

**Receipt of Non-Discrimination Policies and  
Acknowledgement Form Instructions**  
*(Issued 10/2013)*

**Purpose**

The form is used to acknowledge receipt of DCFS Policies 2-02 Non-Discrimination in Service Provision, 2-03 Non-Discrimination in Employment, 2-04 Reasonable Accommodation, 2-05 Electronic and Information Technology Accessibility, and 2-06 Sexual Harassment, and to certify that an employee has received the policies.

**Preparation**

Employee completes, signs, and dates the Non-Discrimination Policies and Acknowledgement Form after receiving policies available on the DCFS Intranet.

**Disposition**

Original is filed in the new employee's personnel record maintained by the central Human Resource office for each agency.

For current employees undergoing training, the signed forms may be maintained in the local office personnel files.