



New Employee Orientation Attestation

Date: _____

Employee Name (print): _____

I hereby attest to having received and read the **New Employee Orientation Material** provided by El Rio Community Health Center Human Resources Department. This material covers various compliance and policy requirements, providing information, guidance, and instructions that support my understanding of the organization’s policies and standards directly related to my performance as an employee of El Rio Community Health Center.

The content in the **New Employee Orientation Material** includes the following forms:

Informational Forms	Fillable Forms
<ul style="list-style-type: none"> Dress Code Policy Personal Cell Phone Internet Usage Policy Drug and Alcohol Code of Conduct Payroll Orientation Security Briefing Standards of Excellence Dayforce Basic User Guide v.2 Learn about your Insurance Benefits Retirement Enrollment Guide 	<ul style="list-style-type: none"> Personal Data Form Confidentiality Agreement Form Vehicle Registration Form Influenza Consent Form (Sept-May Only) Influenza Refusal Form (Sept-May Only) New Employee Attestation

I understand that if I have any questions, or need any clarification on any of the content material, I can contact the Human Resources Department; or can speak with my assigned El Rio Supervisor.

Employee Signature: _____

This attestation form must be completed and turned in to the Human Resources Department.

Thank you.