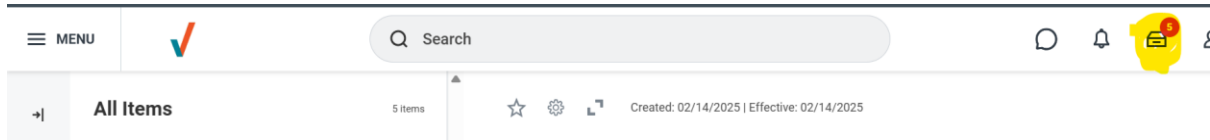


◆ **Step 1: Log in to Workday**

- Go to your Workday
- Enter your credentials and log in.

◆ **Step 2: Navigate to inbox > Right side corner**



◆ **Step 3: Access policy documents**

- In the left-side “**Review documents**”.
- Go through the document > provide acknowledgment > Click Submit

