

## Policy Acknowledgments Receipt

I, the undersigned, hereby acknowledge receipt of how to access the documents listed below and acknowledge it is responsibility to read and understand the provisions of each policy. You must initial next to each policy and sign the bottom of the form.

<i>Initial</i>	<p><b>Hazard Communication Information Program:</b> This is to certify I have read and understand the materials in the University of South Alabama Hazard Communication Manual. I also understand further information is available to me within my department/division. It is understood that Safety Data Sheets (SDS's), which cover hazardous chemicals in my work area, are available in my department or may be acquired through the Safety &amp; Environmental Compliance Department upon request. The manual is available at: <a href="https://www.southalabama.edu/departments/environmental/resources/hazard-communication-info.pdf">https://www.southalabama.edu/departments/environmental/resources/hazard-communication-info.pdf</a></p>
<i>Initial</i>	<p><b>University of South Alabama Drug and Alcohol Abuse Prevention Program Statement of Policy:</b> I, the undersigned, hereby acknowledge receipt of how to access the University of South Alabama drug free workplace policy. I further understand that I am required to read and become familiar with all the provisions of this policy. The policy is available at: <a href="https://www.southalabama.edu/departments/financialaffairs/hr/resources/hrdrugpolicy.pdf">https://www.southalabama.edu/departments/financialaffairs/hr/resources/hrdrugpolicy.pdf</a></p>
<i>Initial</i>	<p><b>Staff Employee Handbook Acknowledgement:</b> I, the undersigned, hereby acknowledge that I am responsible for accessing and becoming knowledgeable about the Staff Employee Handbook for employees of the University of South Alabama (USA) on the date of this acknowledgment. I further understand that as an employee of USA, I am responsible for accessing and becoming knowledgeable about future periodic revisions to the Staff Employee Handbook that will be emailed directly to my USA employee issued email address and announced on USA's Human Resources website. I understand that USA can, at its sole discretion, modify, eliminate, revise, or deviate from the guidelines and information in the handbook as circumstances or situations warrant. I further understand that I am required to read and become familiar with all the provisions of these policies, and my supervisor or department head will answer any questions concerning these policies. Furthermore, I acknowledge that neither the handbook nor any provision of the handbook is or implies an employment contract or any other type of contract. I also understand that my employment may be terminated at any time at the will of either my employer or me, the employee. The handbook is available online at: <a href="https://www.southalabama.edu/departments/financialaffairs/hr/staff-employee-handbook/">https://www.southalabama.edu/departments/financialaffairs/hr/staff-employee-handbook/</a></p>
<i>Initial</i>	<p><b>University of South Alabama Annual Security and Fire Safety Report:</b> The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, generally referred to as the Clery Act, requires the University of South Alabama to disclose campus related crime statistics and security-related policy statements in its Annual Security and Fire Safety Report (ASF SR). The ASF SR contains statistical data for the three previous calendar years concerning reported crimes that occurred at the Main Campus, the USA Health University Hospital (formerly USA Medical Center) and Children's &amp; Women's Hospital, associated medical clinics, the USA Health Strada Patient Care Center, Mitchell Cancer Institute, as well as the Baldwin County Campus in Fairhope. Statistics for reported crimes on public property within or immediately adjacent to the Fairhope and Main campuses is included, along with fire data for all student residential facilities. The report also includes security-related policy statements including information on notifications regarding emergency response and evacuation procedures and a section on fire safety. The Clery Act also requires the University of South Alabama to distribute and inform all students and employees about the availability of the ASF SR. You may obtain a printable PDF by visiting the links below or by visiting or calling the University Police Department at 251-460-6312. About the Annual Security and Fire Safety Report: <a href="https://www.southalabama.edu/departments/police/cleryasr.html">https://www.southalabama.edu/departments/police/cleryasr.html</a> Most recent Annual Security and Fire Safety Report: <a href="https://www.southalabama.edu/departments/police/resources/fireandsafetyreport.pdf">https://www.southalabama.edu/departments/police/resources/fireandsafetyreport.pdf</a> I, the undersigned, hereby acknowledge receipt about the availability of the University of South Alabama's Annual Security and Fire Safety Report.</p>

*If you are signing this Agreement electronically, you agree your electronic signature is the legal equivalent of your handwritten signature on this Agreement.*

**Printed Name:** \_\_\_\_\_ **J#:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_