



## **Managers' Binder SOPs Acknowledgement**

I acknowledge that I have received, read and understand the SOPs (Standard Operating Procedures) outlined in the Managers' Binder. I further understand that as management it is my responsibility to maintain the most up to date Managers' Binder by replacing the previous version with the current revision. I will also adhere to and enforce the procedures set forth in the Managers' Binder. I agree that the company has the right to change these procedures without notice. I understand that future changes to the SOPs will supersede or eliminate those found in the Manager's Binder and that I will be notified of such changes through normal communication channels.

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Dated

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Signature

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Print Name