

**Company policies and procedures acknowledgement form**

I acknowledge that I have read, understood and agree to abide by the following YourZone45 Policies and Procedures:

* **Health and Safety Policy**
* **Absence Through Sickness Policy**
* **Computer Usage Policy**
* **Telephone Policy**
* **Booking Time Off Policy**
* **Smoking Policy**
* **Employee Dress Code and Grooming Policy**
* **Group Disciplinary Procedure**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form should be completed and returned to HR.