



Encore Educational Institute, LLC.
(EEI)
N. J. STATE POLICY

Acknowledgement of Receipt for State Policy

The State of New Jersey is committed to providing every employee with a workplace free from unlawful discrimination.

Every employee is required to read and become familiar with the "New Jersey State Policy Prohibiting Discrimination, Harassment or Hostile Environments in the Workplace" (Policy) and the "Procedures for Internal Complaints Alleging Discrimination, Harassment or Hostile Environments in the Workplace" (Procedures).

Any questions you may have regarding the Policy or Procedures should be directed to the Director of Operations of Encore Educational Institute, LLC, Sicklerville, New Jersey 08081, at 856-740-9327 or dmimms@encoreses.com.

Please sign the Acknowledgement of Receipt Form to confirm receipt of the Policy and Procedures. Failure to sign the form does not relieve an employee of the responsibility to understand and adhere to the provisions of the Policy and Procedures.

A copy of the signed form will be placed in your personnel file.

Signature of Employee

Date

Please Print Name of Employee

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