

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

My signature hereon acknowledges that:

(1) I have (***check one***):

- ☐ Received a copy of the Employee Handbook revised January 1, 2015 by email; or
- ☐ Accessed the Employee Handbook revised January 1, 2015 on OLG/DCRT's intranet (Channel Z); or,
- ☐ Been given access at my work site to the Office copy of the Employee Handbook revised January 1, 2015;

(2) I have read the handbook;

(3) I understand the information within the Employee Handbook;

(4) I understand that I may contact the Human Resources Division for clarification regarding the content of the Employee Handbook;

(5) I understand the policies referenced in the Employee Handbook can be viewed on OLG/DCRT's intranet (Channel Z) or obtained from the Human Resources Division;

(6) I understand my obligation to comply with the requirements set forth within the Employee Handbook and related policies and procedures; and

(7) I understand that disciplinary action, including termination, can be imposed for violating the requirements set forth within the Employee Handbook and related policies and procedures.

Employee Signature

Date

Printed Name

Agency Name