

## Policy & Procedure

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### Employee Acknowledgement

I acknowledge receiving a link to download a copy of the policy and procedures manual, which describes important information and guidelines for Arc Human Services (AHS), AAdvantage (AA), and Arc of Washington County (AWC). I understand that I should consult the Human Resources department for questions.

[CLICK HERE](#) to access the Policy & Procedure Site to Review OR download a copy of the current manual.

I understand that neither this manual nor any other AHS, AA, AWC policy, practice, or procedure is intended to provide any contractual obligations related to continued employment, compensation, or employment contract.

Since the information and policies described here are subject to change, I acknowledge that revisions to the manual may occur, except for the employment-at-will policy. I understand that AHS, AA, and AWC may change, modify, suspend, interpret, or cancel, in whole or part, any of the published policies and procedures at its sole discretion. Such revised information may supersede, modify, or eliminate existing policies.

I understand and agree that I will read and comply with the policies in this manual and any revisions, that the provisions bind me, and that my continued employment is contingent on following those policies.

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Employee name (printed)

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Employee signature

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Date

Policy Site URL:

[https://archumanservicesorg.sharepoint.com/:u:/r/sites/ArcHumanServicesPolicyProcedure/SitePages/Home.aspx?csf=1&web=1&share=EZfPzHLiHltlvankNnk09\\_UBQvRI1DgUzZiynL6yAZUehQ&e=GxCsPt](https://archumanservicesorg.sharepoint.com/:u:/r/sites/ArcHumanServicesPolicyProcedure/SitePages/Home.aspx?csf=1&web=1&share=EZfPzHLiHltlvankNnk09_UBQvRI1DgUzZiynL6yAZUehQ&e=GxCsPt)

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