

# Employee Notification of Rights and Responsibilities

Date:

Employee Name:

Employee ID:

Department:

## Notice

This document serves as official notification of your rights and responsibilities as an employee of our organization. Please read the information below carefully.

## Rights

- You have the right to a safe and healthy work environment.
- You have the right to fair compensation and benefits.
- You have the right to report unsafe practices or discrimination without fear of retaliation.

## Responsibilities

- Comply with all company policies and procedures.
- Perform your job duties to the best of your ability.
- Report any incidents or violations promptly to your supervisor.

If you have any questions regarding your rights or responsibilities, please contact the Human Resources department.

Employee Signature:

Date: