Policy and Procedure Acknowledgment

I _____, acknowledge that I have been provided with copies of or links to the following documents, and state that I am responsible for reading them and complying with their terms.

☐ Acknowledgment of Ethics Requirements

- Including copies of or links to Uniform Ethics Code and Plain Language Guide

☐ Outside Activity Questionnaire

☐ Executive Order 49 – Policy on Workplace Violence

☐ Diversity/ EEO Policy

☐ Procedures for Internal Complaints

☐ Federal Drug-Free Workplace Act

☐ Executive Order No. 204 – State Drug Free Policy

☐ Americans with Disabilities Act Policy

☐ Campus Alert Policy

☐ Smoke Free Campus Policy

☐ Employer Obligation to Maintain and Report Records

I have attended orientation at the College which outlined the benefits, policies and employee responsibilities of The College of New Jersey for those individuals employed in a Faculty/Staff position. I will familiarize myself and comply with the information contained in the Presentation including such policies and responsibilities. Additionally, I have taken or will take the necessary required courses in order to satisfy my new hire obligations. The information in the Orientation is subject to change as situations warrant and I understand that changes in the policies may

supersede, modify or eliminate the policies I reviewed as of the date I signed this acknowledgment. Changes in pertinent policies will generally be communicated to me by my Program Head or Division Dean or through official notices. I accept responsibility for keeping myself informed of these changes.

_____ _____

Employee Signature Date