



**New Jersey City University Policy Prohibiting Discrimination in the Workplace  
and  
New Jersey City University Procedures for Internal Complaints  
Alleging Discrimination in the Workplace**

**Acknowledgement of Receipt**

New Jersey City University is committed to providing every employee with a workplace free from prohibited discrimination.

Every employee is required to read and become familiar with the **New Jersey City University Policy Prohibiting Discrimination in the Workplace** (“State Policy”) and the **New Jersey City University Procedures for Internal Complaints Alleging Discrimination in the Workplace** (“Model Procedures”).

Any questions you may have about the University’s Policy or Procedures should be directed to:

Lisa Marshall, Director  
Equal Employment Opportunity/Affirmative Action/Diversity  
New Jersey City University  
2039 Kennedy Boulevard  
Hepburn 306  
Jersey City, New Jersey 07305  
Phone: 201-200-3075  
Fax: 201-200-2051

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

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

\_\_\_\_\_  
Employee’s Name

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date