



# SAMPLE Operational Policy & Procedures Manual



*(The company's actual practices should be reflected in their own manual)*

I, \_\_\_\_\_, have received and read a copy of the Operational Policies and Procedures Manual of (Company Name), which outlines the goals, policies and expectations of (Company Name), as well as my responsibilities as an employee.

I have familiarized myself with the contents of these written policies and procedures. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained herein. I understand the Operational Policies and Procedures Manual is not intended to cover every situation that may arise during my employment, but is simply a general guide to the goals, policies, practices and expectations of (Company Name).

I understand that this is not a contract of employment and should not be deemed as such.

\_\_\_\_\_  
(Employee Name - Printed)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Manager Name - Printed)

\_\_\_\_\_  
(Manager signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date of update)