

## Personnel Handbook Acknowledgement Page

The Personnel Handbook contains important information about Star Island Corporation (SIC) and I understand that I should consult the Human Resources Department regarding any questions I may have that are not answered in the handbook. I have entered into my employment relationship with SIC voluntarily and understand that there is no specified length of employment. Accordingly, either SIC or I can terminate the relationship at will, at any time, with or without cause, and with or without advance notice.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur at the sole discretion of SIC. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Chief Executive Officer of SIC has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I understand that this handbook is neither a contract of employment nor a legally binding agreement. I understand that I am expected to read the entire handbook and have done so; I also understand that I may ask the Human Resources Department (via [office@starisland.org](mailto:office@starisland.org)) questions I might have concerning the handbook. I accept the terms of the handbook and also understand that it is my responsibility to comply with the policies contained, including all alcohol and drug related policies, and other policies designed to ensure my safety and the safety of other SIC employees and SIC guests.

I have received a copy of SIC's Personnel Handbook on the date listed below and/or have been advised of its location on the SIC website. Additionally, I will sign this Acknowledgment of Receipt and return it to the Human Resources Department, via the SIC Office Manager, on the date specified. I understand that this form will be retained in my personnel file.

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Signature of Employee

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Date

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Name of Employee - Printed

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