



Acceptance of City of Surrey and Surrey Fire Service Policies and Practices and Acceptance of Employment Offer

Employee Information	
Legal Last Name:	Legal First Name and Middle Initial:

City Policies and Practices:

I confirm that I have read the following City of Surrey and Surrey Fire Service Policies and Practices and I agree that I will adhere to and abide by each of them:

- Code of Conduct
- Human Rights Policy
- Respectful Workplace Policy
- Serious Complaints Policy
- Fit for Duty Corporate Practice
- Occupational Health & Safety Policy
- Electronic Communications Acceptable Use Policy
- Information Security Policy
- Police Information Check Administrative Policy
- Social Media Practice
- Surrey Fire Service Attendance Management Program
- Surrey Fire Service Professional Standards Manual
- Surrey Fire Service Operations Guidelines

Signature

Date

Employment Offer:

I agree that I have reviewed and accept the terms and conditions of employment described in my offer letter dated

_____.

Signature

Date

Instructions:

1. Complete each section of the form.
2. Information provided on this form is stored and used for HR purposes.
3. This form (once completed) should be uploaded using our secure system. **OR:** If you prefer not to upload this document, it can be faxed (604-591-4517), mailed or physically returned to City of Surrey HR, 13450-104th Ave., Surrey BC V3T 1V8. The City of Surrey recommends that you do not email the required personal information using unsecured systems.