



TOWN OF SAUGUS

HUMAN RESOURCES

298 CENTRAL STREET

SAUGUS, MASSACHUSETTS 01906

Telephone: (781) 231-4142 ▪ Fax: (781) 231-5666

Policy Acknowledgement Statement

By signing below I agree that I have been provided with, informed about, and understand fully, the following Town of Saugus policy statements:

- Alcohol and Drug Policy
- Prevention of Sexual Harassment in the Workplace
- Internet & Email Policy

I understand that non-compliance will be cause for disciplinary action up to and including dismissal, as well as possible legal action for violations of applicable regulations and laws.

Print Employee Name

Employee Signature

Department

Date