



STANDARDS OF CONDUCT ACKNOWLEDGEMENT

Employees of the Georgia Vocational Rehabilitation Agency (GVRA) have a duty of trust to the State of Georgia and its citizens. It is expected that employees will maintain and exercise the highest moral and ethical standards in carrying out their duties and responsibilities. Guidelines for employee conduct have been developed and published in the DHS Human Resources Policy Manual to prevent the appearance of impropriety, placement of self-interest above public interest, partiality, prejudice, threats, favoritism and undue influence.

As a condition of employment, employees are required to review and comply with these policies and procedures. The most recent versions of all policies and procedures are available on the ODIS website: <https://dhs.georgia.gov/policies>

Several policies are of particular importance to your employment include the following:

- 101 – Equal Employment Opportunity and Unlawful Discrimination
- 102 – Sexual Harassment
- 1201 – Standards of Conduct and Ethics in Government
- 1202 -- Political Activity
- 1006 – Annual, Sick and Personal Leave
- GVRA Dress Code Policy

Employees who do not have Internet access should contact their supervisor for printed copies of these policies.

Questions regarding these policies should be directed to: GVRA Human Resources Staff

My signature below signifies I have been informed of the policies listed above and I am responsible for reviewing and complying with all DHS/GVRA Policies as a condition of employment

Employee's Name (please print) _____

Employee's Signature _____

Date: _____