RECEIPT OF EMPLOYEE HANDBOOK 2026 v3.0

This employee handbook describes information and rules regarding Fair Winds Way, PLLC, and was received by

(name): _____ on (date): _____

The Employee Handbook is a compilation of personnel policies, practices and procedures currently in effect at Fair Winds Way, an equal opportunity employer. This Handbook is designed to introduce employees to the organization, familiarize you with policies as they pertain to you as an employee, provide general guidelines on work rules, disciplinary procedures and other issues related to your employment, and to help answer many of the questions that may arise in connection with your employment.

This Handbook and any other provisions contained herein do not constitute a guarantee of employment or an employment contract, express or implied. This Manual does not purport to include every conceivable situation; it is merely meant as a guideline, and unless laws prescribe otherwise, common sense shall prevail. Federal, state, and/or local laws will take precedence over Fair Winds Way policies, where applicable.

Personnel Policies are applied at the discretion of Fair Winds Way. Fair Winds Way reserves the right to change, withdraw, apply, or amend any of our policies or benefits, including those covered in this Handbook, at any time. Fair Winds Way will notify you of such changes.

By signing below, you acknowledge that you have received access to a copy of Fair Winds Way's Employee Handbook, and understand that it is your responsibility to read and comply with the policies contained therein and any revisions made to it.

RECIPIENT:

Signature: _____

Printed Name: _____

Date: _____

WITNESS:

Signature: _____

Printed Name: _____

Date: _____