

**Acknowledgement of Receipt of this Handbook**

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**Affirmative Statement**

I hereby acknowledge that I have received the Mass Tech Collaborative Employee Handbook. I understand that violation of Mass Tech Collaborative’s policies and procedures can constitute grounds for disciplinary action.

I understand that this Handbook is only a brief outline. It does not completely define all of Mass Tech Collaborative’s policies and procedures. The policies contained herein are guidelines intended for Mass Tech Collaborative’s employees to follow and may be supplemented or changed by Mass Tech Collaborative at

any time without notice, by amendment of this Handbook, by separate memorandum, or otherwise.

**This handbook and my signature below are not and do not create a contract of employment. I acknowledge and understand that my employment with Mass Tech Collaborative is “at will,” which means that either I or Mass Tech Collaborative can terminate my employment at any time and for any lawful reason, and that I am free to resign at any time. I further understand and agree that no one other than the Chief Executive Officer of Mass Tech Collaborative has the authority to alter this arrangement, to enter into an agreement for employment for a specified time, or to make any agreement contrary to this policy. In addition, any such agreement must be in writing and must be signed by the Chief Executive Officer of Mass Tech Collaborative.**

Signature of Employee Date

Print Name