

YMCA of Greater Boston
Employee Acknowledgement of Receipt of Policies

The YMCA of Greater Boston is dedicated to the highest quality of customer service delivered with a sense of caring, honesty, respect and responsibility in keeping with the spirit of the YMCA. We are committed to providing outstanding service to our fellow employees, members, parents and communities.

It is important that all employees understand the YMCA of Greater Boston's mission and values and the expectations of our staff when becoming an employee. Please take the time to carefully read the materials that you have been provided describing the standards and work rules for our organization.

I, _____ agree that I have received the following information as part of my new hire package / orientation with the YMCA of Greater Boston:

- Employee Handbook
- Child Abuse Prevention Policy and Code of Conduct
- Customer Service Professional Standards
- EEO and Anti-Harassment Policy
- Electronic Communication/Internet Usage Policy

By my signature below, I agree that I have received each booklet and it is my responsibility to read and understand the policies, standards and rules for employees of the YMCA of Greater Boston. Further, I agree to follow these policies and standards in the performance of my job duties and understand that any violation of these policies may result in my termination of employment with the YMCA of Greater Boston. I agree that employment with the YMCA of Greater Boston is at-will and that either the YMCA or I may terminate the relationship at any time with or without cause or notice.

Employee Name (*please print*)

Employee Signature

Date

Branch Name

YMCA Representative Signature

Date

YMCA Representative Name and Title