



DISCLAIMER

I _____ acknowledge that I have read the Gibbys Electronic Supermarket Employee Manual. I understand that this handbook replaces any and all prior verbal and written communications regarding Gibbys Electronic Supermarket working conditions, policies, and procedures.

I understand that the working conditions, policies and procedures described in this handbook are confidential and may not be distributed in any way nor discussed with anyone who is not an employee of Gibbys Electronic Supermarket.

I have read and understand the contents of this handbook and will act in accord with these policies and procedures as a condition of my employment with Gibbys Electronic Supermarket:

Pay Rate	Business Cards	Employee Purchases	Accessibility
Pay Cheques	Bereavement	Sick Days	Statutory Holidays
Vacation Pay	Fire/Life Safety	Return to Work	Health & Safety
Violence and Harassment	Human Rights	Employment Standards Poster	Non-Solicitation
Mileage Expense	Breaks/Meal Periods	Computer Use	Confidentiality
Grooming/Dress Code	Hours of Operation	Telephones	Training & Travel
Substance Abuse	Non-smoking	Social Media Ownership	

I have read and understand the standards of conduct expected by Gibbys Electronic Supermarket and I agree to act in accordance with the standards of conduct as a condition of my employment by Gibbys Electronic Supermarket.

I understand that if I have questions or concerns at any time about the handbook or the standards of conduct, I will consult my immediate supervisor, the administration staff, or the owners for clarification.

I also acknowledge that the handbook contains an employment-at-will provision that states:

- Either Gibbys Electronic Supermarket or I can terminate my employment relationship at any time, with or without cause, and with or without notice;
- That this employment-at-will relationship is in effect regardless of any other written statements or policies contained in this handbook, in any other Gibbys Electronic Supermarket documents, or in any verbal statements to the contrary; and
- That no one except the owners can enter into any differing employment relationship, contract, or agreement. To be enforceable, any such out-of-the-ordinary relationship, contract, or agreement must be in writing, signed by the owners, notarized, and in the employee file.

Please read this manual carefully to understand these conditions of employment before you sign this document.

Employee Signature

Employee Name (Please Print)