

15) EMPLOYEE ORIENTATION / H&S ACKNOWLEDGEMENT FORM

Employee's name: _____

This contract/temporary employee health & safety handbook should be given to and discussed with all new temporary employees during the first week of employment.

Bird in Hand wants to take all practical steps to safeguard their employees and individuals, as well as to maintain a safe working environment at all times. Therefore, this Bird in Hand H&S Handbook provides important information about our shared safety responsibilities.

As all of the information is not presented in this document, I understand that the Bird in Hand Health & Safety Manual is available for my review, in its entirety, at any time. I also understand that I should consult my supervisor regarding any questions not answered in this Handbook.

Information, rules, and policies described in this Handbook may be subject to change. I acknowledge that revisions may occur; and all such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the management of Bird in Hand has the authority to adopt any revisions to the policies in the Handbook.

I acknowledge that:

- I have received a copy this Safety Acknowledgment & Agreement form.
- I understand that it is my responsibility to comply with the policies contained in this Handbook and any revisions made to it.
- The above items were discussed with me and I had the opportunity to ask questions.
- I understand the company policy and position on these items.
- I have read and reviewed the Bird in Hand Employee Health & Safety Handbook and its contents.

Employee (Sign)

HR Representative (Sign)

Employee (Print)

HR Representative (Print)

Date

Date

A copy of this SIGNED form shall be kept in the employee's file.