



Human Resources Department
Employment Office
(P) 718-604-5360
(F) 718-604-5518

DATE: _____
TO: ALL Employees & ALL Non-Employees
FROM: Human Resources
SUBJECT: Work Place Policies: Acknowledgement & Agreement
Cell Phone Use Policy / Conflict of Interest Policy / Drug Free Work Place Policy

CELL PHONE USE

Under the terms of Cell Phone Usage, we are required to give you a copy of our official policy concerning the use of cell phones in the Workplace. This policy outlines the acceptable and prohibited cell phone uses in the Medical Center / Rutland Nursing Home.

CONFLICT OF INTEREST STATEMENT

This Conflict of Interest Statement is a critical part of the Corporate Compliance Program of Kingsbrook Jewish Medical Center/Rutland Nursing Home. This statement requires each employee, agent, director, officer or Trustee of KJMC or RNH to affirm that they are in compliance with all conflict of interest related guidelines and confidential information related to guidelines in the KJMC/RNH Corporate Compliance Program.

The undersigned hereby discloses and states that: He / She has received and reviewed the Conflict of Interest Policy. He / She has no knowledge of any activity and has no knowledge of anyone participating in any activity which violates the Conflict of Interest Guidelines set forth in the KJMC/RNH Corporate Compliance Program or the guidelines regarding Confidential Information set forth in the KJMC/RNH Corporate Compliance Program.

DRUG FREE WORKPLACE:

Under the terms of the Drug Free Workplace Act, we are required to give you a copy of our official policy statement concerning the establishment of a Drug Free Workplace.

NOTE: THE LAW REQUIRES YOU TO ACKNOWLEDGE AND AGREE TO ALL OF THE ABOVE AS A CONDITION OF EMPLOYMENT

- You have received these statement
- You have read them
- You agree to abide by these policies in all respects

Acknowledge and Agree:

PRINT NAME _____ **DEPARTMENT** UNDERGRADUATE MEDICAL EDUCATION

SIGNATURE _____ **DATE:** _____