



Policies and Procedures Acknowledgement Form

I have received a copy of the Goodwill of Colorado Ethics Code. I understand that it is my responsibility to read it carefully and to abide by its rules. I further understand that I am to seek assistance from my supervisor, Human Resources and/or CEO, if needed, to understand the contents of the Ethics Code. It is understood that certain items of the Ethics Code will not apply to all groups, i.e. employees, trainees, volunteers and program participants, customers and/or vendors. I will also be responsible for reading any additions or changes to the Ethics Code that are distributed to me. I further understand that this policy does not establish contractual rights and that it is not intended to create a contract of employment for any fixed duration.

All Goodwill employees have the right to expect that information and records pertaining to his/her employment will be treated as confidential information by Goodwill staff. Therefore, Goodwill staff that will be working with employee records/information will be responsible for protecting that information, and ensuring confidentiality with regard to its content. Additionally, staff will not discuss employee records and/or information with the public or with persons not entitled to the information. I acknowledge the understanding of the need to maintain the confidentiality of Goodwill employees.

I have received a copy of the Goodwill Computer and Communications Systems Usage Policy ("the Policy"). I understand that it is my responsibility to read it carefully and to abide by its rules. I further understand that I am to seek assistance from my supervisor or the Human Resources Department, if needed, to understand the contents of the Policy. It is understood that certain items of the Policy will not apply to all work groups. I will also be responsible for reading any additions or changes to the Policy, that are distributed to me. I further understand that this policy does not establish contractual rights, and that it is not intended to create a contract of employment for any fixed duration.

Signature

Date

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