

ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

I acknowledge receipt of Washington and Lee University's Employee Handbook. I understand that it is my responsibility to read and comply with the policies and procedures contained in this handbook and any revisions made to it by the University.

In particular, I acknowledge that I have read and understand the University's Policies on Prohibited Discrimination, Harassment, and Retaliation Other than Sex and Sexual Discrimination and Misconduct, as well as the University's Protocol on Mandatory Reporting of Suspected Child Abuse/Neglect.

I understand that this handbook supersedes all previous versions that the University has issued. Further, I understand that because the University may add, modify, delete or otherwise change provisions of the handbook, I should contact the Office of Human Resources to obtain current information regarding the status of any particular policy, procedure or practice.

Employee's Signature Date

Employee's Name (Please Print)