



# Declaration of Compliance and Understanding

I, being a(n):

- Employee     Substitute/Casual     Intern/Student Teacher  
 Volunteer     Driver Trainer

of/at Prairie Spirit School Division No. 206, have received and read a copy of the following administrative policies:

- AP-501 Recruiting and Placement, including Sections 6 and 7– Criminal Record Checks and Reporting, as well as AP-501.1 Duties and Expectations of Staff and AP-501.2 Code of Conduct;
- AP-505 Harassment Prevention;
- AP-509 Employee Complaints and Grievances;
- AP-511 Employee Acceptable Use;
- AP-512 Violence Prevention;
- AP-513 Progressive Discipline;
- AP-514 Medical Marijuana and Other Prescribed Medication Use; and
- AP-515 Recreational Substance Use

I understand the provisions provided and my responsibilities as stated in each policy.

### **For Prairie Spirit School Division Employees**

I hereby affirm that there will be no unlawful conduct relating to my duties. I hereby affirm that failure to comply with these may result in disciplinary action.

I am aware that my name and photograph will be listed in the protected Prairie Spirit Staff Directory and that this data may be used to populate other protected Prairie Spirit databases in the future. This information is governed by AP-511 Employee Acceptable Use.

The Prairie Spirit employee communication expectation is that staff will check and respond to e-mail at least once every two (2) working days.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full Name (please print)

\_\_\_\_\_  
Signature

***Please return the completed form to Prairie Spirit School Division.***