

# Handbook & Policies Acknowledgement



## EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

Upon hire and ongoing annual basis, it is your responsibility to read through the summary of policies and procedures as outlined in this handbook. It is important to note that TWG reserves the right to change the employee handbook without notice. Updated versions of the employee handbook will supersede prior versions of the handbook and employees will be notified of any such changes through various communications channels.

I understand that the information contained in these materials does not constitute an employment contract between The Wine Group and I. I understand The Wine Group may terminate my employment at any time with or without any cause. I understand that no representative, other than the Chief Executive Officer of The Wine Group, has any authority to enter into any agreement for employment for any specific amount of time.

I have received and read the TWG Employee Handbook. I understand that it is my responsibility to comply with all of the policies contained in this handbook and any revisions made to it.

- Employee Handbook 01.01.25
- Anti-Harassment and Non Discrimination Policy HR-06 11.01.24
- Anti-Harassment Policy New York HR-94 10.01.23
- At Will Employment Policy HR-61 12.02.24
- Code of Conduct & Ethics Policy HR-70 01.01.23
- Confidential Information Policy
- Drug & Alcohol Policy HR-88 01.01.23
- Search Policy HR-87 11.01.24
- Social Media Policy HR-37 09.01.22
- Time & Attendance Policy HR-81 12.01.24

Employee acknowledgment can be made online via [Dayforce](#) (in Forms>HR Policies>Employee Handbook) or via the signature block below.

Employee Name \_\_\_\_\_

Employee Number \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_