

# Workplace Policy Acceptance Form

Captures acceptance of workplace policies and HR guidelines.

## 01 Employee Information

Employee Name

Employee ID

Department

Position

Reporting Manager

## 02 Policy Information

Policies Accepted

- |   |  |
|---|--|
| <input type="checkbox"/> Employee Handbook          | <input type="checkbox"/> Leave & Attendance Policy     |
| <input type="checkbox"/> Remote Work Policy         | <input type="checkbox"/> Dress Code Policy             |
| <input type="checkbox"/> IT & Acceptable Use Policy | <input type="checkbox"/> Expense Policy                |
| <input type="checkbox"/> Grievance Policy           | <input type="checkbox"/> Performance Management Policy |

Policy Effective Date

Distribution Method

Previous Version Acknowledged?

**03 Confirmation**

**Acknowledged Date**

**Questions or Concerns**

**Additional Notes**

**Declaration & Consent**

I confirm that I have received and reviewed the workplace policies listed above. I understand and agree to comply with all outlined guidelines and standards. I acknowledge that these policies may be updated periodically and that I am responsible for staying informed of any changes. All data will be handled in accordance with Humii's Privacy Policy.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date (DD/MM/YYYY)

\_\_\_\_\_  
Full Name (Print)

\_\_\_\_\_  
Designation