



# Policy Acknowledgment Form

**Procedure:** Links to DCBS Policies may be accessed on the DCBS Intranet Web site: <http://inside.cbs.state.or.us/crossdiv/dcbspol/toc.html> . Select the Policy and Procedure (P&P) you want to review. To open P&P links on an electronic copy: Place cursor on link, hold down the “Ctrl” button, and “left click” to access the policy.

1. **Employees:** Review each policy listed below. Initial on the line next to each Policy. Deliver completed form to unit supervisor.
2. **Supervisor:** Provide an opportunity for employee to discuss and ask questions about each P&P.
3. **Supervisor and employee:** Sign and date the Policy Acknowledgment Form.
4. **Supervisor:** Place a copy of the signed form in your supervisor’s working file, provide a copy for the employee and route original to Employee Services which will be placed in employee’s official personnel file.

***Initial each policy reviewed.***

- \_\_\_\_\_ (EMP-01) [Ethics and Conflict of Interest](#)
- \_\_\_\_\_ (EMP-03) [Employee Code of Conduct Policy](#)
- \_\_\_\_\_ (EMP-07) [Acceptable Use of System Resources & Social Media – Guidelines for DCBS Employees](#)
- \_\_\_\_\_ [Violence-Free Workplace \(State Policy 50.010.02\),- DCBS Violence-Free Workplace Procedure](#)
- \_\_\_\_\_ [Drug Free Workplace \(State Policy 50.000.01\)](#)
- \_\_\_\_\_ (FAC-09) [Vehicle Use for State Business](#)
- \_\_\_\_\_ [Maintaining a Professional Workplace \(State Policy 50.010.03\)](#)
- \_\_\_\_\_ [Discrimination & Harassment Free Workplace \(State Policy 50.010.01\)](#)
- \_\_\_\_\_ [Managing Improper Governmental Conduct \(State Policy 50.090.01\)](#)
- \_\_\_\_\_ [Weapons in the Workplace. \(State Policy 50.010.05\)](#)

I, \_\_\_\_\_ (name) acknowledge that I reviewed the policies  
 on \_\_\_\_\_ (date). I have had an opportunity to ask my supervisor questions to ensure  
 I understand the provisions and requirements of the policies. I agree to comply with these policies, and  
 understand that a copy of this acknowledgement will be maintained in my personnel file.

Employee Signature

Date

Supervisor Signature

Date