



RECEIPTS

EMPLOYEE HANDBOOK

I, PRINT _____, hereby acknowledge that I have received a copy of the ***OCEANSIDE COMMUNITY SERVICE TELEVISION CORPORATION EMPLOYEE INFORMATION HANDBOOK*** and that I have read it and understand its contents. I understand that these documents and any other KOCT documents are not contracts of employment, and any individual who is hired may voluntarily leave employment upon proper notice and may be terminated by the employer at any time and for any reason. By signing this receipt, I understand and agree to the employment at-will relationship as well as other terms and conditions stated in the documents I have received.

INJURY AND ILLNESS PREVENTION PROGRAM

I, PRINT _____, hereby acknowledge that I have received a copy of the ***OCEANSIDE COMMUNITY TELEVISION CORPORATION INJURY AND ILLNESS PREVENTION PROGRAM*** and that I have read it and understand its contents.

SEXUAL HARASSMENT POLICY

I, PRINT _____, acknowledge that I have received KOCT'S **SEXUAL HARASSMENT** documentation and understand the following:

1. I have the right to work in an environment free from sexual harassment.
2. I have a responsibility to not engage in behaviors that constitute sexual harassment.
3. If I feel I am being harassed, I have the right and responsibility to either communicate this directly to the harasser or to another involved Supervisor.

By signing below, employee acknowledges they have received and read ALL OF THE ABOVE documents.

X _____
(EMPLOYEE'S SIGNATURE)

X _____
(DATE)