

HR Policies and Procedures Acknowledgement and Receipt

- I acknowledge that my local ministry HR Policies and Procedures, which apply to my local ministry and the state in which I work, are published and maintained on the local ministry intranet page or in an Employee Handbook that I have been provided.
- I acknowledge that Trinity Health System-Wide HR Policies and Procedures, which have general application throughout all of Trinity Health and its ministries and subsidiaries, are published and maintained on the Trinity Health SharePoint Site: <https://mytrinityhealth.sharepoint.com/sites/SO-ONEHR-TrinityWide/SitePages/Ministry-Wide-HR-Policies.aspx>.
- I understand that if I am unable to access the local ministry HR Policies and Procedures and/or the Trinity Health System-Wide HR Policies and Procedures (collectively referred to below as “Policies and Procedures”), I should contact the HR Service Center, <https://hr4u.trinity-health.org>, or a local Human Resources representative.
- I understand that the written Policies and Procedures (not oral statements or representations) set forth the terms and conditions of my employment, as well as the duties, responsibilities and obligations of employment.
- I understand that the Policies and Procedures provide various alternative channels, including anonymous and confidential channels, to raise concerns of violations of Policies and Procedures and I am encouraged to do so promptly so that my local ministry and/or Trinity Health may effectively address such situations.
- I understand and acknowledge that nothing in the Policies and Procedures or in any other document or policy is intended to restrict my rights as an employee or prohibit me from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (“EEOC”), National Labor Relations Board (“NLRB”), or any other federal, state or local agency charged with the enforcement of any laws.
- I agree to abide by and be bound by the rules, policies and standards set forth in the Policies and Procedures.