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## ***Employee Handbook receipt***

This Handbook has been drawn up by the Company to provide you with information on employment policies and procedures. It is important for you to read the Handbook carefully as this, together with your Contract of Employment, sets out your main terms and conditions of employment.

The information covers a wide range of subjects relating to your employment and in the event that information in this Handbook conflicts with terms and conditions as stated in your Contract of Employment, the Contract will take precedence.

If you have any questions or any part of the Handbook is unclear to you, please do not hesitate to raise any queries with Management.

It is important that you do this before signing that you have read, understood and are willing to abide by all the Company's terms and conditions.

|                            |        |
|----------------------------|--------|
| JMS SPECIALIST JOINERY LTD |        |
| - 7 DEC 2021               |        |
| ACTION                     | COPIES |

I acknowledge receipt of this Employee Handbook, which is the property of the Company, and which forms an integral part of my Contract of Employment.

Received by P. Fender (Employee)

Signed [Signature]

Date 1/12/2021