



## **Policy Acknowledgement Checklist**

Please find below a checklist of Cal Maritime policy statements with which all employees are expected to be familiar.

1. Print this checklist so that you may check off the policy statements as you read them.
2. To read a policy, click on the statement link. You may then read and/or print the policy. If you desire a hard copy but are unable to print it, please advise the representative from Human Resources at the time of your orientation.
3. When you have finished reading all of the policy statements, complete, sign and date this checklist.
4. Bring the completed checklist with you to your new-hire orientation.

- Authorization to use Privately Owned Vehicles on State Business
- California Whistleblower (EO 929)
- Drug Free Workplace Policy (EO 930)
- FML Notification to Employees
- HIPAA Privacy Notice
- Notice of Non-Discrimination on the Basis of Sex (Title IX)
- Policy statement on Smoking
- Privacy and Personal Information Management Student records Administration (EO 796)
- Public Employee Disaster Services Worker Status
- Smoke and Tobacco Free Policy
- System wide Policy and Prohibiting Discrimination, Harassment and Retaliation Against Students (EO 1083)
- System wide Policy and Prohibiting Discrimination, Harassment and Retaliation Against Employees and Third Parties and Procedure for Handling Discrimination, Harassment and Retaliation Allegations by Employees and Third Parties (EO 1096)
- Workers' Compensation

I \_\_\_\_\_, acknowledge that I have been provided the above

**(Print Name)**

Policy statements and have read them with understanding.

Signature:	Date:
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