**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