



Community Care TASMANIA

Acknowledgement of relevant policies distributed to new staff at Induction

- POLICY 7 Human Resources Management
- POLICY 8 Physical Resources
- POLICY 15 Privacy And Dignity
- POLICY 17 Advocacy Support
- POLICY 22 Transport, Kilometre
- POLICY 23 Social Media Code of Conduct
- POLICY 24 Smoke Free Workplace Policy
- POLICY 25 Employee Code Of Ethics And Conduct Policy
- POLICY 27 Violence, Abuse, Neglect, Exploitation And Discrimination Policy
Elder Abuse Policy
- POLICY 34 Staff Uniform

(These policies are also accessible on the Staff Resources section of our website www.cct.org.au. You can also request a printed copy from the office).

I confirm that:

1. I have received/accessed all the above specified policies.
2. I have also received a copy of the Employee Handbook, and Welcome to the Workplace – a work health and safety guide for new workers.
3. I have read all the information included in all the above specified policies.
4. I understood the information included in all the above specified policies and I have no questions that require further instruction.
5. I am aware of any conditions raised in all the above specified policies that may apply to my role and I will abide by them as required.

Support Worker Signature:

Date:

Please Note: Please do not sign this declaration if you are unsure about any aspect of the above specified policies. If you have had trouble, or need helping accessing any of the above specified policies, and/or need clarification on what they contain, please discuss with your CEO Wendy Mitchell on 03 6334 0990.

<P:\HR\New Employees\Support Workers Induction.Packs ETC\New Support Worker Pack YELLOW ENVELOPE\A1. Staff declaration for policy completion.docx>