

ACKNOWLEDGMENT OF RECEIPT

Policy set handbook-2026-07-29, effective 2026-07-29

Marlowe & Finch Coffee Roasters

I have received a copy of the Employee Handbook. I understand it describes current policies and that these may change, that it is not a contract of employment, and that my employment is at will — either I or the company may end it at any time, with or without cause or notice. I understand I am responsible for reading it and for asking about anything I do not understand. If I am covered by a collective bargaining agreement, that agreement governs my employment on the subjects it covers, and nothing on this form changes it.

Employee name (print): [EMPLOYER TO COMPLETE]

Employee signature: [EMPLOYER TO COMPLETE]

Date: [EMPLOYER TO COMPLETE]

Keep the signed original in the employee's personnel file and give the employee a copy.