

Employee Acknowledgment (as part of Performance Review)

I acknowledge that I have received a copy of the *OMB, Risk Management Division* policies and procedures regarding sexual, hostile work environment, and other forms of unlawful harassment; acceptable internet/e-mail use in the workplace; substance abuse; workplace threats and violence; and emergencies, including fire, natural disaster/severe weather, and bomb threats. My signature means that I have reviewed these documents, understand them, and have discussed the contents with my manager.

Employee Signature/Date

Employee Acknowledgment

I have reviewed this document and discussed the contents with my manager. My signature means that I have been advised of my performance status and does not necessarily imply that I agree with the evaluation.

Employee Signature/Date