



## **Respectful Workplace Policy and Procedures Employee Acknowledgement**

Every United Church Halfway Homes employee is entitled to work in an environment that is respectful and free of all forms of harassment, including sexual harassment and racial discrimination. UCHH recognizes its responsibility to build and maintain a diverse, respectful workplace, free from all forms of harassment, in which the dignity and self-respect of every person is valued. This same commitment must come from its employees. Every employee has the responsibility to refrain from participating in behaviour that is, or could reasonably be perceived to be, disrespectful in nature.

The Respectful Workplace Policy and Procedures document thoroughly details behaviours which are not acceptable and outlines the scope of the policy. Prior to signing this form, employees should read the document and ask their Supervisor for clarification about any aspect of the policy if necessary.

All employees are required to sign this form as a condition of employment.

The Respectful Workplace Policy and Procedures is posted at [uchh.ca](http://uchh.ca) for your discreet reference at anytime.

I, \_\_\_\_\_, have read the United Church Halfway Homes Respectful Workplace Policy and Procedures. I acknowledge that I understand the Policy and Procedures, and, I understand my behaviour is to be governed by the Policy.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_