



## ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

The Employee Handbook contains important information about the Company, and I understand that I should consult the Managing Director regarding any questions not answered in the handbook. I have entered into my employment relationship with the My School ITALY without external obligation or pressure, and understand that there is no specified length of employment. Accordingly, either the My School ITALY or I can terminate the relationship at will, at any time, with or without cause, and with one month advance notice.

I understand and agree that no person other than the Managing Director may enter into an employment agreement for any specified period of time, or make any agreement contrary to the My School ITALY's stated employment-at-will policy.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the Employee Handbook may occur, except to the Company's policy of employment-at-will. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Managing Director of My School ITALY has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I understand that this Employee Handbook is neither a contract of employment nor a legally-binding agreement. I have had an opportunity to read the handbook, and I understand that I may ask my supervisor or any employee of the Human Resources Department any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it. I further agree that if I remain with My School ITALY following any modifications to the Employee Handbook, I thereby accept and agree to such changes.

I have received a digital copy of the My School ITALY's Employee Handbook on the date listed below. I understand that I am expected to read it entirely. Additionally, I will sign this Acknowledgment of Receipt, a copy will be sent to my email and one copy to the My School ITALY's representative listed below on the date specified. I understand that this form will be retained in my personnel file.

\_\_\_\_\_  
Signature of Employee  
(Employee's Name - Printed)  
Email:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Managing Director  
aperna@myschoolitaly.com

\_\_\_\_\_  
Date