

**Required Policies for New Employees to Read**

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| **Special Instructions:** Items marked with an asterisk (\*) can only be accessed after you have been provided with the necessary access credentials.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[Acceptable Use of State Systems](https://portal.ct.gov/OPM/Fin-General/Policies/Acceptable-Use-of-State-Systems-May-2006) and the [Addendum](https://portal.ct.gov/-/media/OPM/policies/acceptableusepolicyaddendumfaq05252010pdf.pdf) for Frequently Asked Questions* + You should have completed these on your first day of employment.
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| [Affirmative Action Policy Statement](https://portal.ct.gov/-/media/opm/admin/orientation/policies/OPMAffirmativeActionPolicyStatement.pdf) |
| [Data Breach Policy V 1.0 (09/19/22)](https://portal.ct.gov/-/media/OPM/policies/Data-Breach-Policy-10-_-091922.pdf) |
| [Disposition of Public Records](http://ctstatelibrary.org/wp-content/uploads/2015/05/PRP05.pdf)* After reading this policy, submit [Records Retention and Disposition Policy Acknowledgement of Receipt](https://portal.ct.gov/-/media/opm/admin/orientation/policies/recordsretentionpolicy.pdf) form to the Human Resources Unit.
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| [Drug Free Workplace Policy](https://ctgovexec.sharepoint.com/sites/opmathome/Shared%20Documents/Forms/AllItems.aspx?viewid=5dbbe171%2De30b%2D4e3d%2D94b6%2D415db2d4b560&id=%2Fsites%2Fopmathome%2FShared%20Documents%2FPolicies%20%26%20Procedures%2FDrug%20Free%20Workplace%20Policy%20and%20Compliance%20Certification%2Epdf&parent=%2Fsites%2Fopmathome%2FShared%20Documents%2FPolicies%20%26%20Procedures)\* |
| [Electronic Monitoring Notice\*](https://ctgovexec.sharepoint.com/%3Ab%3A/r/sites/opmathome/Shared%20Documents/Policies%20%26%20Procedures/electronic%20monitoring%20policy%2007192022.pdf?csf=1&web=1&e=u781ug) (rev. 07/19/22) |
| [Employee Assistance Program Policy\*](https://ctgovexec.sharepoint.com/%3Ab%3A/r/sites/opmathome/Shared%20Documents/Policies%20%26%20Procedures/employee%20assist%20prgm%20policy%2007192022.pdf?csf=1&web=1&e=bMBc8H) (rev. 07/19/22) |
| [Ethics: Mission Statement and Policy of Ethical Conduct](https://portal.ct.gov/-/media/OPM/policies/OPM-Mission-Statement-and-Policy-of-Ethical-Conduct--07192022.pdf) (rev. 07/19/22) |
| [Ethics, Public Officials and State Employees Guide to the Code of](https://www.ct.gov/ethics/lib/ethics/guides/2019/public_officials_and_state_employees_guide_rev_january_2019.pdf) |

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| [Family and Medical Leave Policy](http://portal.ct.gov/-/media/DAS/Statewide-HR/A---Z-Listing-Task-PDFs/Family-Medical-Leave-DAS-General-Letter-39.pdf) |
| [Family Violence Leave Policy](https://portal.ct.gov/-/media/DAS/Statewide-HR/A---Z-Listing-Task-PDFs/DAS-General-Letter-34.pdf) |
| [HIV/AIDS Policy Statement](https://portal.ct.gov/-/media/opm/admin/orientation/policies/OPMHIVAIDSPolicyStatement.pdf) |
| [Human Rights Complaint Procedure](https://portal.ct.gov/-/media/opm/admin/orientation/policies/OPMHumanRightsComplaintProcedure.pdf) |
| [Individuals with Disabilities Policy Statement](https://portal.ct.gov/-/media/opm/admin/orientation/policies/OPMIndividualsWithDisabilitiesPolicyStatement.pdf) |
| [Management of Retention of E-mail and other Electronic Messages](http://ctstatelibrary.org/wp-content/uploads/2015/05/GL2009-2-EmailManagement.pdf) |
| [Mobile Computing and Storage Devices, Security](https://portal.ct.gov/OPM/Fin-General/Policies/Policy-on-Security-for-Mobile-Computing-and-Storage-Devices) |
| [Personal Wireless Device Policy](https://portal.ct.gov/OPM/Fin-General/Policies/-/media/4342AA4388B54DC2998CA5E983E2D3A6.ashx) |
| [Political Activities of State Employees](https://portal.ct.gov/opm/admin%20main/admin%20general/orientation/political%20activities%20of%20state%20employees/) |
| [Pregnancy Discrimination and Accommodation in the Workplace](http://www.ctdol.state.ct.us/gendocs/SS46a%20Pregnancy%20Disability%20Poster.pdf) |
| [Procedure to Respond to Freedom of Information (FOI) Requests](https://ctgovexec.sharepoint.com/sites/opmathome/Shared%20Documents/Forms/AllItems.aspx?viewid=5dbbe171%2De30b%2D4e3d%2D94b6%2D415db2d4b560&id=%2Fsites%2Fopmathome%2FShared%20Documents%2FPolicies%20%26%20Procedures%2FFreedom%20of%20Information%2Ffoi%5Fresponse%5Fprocedures%5F2018%2Epdf&parent=%2Fsites%2Fopmathome%2FShared%20Documents%2FPolicies%20%26%20Procedures%2FFreedom%20of%20Information)\* |
| [Procedure to Respond to Questions from the Media\*](https://ctgovexec.sharepoint.com/%3Ab%3A/r/sites/opmathome/Shared%20Documents/Policies%20%26%20Procedures/questons%20from%20media%20policy%2007192022.pdf?csf=1&web=1&e=G2tIUq) (rev. 07/19/22) |
| [Sexual Harassment Policy Statement](https://portal.ct.gov/-/media/opm/admin/orientation/policies/OPMSexualHarassmentPolicyStatement.pdf) |
| [Sexual Orientation Policy Statement](https://portal.ct.gov/-/media/opm/admin/orientation/policies/OPMSexualOrientationPolicyStatement.pdf) |
| [Signatory Authorization\*](https://ctgovexec.sharepoint.com/%3Ab%3A/r/sites/opmathome/Shared%20Documents/Policies%20%26%20Procedures/signatory%20auth%20policy%2007192022.pdf?csf=1&web=1&e=K0VHP0)(rev. 07/19/22) |
| [Smoke Free Environment Policy\*](https://ctgovexec.sharepoint.com/%3Ab%3A/r/sites/opmathome/Shared%20Documents/Policies%20%26%20Procedures/smoke%20free%20enviro%20policy%2007192022.pdf?csf=1&web=1&e=uuIOIp)(rev. 07/19/22) |
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| [State Resources, OPM\*](https://ctgovexec.sharepoint.com/%3Ab%3A/r/sites/opmathome/Shared%20Documents/Policies%20%26%20Procedures/use%20of%20state%20rescources%20policy%2007192022.pdf?csf=1&web=1&e=cT7n1u)(rev. 07/19/22) |
| [Telecommunications Equipment Policy](https://portal.ct.gov/OPM/Fin-General/Policies/~/link.aspx?_id=D1E73BEC0C804199BEAB3434FD5FD1EA&_z=z) |
| [Violence in the Workplace Prevention Policy\*](https://ctgovexec.sharepoint.com/%3Ab%3A/r/sites/opmathome/Shared%20Documents/Policies%20%26%20Procedures/workplace%20violence%20policy%2007192022.pdf?csf=1&web=1&e=TAmIkN)(rev. 07/19/22) |