



VEI

Partners in health care ventures

HR Policies and Procedures Receipt

My signature below indicates that I have received training on how to access a complete copy of the VEI HR Policies and Procedures electronically. I understand the VEI HR Policies and Procedures contain important information regarding expectations, responsibilities, and obligations as an employee. I agree to familiarize myself with all the VEI HR Policies and Procedures. I agree to abide by and conform to the rules, policies and procedures of VEI.

Furthermore, I understand the VEI HR Policies and Procedures do not constitute a contract, implied or otherwise for employment, and no written or oral statement or promises have been made to be relied upon by me regarding the length of my employment or the reasons for which my employment can be terminated.

I understand that VEI can change the VEI HR Policies and Procedures at any time to create an environment that is in the best interest of the customers, employees, retirees and the company.

*You are responsible for knowing and understanding all of the information in the VEI HR Policies and Procedures Manual. Below is a subset of HR Policies and Procedures; these are only some of the HR policies. **You may access a complete copy of the VEI HR Policies and Procedures electronically on InComm. From the home page of InComm, go to Business Units>VEI>on the right side of the page you will see LINKS. Choose VEI Policies and Procedures>Human Resources.**

HRP3	Employee Referral Bonus Program
HRP5	Performance Evaluation and Merit Increase Program
HRP7	Paid Time Off
HRP8	Employee Attendance
HRP9	Attendance Bonus
HRP11	Harassment
HRP12	Progressive Discipline Policy
HRP15	Family and Medical Leave
HRP16	Leave of Absence
HRP17	Internet Security Policy
HRP18	Electronic Mail Usage Guidelines
HRP 21	Code of Conduct

Employee Signature

Date

Printed