Initiative for Social Action Foundation (ISAF)

NATIONAL STAFF POLICY HANDBOOK STATEMENT

Employee Name…… *

This signed form should be signed and returned to the HR Department I have read and understand the Yemen National Staff Policy Handbook and agree to abide by all conditions and policies contained therein. Furthermore, I acknowledge that I have, in my possession, a copy of these policies so that I may refer to them from time to time to refresh my knowledge of Initiative for Social Action Foundation (ISAF) ' policies. I understand that failure to comply with these policies is grounds for dismissal. I acknowledge receipt of the Initiative for Social Action Foundation (ISAF) Employee Handbook. I understand it is my responsibility to thoroughly read the Employee Handbook, comply with company policies and procedures, and ask questions about those areas that are unclear to me. I understand that nothing in this handbook limits, or is intended to limit, my right, or Initiative for Social Action Foundation (ISAF)' right, to terminate my employment. I also understand that the Employee Handbook is not a contract of employment, that employment is not guaranteed for any particular length of time and that Initiative for Social Action Foundation (ISAF) has the right to make changes, additions or deletions to this Handbook in accordance with its own review process.

Employee signature:

Date: / /