

**Acknowledgement of Receipt of Kayak Pittsburgh Employee Handbook**

I acknowledge receipt of the Kayak Pittsburgh Employee Handbook from Venture Outdoors and that I have read it in its entirety. I acknowledge that this Handbook supersedes all prior oral or written statements by Venture Outdoors concerning its policies, guidelines, and benefits.

My employment is governed by the policies described in this Handbook and it is my responsibility to familiarize myself with it and understand all of the information that it contains and to abide by the policies and procedures described. I understand that I am responsible for reading the Employee Handbook and referring to it. I will contact my supervisor or the CEO if I have questions or if further assistance is needed.

**This Handbook is neither an employment contract nor an agreement guaranteeing employment or the provision of benefits of any kind for any specified period of time.**

I am employed “at will” and understand that I may voluntarily leave Venture Outdoors, and Venture Outdoors may terminate my employment or terminate or modify the benefits of any employee at any time for any reason or no reason at all, with or without notice.

Venture Outdoors has the right to revise, supplement or rescind the policies described in the Handbook or to modify or deviate from them at any time without notice, in Venture Outdoors’s sole discretion. However, Venture Outdoors intends to make such revisions in writing and provide them to its employees within a reasonable time prior to their implementation.

Immediately upon the termination of my employment with Venture Outdoors, I must return all Venture Outdoors property, including, but not limited to, confidential or proprietary business information of Venture Outdoors, computer files, documents (electronic or otherwise), manuals, computer equipment, computer software, files, keys, credit cards, financial and other reports, donor lists, and all other information or property obtained or used by me in the course of my employment.

This acknowledgment must be signed and returned to a supervisor or the CEO within seven days of my start date or receipt of the Handbook, whichever is later.

Read, understood, and agreed:

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date