Policy Acknowledgment Refusal Record

Employer: _____

The policy

Policy or handbook name: _____

Version: _____ **Effective date:** _____

Provided on (date): _____

How it was provided:

☐ Printed copy ☐ Email ☐ Intranet ☐ Meeting ☐ Other

What happened

The employee named below was given a copy of the policy above and asked to sign an acknowledgment that they received it. They declined to sign.

☐ The employee was told that signing confirms receipt, not agreement, and was offered the chance to ask questions or add comments.

☐ The employee kept a copy of the policy.

Reason given, in the employee's words (optional):

_____

_____

Employee

Name: _____ **Job title or department:** _____

Employee comments (optional):

_____

Signature (optional): _____ **Date:** _____

Recorded by

Name and title: _____

Signature: _____

Date: _____

Witness

Name and title: _____

Signature: _____

Date: _____