

Sample Disclaimer

The purpose of this Employee Handbook is to bring together in a convenient place a summary of some of the policies that affect employees. Employees should read this handbook and become familiar with the content. Employees should be comfortable referring to the handbook whenever a question regarding employment with the Company arises. However, the handbook will not answer all of the questions employees may have about Company policies or benefits. If the handbook does not answer the question, employees should contact their supervisor or Human Resources for assistance. The handbook revokes and supersedes any prior summaries or statements of employment policies and procedures.

The Company expects to revise and update this handbook from time to time. The Company will advise employees of changes or additions or deletions in policies and procedures covered in this handbook by circulating such changes or additions or deletions either in writing or electronically.

This handbook is **not a contract of employment**. It does not promise or guarantee any particular benefit or specific action. As explained in this handbook, all employment with the Company is “at will,” which means that the Company or the employee may terminate the employment relationship at any time, with or without cause, and with or without notice. In addition, employees may be demoted, job duties may be changed, or benefits altered at any time, with or without cause, and with or without notice. No one in the Company has the authority to enter into any agreement for employment for a specified period of time, or to make any representations or agreements that are inconsistent with the at-will status. [In the alternative: “Only the _____ may enter into an agreement for employment for a specified period of time, or represent and agree that employment with the Company is not at-will, so long as such representation or agreement is in writing and signed by _____.”]