**EMPLOYEE AND VOLUNTEER ORIENTATION CHECKLIST**

As a new employee or volunteer, you will receive training on the following issues and policies:

* Purpose and Mission of Next Step Farms
* Safety issues for clients
* Forms I-9 and W-4 (for employees only)
* Anti-Harassment Policy
* Confidentiality Policy
* Safeguarding Policy
* Code of Conduct
* Volunteer Acknowledgement Form

# Employee:

Signature Date

Printed Name

# Next Step Farms:

Signature Date

Printed Name