

**FIELD EMPLOYEE ACKNOWLEDGEMENT**

This is to acknowledge that I have received and read **AIM Library & Information Staffing's Field Employee Handbook**. I understand that I should consult an AIM Representative regarding any questions that are not answered in the handbook. I have entered into my employment relationship with AIM voluntarily and understand that there is no specified length of employment.

\_\_\_\_\_ **(initial)**

Accordingly, either AIM or I can terminate the relationship at will, with or without cause, at any time, as long as there is no violation of applicable Federal or State law. \_\_\_\_\_ **(initial)**

Since the information and policies described here are subject to change, I acknowledge that revisions to the handbook may occur with the exception of AIM's policy of employment at-will. All such changes will be communicated through official notices, and I understand that the revised information may supersede, modify, or eliminate existing policies. Only AIM's President is able to adopt any revisions to the policies in this handbook. \_\_\_\_\_ **(initial)**

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. \_\_\_\_\_ **(initial)**

It is imperative that I read AIM's Sexual Harassment Policy in order to help protect my rights and those whom I will be associated with while on assignment. I acknowledge that I read and understood AIM's Sexual Harassment Policy. I further acknowledge the importance of complying with AIM's Sexual Harassment Policy. \_\_\_\_\_ **(initial)**

I understand that confidential information includes, but is not limited to, any information or materials which are designated as confidential or which may be construed as confidential or proprietary even though they are not so designated. As an AIM Field Employee, I agree to maintain and respect the confidential nature of such information and to exercise all reasonable efforts to prevent such information from being copied, transferred, disclosed or otherwise used without specific written permission of the other party. \_\_\_\_\_ **(initial)**

I also recognize that I may have access to information specific to AIM's business which may be considered confidential. I agree to not employ or utilize any such confidential information in the solicitation or competition of business with AIM. I understand that non-compliance may result in termination of my employment with AIM and other serious consequences. \_\_\_\_\_ **(initial)**

**Field Employee Name (Print):** \_\_\_\_\_

**Field Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_