

On-line Orientation Sign-off

Once you have reviewed the following items in the onboarding portal, please complete and bring this Sign-off form with you on your first day of employment. This form will be placed in your personnel file and will serve as your acknowledgement of the following:

POLICIES

- I have read and understand the following Human Resources Policies:
 - Acceptable Use of Technology
 - Alcohol and Drugs
 - Code of Ethics, Confidentiality and Conflict of Interest
 - Employee Privacy Policy
 - Mobile Device
 - Respectful Workplace Policy (RWP)
 - I am responsible to treat everyone at the workplace with dignity and respect,
 - I will not engage in any kind of Prohibited Conduct,
 - I will immediately report breaches of the RWP, and cooperate fully with any investigations under the RWP, including reporting any evidence of Prohibited Conduct related to the workplace including when it is observed toward others.
 - Social Media Policy

HEALTH & SAFETY

- I have watched the New Employee Orientation and Safety slideshow and have been equipped with information including:
 - Worker Responsibilities (WorkSafeBC Legislation on Workers' Rights)
 - Occupational Health and Safety Guiding Principles
 - Location of safety information at the Township of Langley
- A Safety Orientation will be provided when I commence employment

MUNICIPAL PENSION PLAN

- I have reviewed the Guide for Plan Members and understand my pension benefits once enrolled on the Municipal Pension Plan

I understand that as an employee of the Township of Langley, I can access all Human Resources policies and guidelines on the Township's Intranet and that if I, at any time, have questions regarding any Township of Langley policies and guidelines, I will consult with my immediate supervisor(s), Manager, or the Human Resources Division. I also acknowledge that as the Township conducts regular reviews of these policies and guidelines from time to time, amendments and revisions may be made to these documents. I am responsible to ensure that I am aware of the Human Resources policies and guidelines and regularly take the necessary steps to familiarize myself with these documents.

Signature

Print Name

Date



**Township of
Langley**
Est. 1873