**ACKNOWLEDGEMENT OF RECEIPT OF TWS EMPLOYEE HANDBOOK 2024 - 2025**

I have read and understood this handbook and all policies contained within and understand that it is my responsibility to read and comply with all policies published by The Westminster School Dubai as well as polices published on GEMS sharepoint ([GEMS Policies and Procedures - Default (sharepoint.com)](https://gemsedu.sharepoint.com/Policies/SitePages/Default.aspx)). I further agree that if I remain with the Company, following any modifications to the handbook, I thereby accept and agree to such changes.

Any unauthorised use, distribution, transmission, alteration or reproduction of the contents of this document, or any part of it, will be considered as breach of confidentiality clause of GEMS Employee Code of Conduct policy. This may lead to disciplinary action which may result in termination of my employment with the GEMS Education.

Employee Signature Employee Name Date

Employee ID

**Note:** Please have this form digitally signed and returned to HR by emailing to gemshr\_tws@gemsedu.com