

# ACKNOWLEDGEMENTS

## EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

Initial \_\_\_\_\_

The employee handbook describes important information about Saver Tarheel, LLC. and I understand that I should consult the Human Resources Director regarding any questions not answered in the handbook.

I have entered into my employment relationship with Saver Tarheel voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Saver Tarheel can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law. No one can alter my status as an at-will employee except in writing specifically referencing me, my employment and signed by the chief executive officer of Saver Tarheel.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to Saver Tarheel's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Chief Executive Officer and the Board of Directors of Saver Tarheel has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received notice that copies of the handbook will be kept in the break room and/or on the job site for my review and reading. If I desire a copy of the handbook, one will be supplied to me upon my request to the Human Resource Director, Sharon Perkins. I may call Mrs. Perkins at 1-800-999-2737. I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

## ACKNOWLEDGEMENT OF CONFIDENTIALITY PROVISION:

Initial \_\_\_\_\_

I understand that Saver Tarheel, LLC. has agreed to protect the confidentiality of all confidential, proprietary or trade secret information concerning the Save-A-Lot Program. As an employee of Saver Tarheel, I agree not to disclose any confidential, proprietary information or trade secret information with respect to the Save-A-Lot program to any third party. Confidential information may include, without limitation, procedures, operations and data used in the Program, know how, practices, methods of promotion, advertising and production, pricing and product information, forms, layout/design information, manuals, computer software and other technical information.

## RETAIL PROCEDURE GUIDE ACKNOWLEDGEMENT:

Initial \_\_\_\_\_

I have read and understand the material in the Retail Employee Policies and Procedures Guide concerning Saver Tarheel, LLC. policies and procedures.

I understand that a copy of this booklet is available in the store for my review.

I realize that policies may be added, modified or deleted from time to time and that I will be required to comply with new or revised policies and procedures upon oral or published notification.

I understand that violation of the Company's policies and procedures may result in discipline, up to and including termination, depending on the type and severity of the violation.

I HAVE READ THE ABOVE ACKNOWLEDGEMENT FORMS AND UNDERSTAND IT IS MY RESPONSIBILITY TO READ AND ABIDE BY THESE POLICIES.

EMPLOYEE'S NAME (printed): \_\_\_\_\_

Employee Signature: \_\_\_\_\_  
(Date)

Witness: \_\_\_\_\_

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RECEIVED COPY OF EMPLOYEE HANDBOOK: \_\_\_\_\_  
(Month) (Day) (Year)

Employee Signature \_\_\_\_\_

Witness \_\_\_\_\_