

## UNDERSTANDING

We have prepared this handbook as a general statement of our policy and as a guide for general information that should assist you during your employment. The provisions of this handbook are designed to serve as guidelines rather than absolute rules, and exceptions may be made from time to time on the basis of particular circumstances.

This employee handbook does not constitute a contract for employment with South Side Mission either express, or implied. Employment at South Side Mission is at-will.

The statements contained in this handbook do not limit the right of either this organization or the employee to terminate the employee's employment or compensation, with or without cause or notice, at any time. Further, this organization reserves the right at any time to change, delete, or add to any of the provisions or benefits at its sole discretion.

This employee handbook supersedes all prior oral or written policies and guidelines.

This page will become a part of your personnel file. By signing at the bottom of this page you convey that you have read the policy manual and are familiar with its contents.

I have read the Personnel Policy and Procedure Handbook and am familiar with its contents.

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Employee signature

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Immediate supervisor

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Date