

**EMPLOYEE HANDBOOK ACKNOWLEDGEMENT**

My signature hereon acknowledges that:

- (1) I have (*check one*):
- Received a copy of the Employee Handbook revised February 1, 2019 by email; or
  - Accessed the Employee Handbook revised February 1, 2019 on OLG/DCRT's intranet (Channel Z); or,
  - Been given access at my work site to the Office copy of the Employee Handbook revised February 1, 2019;
- (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