

This is to acknowledge that I have been advised that the Mercer Engineering Research Center (MERC) Handbook, Mercer University Faculty Handbook, and the Mercer University Employee Handbook (for non-faculty employees) are accessible on the Mercer University website at [www.mercer.edu/HR/For Mercer/Handbook Policies](http://www.mercer.edu/HR/For_Mercer/Handbook_Policies). I understand that it is my responsibility to read and familiarize myself with all of the information in the handbook and other policies and guidelines on the website that covers my employment. The following policies and guidelines, in particular, are to be read and understood due to their significant impact on my employment at Mercer University:

- Sexual Harassment
- Information Technology Access and Use
- Gifts and Gratuities
- Drug Free Workplace
- Medical and Family Leave
- Social Media Guidelines

Print Name

Signature

Date