



Staff Declaration Form

1. Staff Handbook

I confirm that I have received and read the Emmaus Christian School Canberra Staff Handbook (HR Policy 1-0).

Name: _____ **Signature:** _____

Date: _____

2. Employee Code of Conduct Commitment

I have read, and understand, the Staff Code of Conduct (HR Policy 1-1); and will strive to abide by it. I understand that any breach of the Staff Code of Conduct could lead to disciplinary action and, in serious cases, to suspension or termination of employment.

Name: _____ **Signature:** _____

Date: _____

3. Staff Social Fund

Since in the Staff Handbook (p22-23) it states that employees participate in the non-refundable staff social fund, I herewith give permission to deduct \$5 per fortnightly pay for the staff social fund purposes as set out in the handbook.

Name: _____ **Signature:** _____

Date: _____