



## Employee assurance of training and understanding of Compliance documents

Training in TriTiCon’s policies, standard operating procedures, guidelines, routines, and checklists is conducted annually for all staff, and within 2 weeks for newly hired employees. Each employee is required to read, understand, and adhere to these. Assurance of training is collected and archived annually by the Administrative Support.

### Policies

Name	Training	Version	Date Trained

### Standard operating procedures (SOP)

Name	Training	Version	Date Trained

### Guidelines and Checklists

Name	Training	Version	Date Trained

### Signature

I hereby confirm my training and understanding of the above TriTiCon compliance documents:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title