

ACKNOWLEDGMENT OF RECEIPT

OF

INTERNET AND EMAIL USAGE POLICY
ADMINISTRATIVE DIRECTIVE NO. 331

I have received a copy of the City of Hamilton’s Internet and Email Usage Policy, read and agree to comply with the terms of this policy governing the use of the Internet and Email systems. I understand that any violation of this policy **will not be tolerated** and will result in disciplinary action, up to and including dismissal.

Employee Printed Name: _____ Date: _____

Employee Signature: _____