



I acknowledge that I have received the IDEAL English Academy Employee Handbook.

I also understand and agree that:

- It is my responsibility to read and familiarize myself with the company policies in the Employee Handbook and to comply with them to the best of my ability.
- Unfamiliarity with the company policies stated in the Employee Handbook is not an acceptable excuse for non-compliance with company policies.
- Additional information and policies may be implemented from time to time by IDEAL English Academy.
- The Employee Handbook is not an employment agreement or guarantee of employment.

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Signature of Employee

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Printed Name of Employee

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Date