

Instructions

- 1) Before proceeding to the below acknowledgement, review the ***Timekeeping Policy*** by going to **Storenet > Ask Walgreens > Policies > *Timekeeping Policy***. The HR policies are located in the lower right-hand corner of Ask Walgreens, under Policies.
- 2) After reviewing the policy on Ask Walgreens, come back to this screen and carefully read the information below.
- 3) Lastly, you will be asked to complete your acknowledgement in the LTMP after closing this screen.

Acknowledgement

I am acknowledging that I have reviewed, understand, and agree to the statements below.

Timekeeping

- I acknowledge that I have reviewed the ***Timekeeping Policy***.
- I understand that I am responsible for keeping accurate time records, and ensuring team members at my store accurately record their time worked.
- I understand that I have a responsibility to review and signoff on my timecard every pay period, and that it is my responsibility to immediately notify my manager in writing of the need to correct any time records that are not accurate.
- I understand it is a violation of Walgreens' policies for anyone to falsify time records, to work hours that are not accurately recorded, or to misrepresent that time records are accurate if they are not.
- I understand that I have a responsibility to review and signoff on the timecards of the team members at my store every pay period, and that it is my responsibility to correct any time records that are not accurate.

Meal and Rest Periods

- I understand that I must ensure team members are authorized and permitted to take meal periods in accordance with Walgreens' policies and any state or local law that applies to my work location.

Reimbursements

- I understand Walgreens' travel time and mileage reimbursement policies, and understand my responsibility to ensure they are followed.
- I understand that I am expected to provide contact information when I am not in the store and that it is my choice to provide a home telephone number, cellular telephone number or other contact information.
- I understand that Walgreens does not require store leadership to use their personal cell phones or other personal devices and that if I choose to do so to perform job duties it does not entitle me to any cost reimbursement or other payment.
- Although Walgreens does not require/expect store leadership to use personal devices to perform their job duties, if I am required to use my personal cell phone for any business purposes, I understand I am entitled to submit the reasonable cost of personal cell phone usage for reimbursement.

Job Duties

- I confirm I am performing the job duties set forth in the job description for my position, including specifically the leadership and management duties. In making this acknowledgement, I understand that hourly store leadership may provide coverage and assist with hourly tasks as needed, but that salaried/exempt store leadership is expected to devote the majority of their time to managerial duties involving independent judgment/discretion.

Making a Report

- I understand that I must make a report to Employee Relations by emailing **askHR@walgreens.com** or calling **1-800-825-5467** if I have concerns about my own time records, if I have questions or concerns about Walgreens' policies, or need assistance addressing a concern brought forth by a team member.
- I understand that team members can and should make reports to Employee Relations whenever they have concerns, and in fact Walgreens encourages them to do so. Walgreens has a strict anti-retaliation policy, and I will not retaliate against anyone for making such a report.