

Trial Court Policy Acknowledgment Form

Employee Name: _____

Court Department: _____

Court Division: _____

The following Trial Court policies and other information can be found on the Trial Court Intranet on the Human Resources page under the link for New Hire Resources. Please review the information on the Intranet to familiarize yourself with these policies. By signing below, you are acknowledging you must read and comply with the policies below.

- a. Information Technology Policy;
- b. Policy Prohibiting Discrimination, Harassment, and Retaliation and Complaint Resolution Procedures
- c. State Ethics Commission – Summary of Conflict of Interest Law;

State Ethics Commission – Online Training must be completed within 30 days of employment. Please go to <https://www.mass.gov/complete-conflict-of-interest-law-training-and-summaries> and follow the link for Online Training for State Employees. Once done, the certificate of completion must be given to your department head.
- d. Summary of Your Benefits in the Trial Court;
- e. Section 16.000 of the Manual, Standards of Employee Conduct;
- f. Written Information Security Program or Order of the SJC, pursuant to c 93H concerning the protection of personal information;
- g. Union Contract, if applicable;
- h. Outside Employment and Business Activities;
- i. The Plan for Fair and Equal Employment;
- j. New Employee Orientation Notice.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

A copy of this form will be placed in your personnel file.