



### Acknowledgement of The Ohio State University's Policy Review

My signature on this form acknowledges that I have been provided with The Ohio State University (OSU) policies noted below and I've been shown how to access all of these policies on the Office of Human Resources' (OHR) website (<https://hr.osu.edu/policies-forms>) and Administration & Planning (A&P) website: (<https://ap.osu.edu/documents>).

I understand that it is my responsibility to locate and read each OSU policy online thoroughly, seek clarification from my supervisor or HR Business Partner if/when necessary. And comply with the requirements set forth by each.

I understand that OSU policies are periodically reviewed and updated as needed, and notification of these updates is provided through various communication channels, including: email communications, staff meetings, via OHR's website and in University publications such as *OSU Today*. The most current version of all policies are always maintained by the Office of Human Resources (OHR). I further understand it is my responsibility to be aware of these updates and remain compliant with all applicable policy guidelines while employed with The Ohio State University.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Name (please print):** \_\_\_\_\_

Review the links to the University and Administration & Planning policies and initial each policy after acknowledged:

University Policies
<input type="checkbox"/> <a href="#">1.15 Sexual Misconduct</a> <input type="checkbox"/> <a href="#">1.30 Conflict of Interest and Work Outside the University</a> <input type="checkbox"/> <a href="#">4.17 Self-Disclosure of Criminal Convictions</a> <input type="checkbox"/> <a href="#">7.05 Workplace Violence</a> <input type="checkbox"/> <a href="#">7.20 Tobacco Free Ohio State</a> <input type="checkbox"/> <a href="#">7.30 Drug-Free Workplace</a>
Administration & Planning / Department Policies
<input type="checkbox"/> <a href="#">Administration &amp; Planning Workplace Civility</a> <input type="checkbox"/> <a href="#">Digital Accessibility Policy</a> <input type="checkbox"/> Department Operations Manual / Shop Rules <input type="checkbox"/> Department Attendance Policy

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Name (please print):** \_\_\_\_\_