



Catholic Diocese of Fort Worth Employee Handbook Acknowledgment

I acknowledge that I have received and reviewed an electronic copy of the Catholic Diocese of Fort Worth's Employee Handbook in its entirety. I understand that I should consult my direct supervisor or the Human Resource Department if I have questions regarding any policies, practices or procedures. I have entered into employment with the Catholic Diocese of Fort Worth voluntarily and I acknowledge that there is no specified length of employment.

Additionally, I understand and agree that:

- This Handbook is subject to modification or interpretation and may be updated from time to time, without notice, based on the needs of the Catholic Diocese of Fort Worth. Such revised information may supersede, modify or eliminate existing policies. I will be responsible for reading the updates;
- I will comply with the policies contained in each section and any revisions. I am bound by the provisions contained therein, and my continued employment is contingent on following those policies;
- Any written or oral statement made by a supervisor or department director contrary to the personnel policy manual is invalid and should not be relied upon by any employee;
- The Catholic Diocese of Fort Worth is an "at-will" employer. Either I or the Catholic Diocese of Fort Worth may terminate the relationship at-will, with or without cause, at any time for any or no reason;

Neither this Handbook nor any other Catholic Diocese of Fort Worth policy, practice or procedure is intended to constitute an employment contract or to provide any contractual obligation related to continued employment or compensation.

Employee Printed Name

Employee Signature

Date