

Acknowledgement Receipt

I have received a copy of the CREATIVA employee handbook. By signing below, I acknowledge that I have been given the opportunity to read and ask any questions that I might have about the policies, that I understand them, and that I will support and follow these policies.

I understand that my failure to abide by these policies and any other Company policies in the employee handbook may result in disciplinary action, up to and including termination.

I understand that because CREATIVA is a growing and changing organization, it reserves full discretion to unilaterally add, modify, delete, or otherwise change provisions of this manual, or the policies or procedures on which they may be based, at any time without advance notice or other consideration.

I understand that the employee handbook does not constitute a contract of employment. I understand that I am free to terminate my employment at any time, and that CREATIVA is free to terminate my employment at any time, with or without cause and with or without prior notice.

I understand that nothing in the employee handbook confers any right to continued employment. I further understand that CREATIVA reserves the unrestricted right to change or modify the terms of the available employee benefits at any time without prior notice and that CREATIVA reserves the sole discretionary authority to interpret all provisions of the employee handbook and available employee benefits.

I understand that I have a responsibility to take care of the property and equipment CREATIVA and CREATIVA's clients. I understand that I may not use any CREATIVA property and equipment or its clients' property and equipment for personal reasons or for any other company. I understand that I may be charged for the value of the property if I use CREATIVA property or equipment or use its clients' property or equipment for personal use or for any other company.

I understand that I may be charged for any misuse of CREATIVA's or CREATIVA's clients' property or equipment in a way that causes damage to the property or equipment. I consent to deducting from my wages any charges for unauthorized use of, misuse of, or damages to CREATIVA's or CREATIVA's clients' property or equipment.

Acknowledged and understood:

Employee Name: _____

Address: _____ **Number:** _____

Date: _____ **Signature:** _____