



# Online Orientation Sign-off Form

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

	Orientation Slide Show
	Occupational Health and Safety Orientation Slide Show

I have read and understand the following:

	Acceptable Use of Information Technology Policy
	Code of Conduct Policy
	Customer Service Policy
	Drivers and Operators Policy
	Drug and Alcohol Policy
	Email Records Retention Policy
	Employee Recognition Policy
	Hours of Work Policy
	Mobile Client Computing Technology Policy
	Occupational Health & Safety Policy
	Privacy Program
	Purchase Card Policy
	Records Management Policy
	Remote Work Arrangements
	Respectful Workplace Policy
	Security Awareness Training & Testing Policy
	Social Media Policy
	Technology Loan Program
	Training & Development Policy
	Travel Policy
	Wellness Program
	Whistleblower Policy

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date