

10.2 Employee Acknowledgement

I, _____, hereby acknowledge receipt of the Jeffery's Greenhouses Plant II Limited Seasonal In-Store Service Hand book. I understand that it is my continuing responsibility to read and know its contents and I declare that:

- (i) I am aware that Jeffery's Greenhouses Plant II Limited policies are available to me in the employee handbook, upon request to Human Resources, or upon request to my direct Supervisor. It is my responsibility to familiarize myself with these policies and to ask questions if further clarification is required.
- (ii) In addition, I confirm that I have received, read (or will read) and understood the following policies:
 - ☐ Orientation Check list
 - ☐ Dress Code
 - ☐ Employee Work Policies
 - ☐ Employee Pay Information Policies
 - ☐ Workplace Safety and Insurance Coverage Policy-Accident Reporting
 - ☐ Health and Safety-Including...
 - ☐ Job Specific Hazards
 - ☐ Personal Protective Equipment
 - ☐ Fire Safety
 - ☐ Health & Safety Videos- Including...
 - ☐ MOL Worker Health & Safety Awareness in 4 Steps Training (on-line or workbook/quiz)
 - ☐ Racks – safe operating procedures (watch video/complete quiz)
 - ☐ Job Specific Training
- (iii) I agree to conduct my activities in accordance with Jeffery's Greenhouses Plant II Limited policies and understand that breaching these standards may result in disciplinary action up to and including possible termination.
- (iv) I understand that this manual contains information regarding Jeffery's Greenhouses Plant II Limited rules, regulations and benefits which affect me as an employee. I acknowledge that I have read (or will read) and understand the Company policies and agree to ask questions if further understanding or clarification is required.
- (v) I also understand that the Jeffery's Greenhouses Plant II Limited may revise, supplement or rescind policies or procedures as described in this welcome package, with or without notice.
- (vi) I also agree not to copy or reproduce the contents of this handbook without the express written permission of the management of Jeffery's Greenhouses Plant II Limited, or distribute this Handbook to any person who is not employed by Jeffery's as a Seasonal In-Store Merchandising Representative.
- (vii) And as an employee to only use the handbook for his/her exclusive purpose only.

Signed this ____ day of _____, 20__ at _____, Ontario by:

Employee Name (Printed):	Signature
Jeffery's Greenhouse Plant II	Supervisor
Name (Printed)	Signature