

## ACKNOWLEDGMENT

I acknowledge that I have received a copy of the 2025 “Catholic Diocese of Lansing Employee Handbook,” governing employment with diocesan entities including parishes and schools of the Diocese. The Handbook, which may be amended from time to time, outlines my privileges and benefits, as well as my responsibilities and obligations as an employee, and I understand that I am bound by these responsibilities and obligations.

I understand and agree with the provisions of the Handbook, which include, but are not limited to, the following six items —

**1. My employment is “at will,” meaning that my employment can be terminated at any time, by me or my employer, for any reason or for no reason.**

**2. My employer is a Roman Catholic religious institution and the nature of my employment will likely be considered ministerial. In any case, I acknowledge that, as a Roman Catholic institution, my employer has the right to make all internal management decisions that are essential to the institution's faith and mission.**

**3. In both personal and professional life, I must exemplify the moral teachings of the Catholic Church. I must not teach, advocate, model, or in any way encourage beliefs or behaviors that are contrary to the teachings of the Catholic Church. If I have questions regarding the dogmatic or moral teachings of the Church, I will contact the Chancellor of the Diocese of Lansing.**

**4. The Catholic Diocese of Lansing, including the entities within it that employ me may, without notice or cause, conduct an initial or updated background check on me at any time for any reason or no reason.**

**5. Any previously signed arbitration agreement, providing that arbitration is the exclusive remedy for employment disputes, is void.**

**6. I understand that I must bring any demand, claim, or suit within the shorter of the following two deadlines: (1) the applicable statute of limitations, or (2) 180 calendar days after the occurrence of the event precipitating the demand, claim, or suit. Any time limit to the contrary, including any longer time limit, is waived.**

---

Employee Signature

---

Name of diocesan entity

---

Date