

Orientation Acknowledgement

As part of the Northeast Hospital's orientation process the attached packet of policies and procedures need to be reviewed by you and then your signature is required. This information will be placed in your personnel file.

Policies and Procedures

I understand that all Human Resources policies can be located in MCN Policy Manager, which can be found on Northeast Hospital Corporation Intranet (NIC). I understand how to access these policies. I have received and understand the questions asked in orientation regarding the following policies and procedures.

**Code of Conduct Policy
Work Rules Policy
Sexual Harassment Policy
Tobacco-Free Policy
Statement of Responsibility
Time and Attendance Policy**

Additional Training

I also acknowledge orientation training to the following:

**HIPPA Privacy Standards and Compliance
Body Mechanics
Cultural Diversity
Parking
Workplace Violence
Disciplinary Process
Infection Control
Fire Safety
Emergency Management
NICHE
Interpreter Services
The Patient Experience and CREATE
Family and Medical Leave Act (FMLA)**

Employee Name (please print): _____

Signature: _____

Date: _____ Department: _____

Human Resources Signature: _____