



Human Resources

Policy Receipt and Training Requirement Acknowledgment Form

TO: Employee

FROM: Cynthia Donnelly, Director of Human Resources

The following Salve Regina University policy documents are enclosed:

- [Mandatory Reporting Policy](#)
- [Sexual Harassment and Sexual Violence Policy and Procedures](#)
- [Rights to Be Free from Discrimination Because of Pregnancy, Childbirth and Related Conditions](#)
- [Alcohol and Other Drug AOD Policy](#)
- [Firearms and Weapons Policy](#)
- [Computer and Network Use Policy](#)

Please read all policies and, after you have an understanding of them, sign below. Should you have any questions regarding any part of either policy or associated procedures, please wait to ask them of me or one of our Human Resource staff before you sign the acknowledgement form. These policies are for you to keep for your records. They can also be found at:

- <http://www.salve.edu/office-service/human-resources>
- <http://www.salve.edu/office-service/safety-and-security>
- <http://www.salve.edu/office-service/information-technology>

Additionally, as a Salve Regina University employee you will be required to complete training related to the policies listed above. You will receive an email containing instructions and access to the training within the first few weeks of your employment.

Signature

Date

Print Name