



## Acceptance of City Policies and Acceptance of Employment Offer

Employee Information	
Legal Last Name:	Legal First Name and Middle Initial:

### City Policies:

I confirm that I have read the following City Policies and I agree that I will adhere to and abide by each of them:

- Code of Conduct
- Human Rights Policy
- Respectful Workplace Policy
- Serious Complaints Policy
- Occupational Health & Safety Policy
- Attendance Support Program Policy
- Electronic Communications Policy
- Information Security Policy
- Police Information Check Administrative Policy
- Social Media Policy

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)

### Employment Offer:

I confirm that I have reviewed my offer letter dated \_\_\_\_\_ and I accept the terms and conditions of employment described in the letter.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)

### Instructions:

1. Complete each section of the form.
2. Information provided on this form is stored and used for HR purposes.
3. This form (once completed) should be uploaded using our secure system. **OR:** If you prefer not to upload this document, it can be faxed (604-591-4517), mailed or physically returned to City of Surrey HR, 13450-104<sup>th</sup> Ave., Surrey BC V3T 1V8. The City of Surrey recommends that you do not email the required personal information using unsecured systems.