

Office Use Only	
Grade: _____	Graded by: _____

Name of Employee: _____

Date Quiz Taken: ____/____/____

Policy Training Quiz

PLEASE COMPLETE THE FOLLOWING QUESTIONS BY FILLING IN THE BLANK OR CIRCLING THE CORRECT ANSWER.

Unlawful Workplace Harassment

1. Unlawful workplace harassment is defined as unwelcome or unsolicited speech or conduct based upon race, sex, creed, _____, national origin, _____, color or handicapping condition.

2. Unlawful workplace harassment based on age must be someone over the age over 40.

TRUE
FALSE

3. It is against the law for your supervisor to fire you if you do not go out on a date with their cousin.

TRUE
FALSE

Workplace Violence

4. It is against the law for your supervisor to fire you if you do not go out on a date with their cousin.

TRUE
FALSE

5. What is intimidation? _____

6. You may not keep a weapon in your car while on state property, even if you have a permit to carry a concealed weapon.

TRUE
FALSE

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7. You should not worry about reporting someone that threatens to shoot the boss, they are just kidding.

TRUE
FALSE

Americans with Disabilities Act

8. An employee is obligated to provide reasonable accommodations to a qualified individual who has a verifiable disability.

TRUE

FALSE

Drug Free Workplace

9. An employee must notify his or her supervisor or the supervisor's designee verbally or in writing of any drug or alcohol conviction within _____ days of the date of conviction.

10. An employee must notify his or her supervisor or the supervisor's designee verbally or in writing of any drug or alcohol arrest within 5 days of the arrest.

TRUE

FALSE

11. If you are under the influence of an illegal substance or alcohol at work, you are subject to disciplinary action up to and including dismissal.

TRUE

FALSE

12. If a supervisor suspects that you are under the influence of drugs or alcohol while at work, they may require that you submit to a drug or alcohol test.

TRUE

FALSE

Safety and Work Related Incidents

13. Any injury at work, no matter how small, must be reported immediately to the supervisor?

TRUE

FALSE

14. If there is a fire, you will need to use the elevator to exit the building?

TRUE

FALSE

15. Equipment and safety training reduces on the job injuries?

TRUE

FALSE

16. If you receive a suspicious package or envelope, should your supervisor open it?

TRUE

FALSE