

TWU New Employee Orientation Certificate of Acknowledgement

This form certifies attendance and acknowledgement of the information provided to the employee as a part of their new employee orientation through the Office of Human Resources at Texas Woman's University.

Please initial next to each statement:

_____ I have received physical or virtual access to orientation materials, such as benefits information and compliance training information.

_____ I have received information regarding my obligation to complete State Mandated Training requirements, including but not limited to *Recognition and Prevention of Sexual Harassment with Equal Employment Opportunity (EEO) Overview (Chapter 21 Sec.21.010, Texas Labor Code)* and the *TWU Ethics Training*.

_____ I have been informed that TWU is an "Employment at Will" employer.

_____ I hereby acknowledge that:

- I am responsible and accountable for conducting my daily work activities in accordance with the expectations of Texas Woman's University.
- I will obey all laws and regulations, as well as follow the policies and procedures of Texas Woman's University.
- I will complete my work duties in an honest and professional manner.

This original acknowledgement will be placed in my Human Resources file.

Printed Name

Signature

Department

Date