed and returned to \_\_\_\_\_  
within three (3) business days after receiving your Employee Handbook.