

**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 completed the orientation process and are provided with the necessary credentials. All other items (not marked with an asterisk) must be completed on your first day during the orientation process. |
| [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 |
| [Affirmative Action Policy Statement](https://portal.ct.gov/-/media/OPM/Admin/Orientation/Policies/OPM-Affirmative-Action-Policy-Statement.pdf) |
| [Data Breach Policy V 1.0 (09/19/22)](https://portal.ct.gov/-/media/OPM/policies/Data-Breach-Policy-10-_-091922.pdf) |
| [Discrimination Complaint Procedure\*](https://ctgovexec.sharepoint.com/sites/opmathome/Shared%20Documents/Policies%20&%20Procedures/Discrimination%20Complaint%20Procedure%2011_16_22.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. |
| [Drug Free Workplace Policy\*](https://ctgovexec.sharepoint.com/sites/opmathome/Shared%20Documents/Policies%20&%20Procedures/Drug%20Free%20Workplace%20Policy%20and%20Compliance%20Certification.pdf) |
| [Electronic Monitoring Notice\* (rev. 07/19/22)](https://ctgovexec.sharepoint.com/sites/opmathome/Shared%20Documents/Policies%20&%20Procedures/Electronic%20Monitoring%20Notice%2007192022.pdf) |
| [Employee Assistance Program Policy\* (rev. 07/19/22)](https://ctgovexec.sharepoint.com/sites/opmathome/Shared%20Documents/Policies%20&%20Procedures/Employee%20Assistance%20Program%2007192022.pdf) |
| [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://portal.ct.gov/-/media/Ethics/Guides/Currently-Posted-Guides/Public-Officials-and-State-Employees-Guide-Rev-November-2021.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) |
| [**Individuals with Disabilities Policy Statement**](https://portal.ct.gov/-/media/OPM/Admin/Orientation/Policies/OPM-Individuals-With-Disabilities-Policy-Statement.pdf) |
| [**Management of Retention of E-mail and other Electronic Messages**](http://ctstatelibrary.org/wp-content/uploads/2015/05/GL2009-2-EmailManagement.pdf) |
| [**Meeting Notice Requirements for Boards and Commissions (rev. 01/18/23)\***](https://ctgovexec.sharepoint.com/:b:/r/sites/opmathome/Shared%20Documents/Policies%20%26%20Procedures/Meeting%20Notice%20Requirements%20for%20Boards%20and%20Commissions%2001_18_23.pdf?csf=1&web=1&e=tum1R0) |
| [**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 (rev 05/25/23)\***](https://ctgovexec.sharepoint.com/:b:/r/sites/opmathome/Shared%20Documents/Policies%20%26%20Procedures/Freedom%20of%20Information/FOI%20Requests%20-%20Procedure%20to%20Respond%20-%20Updated%20May%202023.pdf?csf=1&web=1&e=UMaLBd) |
| [**Procedure to Respond to Questions from the Media (rev. 05/25/23)**](https://ctgovexec.sharepoint.com/:b:/r/sites/opmathome/Shared%20Documents/Policies%20%26%20Procedures/Media%20Inquiries%20-%20How%20to%20Respond%20-Updated%20May%202023.pdf?csf=1&web=1&e=l245Ue) **\*** |
| [**Sexual Harassment Policy Statement**](https://portal.ct.gov/-/media/OPM/Admin/Orientation/Policies/OPM-Sexual-Harassment-Policy-Statement.pdf) |
| [**Sexual Orientation Policy Statement**](https://portal.ct.gov/-/media/OPM/Admin/Orientation/Policies/OPM-Sexual-Orientation-Policy-Statement.pdf) |
| [**Signatory Authorization\*(rev. 07/19/22)**](https://ctgovexec.sharepoint.com/sites/opmathome/Shared%20Documents/Policies%20&%20Procedures/Signatory%20Authority%2007192022.pdf) |
| [**Smoke Free Environment Policy\*(rev. 07/19/22)**](https://ctgovexec.sharepoint.com/sites/opmathome/Shared%20Documents/Policies%20&%20Procedures/Smoke%20Free%20Environment%20Policy%2007192022.pdf) |
| [**State Resources, OPM\*(rev. 07/19/22)**](https://ctgovexec.sharepoint.com/:b:/r/sites/opmathome/Shared%20Documents/Policies%20%26%20Procedures/Use%20of%20State%20Resources%20Policy%2007192022.pdf?csf=1&web=1&e=qNdErl) |
| [**Telecommunications Equipment Policy**](https://portal.ct.gov/OPM/Fin-General/Policies/~/link.aspx?_id=D1E73BEC0C804199BEAB3434FD5FD1EA&_z=z) |
| [**Violence in the Workplace Prevention Policy\*(rev. 07/19/22)**](https://ctgovexec.sharepoint.com/:b:/r/sites/opmathome/Shared%20Documents/Policies%20%26%20Procedures/Violence%20in%20the%20Workplace%20Prevention%20Policy%2007192022.pdf?csf=1&web=1&e=cFiEIK) |