

## **Employee Handbook Receipt Confirmation**

### **LOTUS ASSISTED LIVING LLC**

4633 S IVORY CIR  
AURORA, CO 80015

I, , hereby acknowledge that I have received a copy of LOTUS ASSISTED LIVING LLC's employee handbook, which provides guidelines on the policies, procedures and programs affecting my employment with this organization. I understand that LOTUS ASSISTED LIVING LLC can, at its sole discretion, modify, eliminate, revise or deviate from the guidelines and information in this handbook as circumstances or situations warrant.

I also understand that any changes made by LOTUS ASSISTED LIVING LLC with respect to its policies, procedures or programs can supersede, modify or eliminate any of the policies, procedures or programs outlined in this handbook. I accept responsibility for familiarizing myself with the information in this handbook and will seek verification or clarification of its terms or guidance where necessary.

And I understand that employee handbook can be accessed through website :

[WWW.LotusAssistedLiving.com/RESOURCES/](http://WWW.LotusAssistedLiving.com/RESOURCES/)

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand that nothing in this handbook creates an express or implied contract of employment, and that I should consult my supervisor or a representative of the human resources department if I have questions regarding the content of this handbook or if I have concerns not addressed in this handbook.

Employee Name:

Employee Signature:

Date: