



NEW EMPLOYEE ONBOARDING

POLICIES & INFORMATION SHEETS CHECKLIST & SIGN-OFF

I _____ *(please print name)* Personnel #: _____

acknowledge, by way of initialing each box and signing below, that I have received, read, and understand the following:

Policies & Information Sheets

- Accessibility for Manitobans - Customer Service
- Confidentiality of Personal Information Policy (ORG.1411.PL.201)
- Confidentiality of Personal Information - PHIA Self-Learning Package (ORG.1411.PL.201.SD.01)
 - PHIA Declaration of Confidentiality *
- Conflict of Interest Policy (ORG.1510.PL.010)
 - Conflict of Interest Disclosure Form *
- Dress Code: Attire and Grooming (ORG.1511.PL.001)
- Employee Immunization Information Hand Out
 - Confidential Employee Immunization Form*
- Infection Prevention & Control
- Parking Policy (ORG.1310.PL.004)
 - Parking Fee Deduction Consent***
- Scent-Fragrance Awareness in the Workplace (ORG.1511.PL.002)
- Security Checks for Employment
- Smoke Free Environment Policy (ORG.1010.PL.003)
- Social Media Policy (ORG.1510.PL.016)
- Southern Health-Santé Sud Authorization to Collect Use & Disclose Information Form *
- Southern Health-Santé Sud Core Values



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I _____ **Personnel #:** _____
(please print name)

acknowledge, by way of initialing each box and signing below, that I have received, read, and understand the following:

Policies & Information Sheets (con't)

- Southern Perks
 - Southern Perks webpage
 - Subscribe to the Southern Perks feed
 - Employee Discount Program
 - Southern Health e-store
- Violence Prevention Program for Health Care Workers Policy (ORG.1513.PL.001)
- Workforce Equity & Diversity
 - Indigenous Self Declaration Form **
 - Respectful Workplace Policy (ORG.1510.PL.005)
 - Respectful Workplace Procedures Manual
 - Respectful Workplace Complaint Form

Employee's Signature: _____ **Date:** _____

Manager's Name: _____
(please print)

Manager's Working Title: _____

Manager's Signature: _____ **Date:** _____

Legend:

- * Sign-off sheet is placed in employee personnel file
- ** Sign-off sheet is placed in employee personnel file and copy sent to HR – Recruitment & Retention
- *** Sign-off sheet is placed in employee personnel file and copy sent to respective Payroll Office/Clerk