ACKNOWLEDGMENT

At [Organization Name], we strive to create a fair and efficient workplace where employees are safe and can thrive. The policies in this manual apply to all employees at [Organization Name] and are intended to provide a consistent set of guidelines to direct the behaviour of all members of our team. They are based on current legislation and best practices and, therefore, may need to be amended from time to time. If there are any discrepancies between the policies in this manual and current legislation, the legislation will take precedence. Employees are expected to be familiar with the contents of this manual and to refer to it as necessary to inform their actions and behaviour.

These policies have been prepared to protect your health and safety and to inform you of the basic requirements expected of you as an employee of our company. It is your responsibility to understand and abide by the company policies and procedures specified here. It is the responsibility of the Supervisor or the Employer to review all these with you.

I hereby declare that I have had time to review these policies. I understand the requirements outlined in the policies and agree to abide by the rules and company policies and procedures contained herein. I acknowledge that any repeated violation of these policies and procedures will be cause for disciplinary action or even termination of my employment as per the corrective action process. I have received a digital copy of these policies.

Date:

Employee Signature: