



ACKNOWLEDGMENT

The associate handbook was reviewed with me, and I have received my personal copy. I also acknowledge that I have been given the opportunity to ask questions and express concerns during my orientation. Additionally, I understand and support the following:

1. This handbook is intended as a guide and **not** an employment agreement that creates a contractual relationship, and that the employment relationship may be terminated at the will of either party at any time.
2. The changing needs of the business will require alteration in method, practices and policies, and the company will unilaterally revise, as necessary, to meet these changing needs.
3. I agree to **notify** my CMG/ESSG Consultant **immediately** of any change in my personal data such as phone number, address, emergency notification, etc.
4. I am responsible for the information provided herein and will, upon my separation, return this handbook to my CMG/ESSG Consultant.

Date: 11/14/13

Associate's Signature: Narin Chea

Associate's Printed Name: NARIN CHEA

Orientation provided by: Kelley Adkins



New Employee Acknowledgement Form

Welcome to CMG and Reichel Foods!

As a new employee, you will be provided with copies of documents or items listed below. Please initial each line when you receive that particular document or item. Please sign and date the bottom of the sheet when all documents or items have been distributed to you.

Time Off Request Procedure	<u> C </u> <u> N </u>
Attendance Policy	<u> C </u> <u> N </u>
CMG Benefits	<u> C </u> <u> N </u>
No Smoking Policy	<u> C </u> <u> N </u>
Receipt of Unemployment Acknowledgement	<u> C </u> <u> N </u>
Health Insurance Policy	<u> C </u> <u> N </u>
Drug and Alcohol Testing Policy	<u> C </u> <u> N </u>
CMG/Reichel Foods Handbook	<u> C </u> <u> N </u>
Safety Rules	<u> C </u> <u> N </u>
Check Replacement Policy	<u> C </u> <u> N </u>
Bathroom Etiquette	<u> C </u> <u> N </u>
E-Cig policy	_____

I hereby acknowledge that I have been provided with each and every item listed above, that it is my responsibility to read and follow each document provided to me and that if I have any questions concerning the item or its content then it is my responsibility to address my questions with my supervisor or CMG, and hereby waive any claim, now or in the future, that I did not receive, did not read or did not comprehend the items or their contents.

Dated: 11-14-13

Signature: Warin Chea

(Printed Name) WARIN CHEA