



For Individual or Multiple Employees

I acknowledge having received instructions on how to access and or/review DCS Policies and Procedures and/or other practice-related documents listed below on the DCS Intra/Internet Website for review, interpretation and/or training. I further understand that it is my responsibility to review and comply with the policies and procedures established by DCS. I acknowledge having been advised that if I need clarification or have questions regarding the policies and procedures or applicable training, I should contact my immediate supervisor.

I also acknowledge that for those policies and procedures and other DCS documents that I cannot access via the DCS Intra/Internet Website, these will be provided to me in hard-copy format at this designated location at my worksite:

I further understand that DCS reserves the right to change or amend policies and procedures at any time and that I will receive notification of any changes. I understand that I am required to comply with all changes, additions or amendments upon receipt.

My signature below indicates that I have read and reviewed the DCS Policies and Procedures and/or other documents listed below:

Policy No.

Policy / Document Title

Print Employee Name

Employee Signature

Edison Employee ID

Date

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.



Check the "Forms" Webpage for the current version and disregard previous versions. This form may not be altered without prior approval.

Distribution: Supervisor File
CS-0479
Rev: 1/18





	Print Employee Name	Employee Signature	Edison Employee ID	Date
10.				
11.				
12.				
13.				
14.				
15.				
16.				

Signature of Person Conducting Review and / or Training	Title	Office Location	Date



Check the "Forms" Webpage for the current version and disregard previous versions. This form may not be altered without prior approval.

Distribution: Supervisor File

CS-0479

Rev: 1/18

