

**STEINHARDT POLICY AWARENESS PROGRAM**  
**NEW EMPLOYEE ACKNOWLEDGMENT**

As a University employee, it is your responsibility to read, understand, and comply with University policies and guidelines, including the following:

1. NYU's "Non-Discrimination and Anti-Harassment Policy and Complaint Procedure for Employees," available from the Office of Equal Opportunity at:  
[www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/anti-harassment-policy-and-complaint-procedures.html](http://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/anti-harassment-policy-and-complaint-procedures.html) (attached)
2. "Guidelines for Compliance with the Family Educational Rights and Privacy Act (FERPA)," available from the Office of Program Review at: [www.nyu.edu/apr/ferpa.htm](http://www.nyu.edu/apr/ferpa.htm)

In addition, you should visit NYU's Policies and Guidelines website at [www.nyu.edu/policies](http://www.nyu.edu/policies) and acquaint yourself with other University policies, including, but not limited to: [electronic communications policies](#), ['Preventing Threatening or Violent Behavior in the Workplace'](#), ['Substance Abuse and Alcoholic Beverages'](#), and ['Contracts, Subpoenas, and Other Legal Matters.'](#)

\* \* \* \* \*

**Ethical Commitment:**

All New York University faculty and employees are expected to carry out their institutional responsibilities in accordance with applicable legal and ethical principles. If any questions arise about how the University's principles, standards, or policies apply, they should be brought to the attention of the appropriate dean or University administrator.

*Acknowledged and agreed to by:*

---

Employee Signature

---

Date

---

Employee Name (please print *clearly*)