



Wilkes University

Acknowledgement of University Policies

This is to acknowledge that I have been provided with a link to the policies for:

- **Confidentiality**
- **Code of Ethics**
- **Anti-Harassment (Including Sexual Harassment)**
- **Wilkes University Drug and Alcohol Abuse Prevention Program**
- **Computer and Electronic Resource**
- **Workers' Compensation Insurance**
- **Employment at Will**
- **Personal Appearance**

I attest that I have read and understand these policies and agree to comply with all stated principles and responsibilities of each. I also understand that complete I-9 instructions are available in the Human Resources Office at 10 East South Street, Wilkes Barre, PA 18766.

I also understand that regular attendance and punctuality are required and are important components of student employment. I will review departmental procedures with my supervisors for the proper reporting of absences, late arrivals, or schedule changes. Failure to comply with departmental procedures may result in the termination of the work study position.

Employee Signature

Date

Print Name