

APPENDIX A: Policy Acknowledgement Statement
Policy PER-12 Employee Conduct
Gravenhurst Public Library



As an employee of the Gravenhurst Public Library Board, I acknowledge that:

- ✓ I have reviewed the Gravenhurst Public Library Board’s Vision and Mission statements as well as the Board’s current Strategic Plan document.
- ✓ I have reviewed Policies *PAT-01 Privacy, Access to Information and Electronic messages under CASL* and *GOV-09 Diversity Equity and Inclusion*.
- ✓ I have reviewed the Personnel policies of the Gravenhurst Public Library (PER-01 to PER-19).
- ✓ I have noted the requirements outlined in Policy *PER-12 Employee Conduct*.
- ✓ I understand it is my responsibility to work within the Library’s policies and procedures and to direct any related questions to the CEO/Chief Librarian or designate.
- ✓ I understand the CEO/Chief Librarian will provide electronic notice of any updating of policies and/or procedures, and I will review these accordingly.

Employee Name	Employee Signature	Date
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