



Off-site Employment/Orientation Checklist Return Form

Prior to an effective date being established for your appointment, you must initial each item listed to acknowledge that you have received and read all material.

- _____ Statement of Conduct Policy
- _____ Employee Problem Resolution Policy
- _____ Argonne's Equal Employment Opportunity/Affirmative Action Statement
- _____ Policy Statement Regarding Sexual and Other Forms of Harassment
- _____ Environment, Safety and Health Orientation Packet
- _____ Office of Counterintelligence Orientation Briefing

I received, reviewed, and understand all items listed above.

Print Name

Signature

Date

RETURN ALL EMPLOYMENT FORMS AND THIS CHECKLIST TO:

HR Employment and Placement – Building 201
Argonne National Laboratory
9700 S. Cass Avenue
Argonne, Illinois 60439

cc: ESH (Fax) 2-2942
Betty Iwan (Fax) 2-7042