



Human Resources Policies and Templates Guide

TITLE OF FORM/TEMPLATE: [Staff Acknowledgement Form – Code of Conduct](#)

RELATED POLICY: [5.7 Code of Conduct](#)

HOW TO USE HR FORM OR TEMPLATE	
PURPOSE	Confirm employee acknowledgement of the Code of Conduct Policy, which outlines the standards of conduct and ethical behaviour and professional responsibilities required of Mary MacKillop Today employees and individuals representing or conducting business on behalf of Mary MacKillop Today.
FREQUENCY	At any time, any employee begins to conduct business with or on behalf of Mary MacKillop Today and at any time the policy is revised and requires re-acknowledgement of employee.
COMPLETED BY	Board and Committee members, employees, volunteers, contractors, consultants.
APPROVAL BY	Provide to supervisor / team leader
DESTROY	No
ADDITIONAL DETAILS	Related Documents: • Safeguarding Code of Conduct Acknowledgement Form



Staff Acknowledgement Form – Code of Conduct

Name: _____

Address: _____

I have read and understood Mary MacKillop Today's Code of Conduct, and I will comply with it.

Signed: _____

Print name: _____

Date: _____