**Employee Policy and Procedure Acknowledgement Checklist**

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| --- | --- |
| Name:  Click here to enter text. | Personnel ID#:  Click here to enter text. |

All employees are required to read and abide by policies and procedures during employment with the Agency Name Please place completed form in employee’s Personnel File.

I have reviewed and I understand the contents of the following policies and procedures:

Alcohol and Drug-Free Workplace

Affirmative Action Equal Employment Opportunity

Anti-Discrimination

Ethics

Outside Employment

Sexual Harassment

Social Media/Networking

Whistleblower

Workplace and Domestic Violence

By signing below, I acknowledge that I have read and understand the above policies and procedures, and agree to abide by the conditions of each while employed by the Agency Name. I understand that failure to abide by any of the policies indicated above may result in corrective or disciplinary action, or in some cases, immediate dismissal.

Signature (required) Date