




## Required Policies for New Employees to Read

### Special Instructions

As you click on the various links throughout the document, you will be prompted to take additional steps for those that are Word documents.

Please take the following actions:

- Click “*Open*”
- At this point, you may or may not be asked to click on the flashing *Word icon*  which will appear at the bottom of your screen.
- Click “*View*”
- Click “*Edit Document*”

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[Acceptable Use of State Systems](#) and the [Addendum](#) for Frequently Asked Questions

- You should have completed these on your first day of employment.

[Affirmative Action Policy Statement](#)

[Disposition of Public Records](#)

- After reading this policy, submit [Records Retention and Disposition Policy Acknowledgement of Receipt](#) form to the Human Resources Unit.

[Drug Free Workplace Policy](#)

[Electronic Monitoring Notice](#)

[Employee Assistance Program Policy](#)

[Ethics: Mission Statement and Policy of Ethical Conduct](#)

[Ethics, Public Officials and State Employees Guide to the Code of](#)

[Family and Medical Leave Policy](#)

[Family Violence Leave Policy](#)

[HIV/AIDS Policy Statement](#)

[Human Rights Complaint Procedure](#)

[Individuals with Disabilities Policy Statement](#)

[Management of Retention of E-mail and other Electronic Messages](#)

[Mobile Computing and Storage Devices, Security](#)

[Personal Wireless Device Policy](#)

[Political Activities of State Employees](#)

[Pregnancy Discrimination and Accommodation in the Workplace](#)

[Procedure to Respond to Freedom of Information \(FOI\) Requests](#)

[Procedure to Respond to Questions from the Media](#)

[Sexual Harassment Policy Statement](#)

[Sexual Orientation Policy Statement](#)

[Signatory Authorization](#)

[Smoke Free Environment Policy](#)

[State Resources, OPM](#)

[Telecommunications Equipment Policy](#)

[Violence in the Workplace Prevention Policy](#)