

**Acknowledgment Regarding Human Resource Policies and Code of Business Conduct**

Employee's Name (First, Middle, Last)

Department

Employee ID Number

**Employee's Acknowledgment:**

As an employee of the Corporation of the Presiding Bishop of The Church of Jesus Christ of Latter-day Saints or of the Corporation of the President of The Church of Jesus Christ of Latter-day Saints (jointly referred to as "Employer"), I confirm my understanding and agreement with the following:

1. Employer has prepared its Human Resource Policies and Code of Business Conduct ("Policies") as a guide for policies, benefits, and general information to assist me during my employment.
2. I have been instructed regarding the Policies and how to read and/or review the Policies. I understand that I have an obligation to do so. If I have questions regarding application of the Policies, I may resolve those questions by contacting either my supervisor or my department HR representative.
3. I may review the Policies and make a copy, if I desire, by accessing Employer's intranet site. The Policies may be accessed from the Human Resource Department page, and are found in the HRD document library. If my work location does not have intranet access, I may review the Policies on a CD available from my supervisor. I also may contact my department HR representative to obtain a copy (either printed or electronic) of the Policies.
4. The Policies are part of the terms and conditions of my employment. I agree to abide by the Policies.
5. Neither these Policies nor any statement by a manager or supervisor may be construed in any manner to create a contract of employment or to modify the "at will" nature of my employment relationship, as explained in the Policies, § 2.1.
6. Employer reserves the right to make changes to the Policies, either in content or application, as Employer in its sole discretion deems appropriate. Such changes, if made, will be communicated by general announcement to all employees and by changes to the Policies available on Employer's intranet document library. Once included in the copy of the Policies which is available on the intranet, any changes will be of the same force and effect as the original.
7. Nothing in the Policies may be deemed to modify the at-will nature of my employment.

Employee's signature:

Date:

