

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 GVRA 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 the provisions of GVRA Human Resource Policy #1201 - *Standards of Conduct and Ethics in Government* and Policy #1205 - *Use of State Property*. These policies are available on the ODIS Web Site:

http://www.odis.dhr.state.ga.us/1000_adm/1300_ohrmd/MAN1300.doc

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 my understanding that I am responsible for reviewing and complying with GVRA Human Resource Policy #1201 - *Standards of Conduct and Ethics in Government* and Policy #1205 - *Use of State Property* as a condition of employment.

Signature

Print Name

GVRA Organizational Unit

Date

This completed form is to be maintained in the official personnel file.