

SAMPLE: Employee Commitment to Personnel Policies

From Toronto School of Art (TSA), *Personnel Policies Manual*, April 2007

Toronto School of Art employees are responsible to adhere to the following principles:

- Accept in writing the conditions of employment;
- Abide by the policies of the organization;
- Relate to a variety of people of different personalities, ages and ethno-cultural backgrounds;
- Respond with sensitivity to the varying needs of individuals and groups;
- Function comfortably within the administrative structure of the organization;
- Work congenially as a team member;
- Work harmoniously with supervisors, co-workers, and volunteers;
- Listen and communicate clearly and contribute positively to maintaining staff morale;
- Keep client and agency information confidential with a high degree of integrity;
- Adhere to the conflict of interest policy.