



University Policies Acknowledgement and Understanding

I have received copies of the following:

- [Commonwealth of Massachusetts Summary of the Conflict of Interest Law for State Employees](#)
- [Drug Free Workplace Act Informational Pamphlet](#)
- [Employee Rights and Responsibilities Under the Family and Medical Leave Act \(FMLA\)](#)
- [Department of Higher Education Equal Opportunity, Diversity, Affirmative Action Plan and MA State Universities Title IX Sexual Harassment Policy](#)

I understand that it is my obligation to familiarize myself with:

- the [Conflict of Interest Law](#), (G.L.c.268A and c.268B) during new hire onboarding and bi-annually,
- the [Information Security Policy \(0580\)](#) during new hire onboarding and annually, and
- All other agency's policies, available at: <https://www.westfield.ma.edu/university-policies>

I understand that it is my obligation to familiarize myself with Westfield State University Internal Control Plan. This document is available on the university's myWestfield portal (Intranet) at:

[myWestfield > Documents](#) > Administration and Finance > Internal Control Plan

By signing below, I acknowledgement receipt of this notice and I understand that I must abide by these laws and Westfield State University policies.

Employee Name (Printed): _____

Employee Signature

Date