

APPENDIX A
Gravenhurst Public Library
Policy Acknowledgement Statement



As an employee of the Gravenhurst Public Library Board I, _____

(please print name) acknowledge that:

- I have reviewed the Mission statement the Gravenhurst Public Library found on the Library's website.
- I have reviewed Policy *PAT-01 Privacy, Access to Information and Electronic messages under CASL*.
- I will review the Human Resources policies of the Gravenhurst Public Library during my period of orientation and training.
- I have noted the requirements outlined in Policy *PER-12 Employee Code of Conduct*.
- I understand it is my responsibility to work within the Library's policies and procedures and to direction 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's Signature

Date