

SAMPLE

EMPLOYEE

TOOL ACKNOWLEDGMENT

In compliance with Industrial Welfare Commission, Wage Order No. 9, I, _____ (name of employee) _____ hereby voluntarily agree, acknowledge and confirm that _____ (name of shop) _____ (“Employer”) has provided, or made available to me, all tools/equipment that it requires that I use in my job and all tools/equipment that are necessary to the performance of my job. These tools/equipment have been provided or made available at “no charge” by the Employer.

I further understand, acknowledge and voluntarily agree that any additional tools/equipment that I provide or purchase are provided or purchased voluntarily based on my own choice and for my own benefit and that the Employer has not required, suggested or encouraged that I provide or purchase such additional tools/equipment. I also understand, acknowledge, and voluntarily agree that such additional tools/equipment are not necessary to the performance of my job.

I state the foregoing under penalty of perjury under the laws of the State of California.

Signed: _____ Date: _____

Print Name: _____

(Copy to Personnel File & Copy to Employee)

DISCLAIMER: THIS DOCUMENT IS GENERAL IN NATURE AND DEALS WITH VARIOUS LAWS AND REGULATIONS. IT IS NOT INTENDED TO BE PROVIDED AS LEGAL ADVICE. IT IS RECOMMENDED YOU SEEK THE ADVICE OF AN ATTORNEY SPECIALIZING IN THIS AREA OF THE LAW IF YOU ENCOUNTER A PROBLEM.