**NEW HIRE AND ORIENTATION CHECKLIST**

I acknowledge that my employer has provided me the following materials as part of the new hire/orientation process:

\_\_\_\_\_\_\_\_ Information Sheet on Sexual Harassment

\_\_\_\_\_\_\_\_ Policy Against Unlawful Harassment

\_\_\_\_\_\_\_\_ Promise To Comply With Anti-Harassment Policy

I agree that I will ready and fully comply with each of the policies described above and the obligations imposed on me by these policies. I promise that I WILL FULLY COMPLY WITH THE EMPLOYER’S POLICIES AGAINST SEXUAL AND OTHER FORMS OF UNLAWFUL HARASSMENT. THIS INCLUDES RULES THAT PROHIBIT ME FROM ENGAGING IN UNLAWFUL HARASSMENT AND THE RULES REQUIRING THAT I REPORT ANY VIOLATION OF THE POLICIES IMMEDIATELY IN THE MANNER SPECIFIED BY THOSE POLICIES.

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Employee Name Employee Signature Date