Employee Handbook Acknowledgement

India version

1. Acknowledgement

I confirm that I have received and read the _____ Employee Handbook, version _____, and that I had the opportunity to ask questions about it. I agree to follow the policies in it, as they may be updated from time to time.

2. Status of the handbook

I understand that the handbook is a guide to the company's policies and is not a contract of employment, except where it says otherwise.

3. Confirmations

- [ ] I have read the code of conduct and the anti-harassment policy.
- [ ] I have read the IT, data protection and acceptable use policies.
- [ ] I know how to raise a concern or grievance.

4. Electronic signature

Signing this document electronically has the same effect as a handwritten signature under the Information Technology Act, 2000.

5. Signatures

Signed on the date shown below.

Employee

_____

Full name

_____

Email

_____

Date

_____