

**ACKNOWLEDGMENT AND DISCLAIMER  
GENERAL EMPLOYEE GUIDELINES  
INDIAN HILLS GOLF COURSE**

**The policies described in the Policies and Procedures Manual are not conditions of employment, and the language is not intended to create a contract between the Golf Course and its employees. Because of the possibility of differences in interpretation of the clauses in this Manual, the final interpretation will be determined by the Board of Directors of Indian Hills and will be final.**

The HPRAI Manual describes important information about Indian Hills Golf Course, and I understand that I should consult my supervisor or the HPRAI Board of Directors regarding any questions not answered in the Manual. I have entered into my employment relationship with HPRAI voluntarily and acknowledge that there is no specific length of employment. Accordingly, either HPRAI or I can terminate the relationship at will, with or without cause, at any time.

Since the information, policies, and benefits herein are necessarily subject to change, I acknowledge that revisions to the Manual may occur. All such changes will customarily be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the HPRAI Board of Directors has the ability to adopt any revisions to the policies in the Manual.

Furthermore, I acknowledge that the Manual is neither a contract of employment nor a legal document. I hereby acknowledge that I am aware the Manual is in a digital format stored on the computer in the Caddy Shack and with the Secretary of the Board. As such, I can read the Manual on the computer or make a digital or hard copy for my own use. I understand it is my responsibility to read and comply with the policies contained in this Manual and any revisions made to it.

**I have read and understand the Policies and Procedures Manual, including the General Employee Guidelines, and understand that employment is at-will as described above.**

**Employee's Name (Printed):** \_\_\_\_\_

\_\_\_\_\_  
**Employee's Signature** **Date** \_\_\_\_\_

\_\_\_\_\_  
**Indian Hills Golf Course Director** **Date** \_\_\_\_\_

This form is to be signed and returned to the HPRAI President, then retained by the HPRAI Secretary.