

VDH ACCEPTABLE USE POLICY

CERTIFICATE OF RECEIPT

Your signature below indicates your receipt of VDH Acceptable Use Policy No. 05.12.100. Your signature only acknowledges that you have received and read this policy (or had this read to you). Your signature does not imply agreement or disagreement with the policy itself. If you refuse to sign this certificate of receipt, your supervisor will be asked to initial this form indicating that a copy has been given to you. Failure to comply with the VDH Acceptable Use Policy may result in disciplinary action in accordance with the Department of Human Resource Management's Standards of Conduct Policy No. 1.60.

This document will be maintained in your official personnel record.

Employee's Name (please print): _____

Employee's Signature: _____

Date: _____