

# **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.

In the event I bring my own tools/equipment and they are lost, stolen or damaged through no fault of the Employer, I hereby waive any claim for liability against the Employer and I agree that I will make no demand or claim on the Employer for reimbursement.

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)