# Policy Web Training Slides

ASRC Policy Ack	nowledgement Application	
		Logout
	Login Name:	
	Login	
	Remember me	
	<ul> <li>PolicyWeb Instructions</li> <li>PolicyWeb Training Slides</li> </ul>	

Go to <u>http://asc.asrc.com/paa</u>, and log in using your network user name and password.

		Logo
Complete y	our Profile	
Name: SSN (Last 6 digits	):	
Continue		

Complete your profile by entering the last six digits of your social security number. Click continue.



Select your company and click continue.

SRC P	olicy Acknowledgement A	pplicatio	on	
			Home   Contr	ol Panel   L
Legend:	<ul> <li>Acknowledged</li> <li>Required Reading</li> <li>Not Required</li> </ul>	Help:	PolicyWeb Ins PolicyWeb Tra	structions aining Slides
	1. Employment Recru	uitment		
Policy #	Policy Name		Revision Date	e Read Date
1.02	<ul> <li>Personnel Requests</li> </ul>		3/1/2006	3/29/2006
1.03	Job Announcements/Advertisement		3/1/2006	
1.04	Application Flow Log		3/1/2006	
1.05	Affirmative Action		3/1/2006	
1.06	<u>Reference Checks</u>		3/1/2006	
1.07	Offering Employment		3/1/2006	
1.08	Shareholder Hire		3/1/2006	
	2. Employment Policies & A	dministratio	n	
Policy #	Policy Name		Revision Dat	e Read Date
2.01	Equal Employment Opportunity		3/1/2006	
2.02	ADA-Reasonable Accommodation		3/1/2006	
2.03	Sexual Harassment		3/1/2006	

Next, a list of policies that you are required to read and acknowledge will be displayed and marked with a green arrow. To read the policy, click on the link, and the policy will open in a new window.

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E Pag			POLI	CY:		EMPLOYMENT RECR	UITMENT			POLICY	NO.: 1-05	5		
			SUB	ECT:		AFFIRMATIVE ACTIO	N						ſ	
			EFFE	CTIVE	:	JANUARY 1, 2002				PAG	E: 1 OF 1	l		≡
achments			POLIC ASRC promo	<u>CY</u> Servi oting q	ice Cer ualified	nter, Inc. (ASC) will place Arctic Slope Regional Co oviet at ASC	a priority on recr prporation sharehold	uiting, h ders and	hiring, se d other i	electing, tra minorities f	iining, and or positior	1		
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Click the "OK" button after reading and understanding the policy. You will be automatically returned to the required policy page.

ASRC Policy Acknowledgement Application          Home   Control Pa         ▶       Policies Acknowledgement Form Employees must review and sign this document.         Legend:       ✓ Acknowledged         ▶       Required Reading         •       Not Required         1.02       ✓ Personnel Requests         1.02       ✓ Personnel Requests         3/1/2006       4/4         1.03       ✓ Inh Appouncements/Advertisement				ites <u>T</u> oois <u>H</u> eip	Favor	Ear Mew
Home       Control Pa         ▶       Policies Acknowledgement Form       Employees must review and sign this document.         Legend:       ✓       Acknowledged       Help:       PolicyWeb Instruct         ▶       Required Reading       PolicyWeb Instruct       PolicyWeb Training         •       Not Required       1. Employment Recruitment         Policy #       Policy Name       Revision Date       Real         1.02       ✓       Personnel Requests       3/1/2006       4/4         1.03       ✓       Job Appopurcements/Advertisement       3/1/2006       4/4		on	nent Application	icy Acknowledgeme	Poli	SRC I
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1.04 • Application Flow Log 3/1/2006 4/4	3/1/2006 4/4/2006	3/1/2006 4/4/		Application Flow Log	1	1.04
1.05  Affirmative Action 3/1/2006 4/4	3/1/2006 4/4/2006	3/1/2006 4/4/		Affirmative Action	1	1.05
1.06 ✓ <u>Reference Checks</u> 3/1/2006 4/4		3/1/2006 4/4/		<u>Reference Checks</u>	1	1.06
1.07 ✓ <u>Offering Employment</u> 3/1/2006 4/4	3/1/2006 4/4/2006	3/1/2006 4/4/		Offering Employment	1	1.07
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Once you have read and acknowledged a policy, a check mark will appear next to the policy and a read date will be logged. When you have read all of your required policies, you are required to complete the Policy Acknowledgement Form.

ASRC Polic Receipt of Ackn I. Documents: Policy 1.02 Pe 1.03 Jc 1.04 A	y Acknowledgement Application	Co
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2.01 Ed	qual Employment Opportunity	
2.02 AI	DA-Reasonable Accommodation	
2.03 Se	exual Harassment	
2.04 Er	mployee Concerns & Conflict Resolution	
2.05 SI	ubstance Abuse	
2.06 Er	mployee Classifications	
2.07 In	ntroductory Period	
2.07 In 2.08 V	ears of Service	

The Receipt of Acknowledgement Form will list all of the policies you have read and acknowledged. Scroll to the signature portion of the form.

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I agree to read the Policy Documents, and I compliance with the policies and procedures con- policies, rules, and benefits described in such doc Company from time to time, based on the particul to keep informed about policy and procedure re- current Company policies and procedures.	understand and agree that my job duties include full ained therein. I further understand and agree that the uments are subject to change or may be revised by the ar circumstances of a given situation. It is part of my job visions and updates as they occur, and to comply with
I understand and agree that the contents of these employment, that my employment with ASRC Ser ASRC Service Center, Inc or I may terminate my e without notice.	documents do not constitute the terms of a contract of vice Center, Inc is on an at-will basis, and that either mployment at any time with or without cause and with or
I understand and agree that my employment relati to a contract for a particular term, or otherwise i contract signed by me and by the President of ASF	onship with ASRC Service Center, Inc cannot be changed nodified from that described above, except by a written IC Service Center, Inc.
Signature:	
Date: 2/23/2006	
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Electronically Sign the Policies Acknowledgement Form by clicking the "Sign Electronically" button. Your company may require you to print this from. If so, click the "Print" button at the bottom of the form.

ASRC Policy Ack	nowledgement Application	
		Logou
	Login Name:	
	Login	
	Remember me	
	<ul> <li>PolicyWeb Instructions</li> <li>PolicyWeb Training Slides</li> </ul>	

Finally, log out. You may visit the Policy Web at any time. In the future, you will be notified as policies are changed or updated, and acknowledgement through Policy Web is required.