

CIVILITY IN THE WORKPLACE POLICIES (VDH & DHRM)

CERTIFICATE OF RECEIPT

Your signature below indicates your receipt of Department of Human Resource Management (DHRM) Policy No. 2.35 – Civility in the Workplace and VDH Policy No. 03.02.35 – Civility in the Workplace. Your signature only acknowledges that you have received and read these policies (or had them read to you), and that you understand that VDH and the Commonwealth of Virginia strictly forbid workplace harassment (including sexual harassment), bullying (including cyber bullying), and workplace violence of any kind in state government agencies. Violations may result in formal disciplinary action pursuant to DHRM Policy 1.60 – Standards of Conduct. 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.

This document will be maintained in your official personnel record.

Employee's Name (please print): _____

Employee's Signature: _____

Date: _____