

Radford University
Department of Human Resources
Certificate of Receipt

1. The Commonwealth of Virginia's [Policy on Alcohol and Other Drugs](#) (DHRM Policy #1.05)
2. Radford University's [Discrimination, Harassment, Sexual Misconduct, and Retaliation Policy](#) (#GEN-PO-1002)
3. Radford University's [Acceptable Use Policy for University Computer and Information Technology Systems](#) (#IT-PO-1500)
4. Radford University's [Criminal Background Check Policy](#) (#HR-PO-1400)
5. The Commonwealth of Virginia's [Civility In The Workplace](#) (DHRM Policy #2.35)
6. The Commonwealth of Virginia's [Standards of Conduct](#) (DHRM Policy #1.60 – Classified employees only)

These policies can be found on the Office of Policy Compliance, ARMICS and Special Projects website at <https://www.radford.edu/content/policies/home.html> and/or on the Department of Human Resource Management (DHRM) Policies website at <http://www.dhrm.virginia.gov/hrpolicies>.

Your signature below indicates your receipt of the policies listed above. Your signature is intended only to acknowledge receipt and it does not imply agreement or disagreement with any or all of the policies. It is also your responsibility to be aware of the content of the policies. If you refuse to sign this certificate of receipt, a Human Resources representative will be asked to initial this form indicating that a copy of the policies has been given to you. This Certificate of Receipt will be filed in your Personnel Record in the Department of Human Resources.

Employee Name (please print) _____

Signature _____ Date _____