

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING OF KEY POLICIES

I, _____, acknowledge that I have received and will review the following
(Print Name)
Key Policies, which are located in the City Policy Manual, as well as any other policies, including Departmental policies, listed below:

- [Discrimination and Harassment \(1.1.1\)](#)
- [Nepotism Policy \(1.1.3\)](#)
- [Non-Retaliation \(1.1.4\)](#)
- [Code of Ethics \(1.2.1\)](#)
- [Gift Policy \(1.2.2\)](#)
- [Outside Employment \(1.2.3\)](#)
- [Customer Service Guidelines \(1.2.9\)](#)
- [Workplace Violence \(1.3.1\)](#)
- [Disaster Service Workers \(1.3.4\)](#)
- [Drug-Free Workplace \(1.4.1\)](#)
- [Substance Abuse* \(1.4.2\)](#)
- [Personal Use of City Equipment \(1.6.2\)](#)
- [Use of Email, Internet Services, and Other Electronic Media \(1.7.1\)](#)
- [Mobile Communications and Devices \(1.7.4\)](#)
- [Information and Systems Security Policy \(1.7.6\)](#)
- [Use of City and Personal Vehicles \(1.8.1\)](#)
- [Discipline \(2.1.3\)](#)
- _____
- _____

I understand that the City Policy Manual, which is located on the City’s intranet, contains important information on the general rules, policies and practices of the City of San Jose. I understand that it is my responsibility to familiarize myself with the rules, policies, and practices contained in the City Policy Manual, including, but not limited to, the foregoing Key Policies.

I understand that it is my responsibility to adhere to and abide by the terms and conditions set forth in the City Policy Manual, including, but not limited to, the foregoing Policies, including Departmental policies, and that violation of City policies may result in disciplinary action.

Employee Signature

Date