

# GLEMPIRIS STAFFING

## ACKNOWLEDGMENT OF RECEIPT OF GLEMPIRIS STAFFING EMPLOYMENT DOCUMENTS

I.....have received a copy of all the following documents. I understand that I am responsible for knowing and complying with the principles and standards of the following documents. I am aware that failure to comply can result in disciplinary actions up to and including dismissal.

You **MUST** sign and **DATE** to state that you have received, read, and understand each of the document that was presented to you in this packet.

1. Confidentiality Statement:

Signature.....Date:.....

2.Code of Ethics and Business Practice:

Signature.....Date:.....

3. Substance Abuse Policy:

Signature:.....Date:.....

4.Written Discloser to Applicant and Consumer Report Information:

Signature:.....Date: .....

5. Employee Handbook Acknowledgement:

Signature:.....Date:.....

6. Timesheet Instructions

Signature: .....Date: .....

Glempiris, INC`s Witness Name (please print).....

Glempiris, INC`s Witness Name Signature.....

**\*Please return this form only. Please keep the rest of this handbook for your records.**