

# Field Handbook

## Acknowledgment of Receipt and Understanding

### Read and Sign Immediately

I understand and acknowledge that:

- I understand that the Handbook contains important information, including information about the Company's expectations for its employees and its policies against harassment and discrimination.
- The statements contained in the Handbook are intended to serve as general information concerning Pivetta Brothers Construction, Inc. and its existing policies, procedures, practices of employment and employee benefits.
- This handbook is not my only source of information on employment-related issues. If information in this Handbook conflicts with the collective bargaining agreement, that collective bargaining agreement controls. If I have questions about the collective bargaining agreement, I should talk with my union representative.
- The Handbook does not constitute a promise of specific treatment in specific circumstances, but rather presents guidelines that may be changed by Pivetta Brothers Construction, Inc. whenever in its judgment a change is necessary or appropriate, including to clarify, amend and/or supplement the information contained in the Handbook. I understand that all information contained herein state general policies, which are subject to change at any time.
- I have received a copy of Pivetta Brothers Construction, Inc. Handbook, and I understand that I am expected to read the information outlined in the Handbook and ask any questions I may have concerning its contents.
- This Handbook supersedes any prior handbook or policy statements whether oral or written.

Employee's Signature: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_