



EMPLOYEE STATEMENT OF ACKNOWLEDGEMENT

This is to acknowledge that I have access to a digital copy of Lifehouse Church's Employee Handbook. I understand that it provides guidelines and summary information about the church's personnel policies, procedures, benefits, and rules of conduct. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established in this Handbook.

I understand the Employee Handbook describes important information about Lifehouse Church, its benefits, policies, best practices, procedures, and work rules. I further understand that I should consult my Supervisor, Operations Executive, or Human Resources Team Member if I have any questions or issues that are not addressed in this manual.

I understand that I became a Lifehouse Church staff member voluntarily. I understand and acknowledge that there is no specified length to my employment at the church and that my employment is "at will." I understand and acknowledge that "at will" means that I may terminate my employment at any time, with or without cause or advanced notice. I also understand and acknowledge that "at will" means that Lifehouse Church may terminate my employment at any time, with or without cause or advanced notice, as long as federal or state laws are not broken.

I understand and acknowledge that there may be changes to the information provided in this manual. The only exception is that Lifehouse Church will not change or cancel its employment-at-will policy. I understand that the church may add new policies to this manual as well as replace, change, or cancel existing policies and procedures. I understand that I will be informed about any changes via email or in a future staff meeting and that changes to this Handbook always require the approval of the Operations Executive.

I understand and acknowledge that this Employee Handbook is not a contract of employment or a legal document. I have access to this Handbook at all times via BambooHR and understand that it is my responsibility to read and follow the information contained in this Handbook, including any changes made to it.

I understand that information about Lifehouse Church's internal activities should be treated very carefully. Improper use or disclosure of confidential information may result in corrective action up to and including termination of my employment. This applies even if I do not receive any benefit from the release of such information. I understand that questions about what information should be considered to be confidential should be directed to the Operations Executive.

If you are a Lifehouse Church or Lifehouse Learning Center employee, please read and then electronically sign this *Employee Statement of Acknowledgement* form through BambooHR, Lifehouse Church's Human Resources platform.

Employee Signature: _____ Date: _____ Revised 12.10.2018