

**Orientation Reference Material**

After orientation you will be sent a link to create an account on our online Human Resources site “Employee Navigator.” Below is a list of reference material and documents that can be found on Employee Navigator ([www.employeenavigator.com](http://www.employeenavigator.com)) under the Documents Tab>HR Documents>Orientation. If you would prefer a hardcopy of these documents, please let the person performing your orientation know and they will make them available to you.

**By signing and dating below you are stating that you are aware of the location of these documents and you will review them.**

1. Auxiliary Aids and Plan for Participates or Companions and/or Potential Participants or Companions with Disabilities P-1106
2. Americans With Disabilities Fact Sheet
3. CDS Directory & Organizational Chart
4. Corporate Compliance Letter from CEO
5. Complaint Grievance Process for Participants or Companions with Disabilities. P-1105
6. Cultural Competency & Cultural Diversity F-HR-1059
7. Employer Summit Card
8. Equal Employment Opportunity/Affirmative Action Policy Statement
9. Fiscal & Time Sheet Example
10. Harassment Prevention & Prohibition Against Retaliation
11. Infection Control Policy P-1038
12. Invitation to Self-identify for Individuals with Disabilities
13. Invitation to Self-identify for Protected Veterans
14. Issue/Problem Identification Form F-RM-1032
15. Maps of LabCorp Locations
16. Marketplace Coverage Options
17. Mission Statement and Program Overview P-1000
18. Person and Family Centered Planning F-HR-1058
19. Policy Statement-EEO For Individuals with Disabilities and Protected Veterans
20. Training Policy P-1030
21. VALIC Retirement Plan Highlights

Employee Print Name Date

Employee Signature