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## HANDBOOK ACKNOWLEDGEMENT FORM

*Essence Salon*

319-406-2577

essencesaloniowa.com

4201 42nd St NE #110

Cedar Rapids, IA

52402

I acknowledge that I have received a copy of the Essence Salon Policies and Procedures Handbook. I agree that I have read it thoroughly and understand the policies and procedures outlined. I agree that if there is any information in the handbook that I do not understand, I will seek clarification from Human Resources or the Owner of Essence Salon. I understand that I am expected to follow all of the policies and procedures of Essence Salon as set forth in this handbook and as they may be changed or updated from time to time. Furthermore, I acknowledge that this handbook is not a contract of employment, not intended to create any contractual rights and is not a binding legal document.

Please sign and date this Acknowledgement and return it to Human Resources.

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Print Name

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Signature

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Date

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