



HANDBOOK ACKNOWLEDGEMENT

I have been given access to Old Dominion University Research Foundation's Employee Handbook and I understand that it is my responsibility to read and abide by these policies and practices, even if I do not agree with them. I further understand that policies may be updated, revised and posted on the internet at any time; therefore, I should routinely access the electronic Handbook to ensure I am aware of all updates and information. If I have questions about any policy or practice, I understand that I need to ask my supervisor or contact the ODU Research Foundation's Human Resources Department for clarification.

This handbook is not an employment contract. I understand that all employees are at-will employees. As such, you and Old Dominion University Research Foundation have the right to end the employment relationship at any time. The handbook may be accessed on the ODU Research Foundation website at:

<http://www.researchfoundation.odu.edu/pdf/handbook.pdf>

Printed Name

Signature

ODU E-mail

Date

Original For Personnel File and Employee Provided a Copy