



On-line Orientation Sign-off Form

You must sign-off on the following items. Please print, check off, sign and bring this document with you on your first day of employment. This signed document will be placed in your personnel file and will serve as a record of acknowledgement of the following:

- I have watched the New Employee Orientation and Safety Slideshows and have been equipped with information including:
 - WorkSafeBC Legislation on Workers' Rights
 - Where to find safety information at the Township of Langley
 - That I will be provided a Safety Orientation when I commence employment

- I have watched the Respectful Workplace video and I understand that all employees at the Township are responsible for understanding the Policy, treating everyone at the workplace with dignity and respect, not engaging in Prohibited Conduct of any kind, immediately reporting breaches of this Policy, and cooperating fully with any investigations under this Policy. This includes reporting any evidence of Prohibited Conduct related to the workplace including when it is observed toward others.

- I have read and understand the following Human Resources Policies:
 - Acceptable Use of Technology
 - Alcohol and Drugs
 - Code of Ethics, Confidentially and Conflict of Interest
 - Mobile Device
 - Respectful Workplace

All Township of Langley policies and guidelines are available on the Township of Langley Intranet. I understand that if I have questions, at any time, regarding any Township of Langley policies and guidelines, I will consult with my immediate supervisor(s), Manager, or the Human Resources Division.

Signature

Print Name

Date