



Archdiocese of Agana

196 Cuesta San Ramon, Ste. B, ▪ Hagåtña, GU 96910

Tel: (671) 472-6116

Fax: (671) 477-3519

ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

I, _____

Name of Employee (Please Print)

Have received a copy of the Diocesan Personnel Handbook for the Archdiocese of Agana which includes the polies on Drug-Free work place, Harassment, and Conflict of Interest. I agreed to read the handbook and follow the policies described therein to the best of my ability.

I also agree that I will not at any time disclose or use, either during or subsequent to my employment, any information, knowledge or data which receive or develop during my employment and which is considered proprietary by the Archdiocese of Agana. Upon termination of my employment with the Archdiocese, I will promptly return any and all documents containing the above information, knowledge or data, relating thereto.

I understand that the Archdiocesan of Agana subscribes to the policy of employment at-will and I can end my employment with the Archdiocese at any time and for any reason. I also understand that the Diocese may terminate my employment at any time for any reason.

I further understand that the statements contained in the Handbook are not intended to create contractual or other legal obligations. I also understand that at any time the Archdiocese may modify or rescind any of its policies, benefits, or practices described in the Handbook, except for its policy of at will employment and those policies required by law.

If I have any questions about the policies in the handbook, I understand I may talk to my supervisor or the Director of Lay Personnel.

Employee's Signature

Date

Department / Parish / School / Agency