



## EMPLOYEE CONDUCT/BEHAVIOR EXPECTATIONS POLICY ACKNOWLEDGEMENTS

The mission of the Stanislaus County Human Resources Unit is to create an environment that cultivates, attracts, and retains an outstanding workforce. In order to do that, we need to keep our workforce educated, informed and up to date regarding what conduct and behavior is expected and anticipated. Presently, the County has over 3,000 employees who work in hundreds of different job classifications and are covered by rules and policies in the form of County Ordinances; Resolutions of the Board of Supervisors; Memorandum of Understanding with employee bargaining units; and County administrative rules, regulations and policies. The Human Resource Unit appreciates the skills of our workforce and understands that your contributions allow County departments to provide services to our customers.

Stanislaus County has a Personnel Manual that clearly defines behavior expectations. Many of these policies were specifically designed to protect you, keep you safe and ensure your well being. As a condition of employment, all employees (current and new hires) in addition to all personal service contractors employed by or working for Stanislaus County, are responsible for reading and understanding the policies listed in the chart below. After you have read each policy, please put your initials in the far right column to confirm your understanding. If you have questions, or need additional clarification regarding a policy, please bring your questions forward to discuss with your supervisor prior to initialing the form. It is the responsibility of each employee to understand the policies. These policies and/or ordinances can be obtained in several ways. These methods include but are not limited to: The Personnel Manual located in each department; the Department Human Resource Manager, the Personnel Manual on-line at <http://www.stancounty.com/>; and/or by contacting the Chief Executive Office at 209-525-6333.

| Policy/Ordinance  | Location | Page Number | Initials |
|---|----------|-------------|----------|
| Employees Subject to Standards                                      | Tab 16   | Page 1      |          |
| Rules and Regulations Compliance                                    | Tab 16   | Page 1      |          |
| Employment of Relatives—Nepotism                                    | Tab 16   | Page 1      |          |
| Failure to Perform Duties   | Tab 16   | Page 1      |          |
| Other County Employment   | Tab 16   | Page 1      |          |
| County Employment During Vacation                                   | Tab 16   | Page 2      |          |
| Legal Services by County Employees                                  | Tab 16   | Page 2      |          |
| Outside County Employment—Moonlighting                              | Tab 16   | Page 2      |          |
| Smoking in County Facilities  | Tab 16   | Page 3      |          |
| Smoking in County Vehicles  | Tab 16   | Page 3      |          |
| Code of Ethics  | Tab 16   | Page 4      |          |
| Gift Policy/Token of Appreciation                                   | Tab 16   | Pages 5-7   |          |
| Conflict of Interest Policy   | Tab 16   | Page 8      |          |
| Internet and E-Mail Policy  | Tab 16   | Pages 9-11  |          |
| Telecommunications Policy   | Tab 16   | Pages 12-15 |          |
| Workplace Harassment, Discrimination, and Retaliation Policy        | Tab 16   | Pages 16-19 |          |
| Health Insurance Portability and Accountability Act—HIPAA           | Tab 16   | Page 20     |          |
| Language Policy   | Tab 16   | Page 21     |          |
| Political Activities Policy   | Tab 16   | Pages 22-25 |          |
| Information Technology Security Policy—End User Policy              | Tab 16   | Pages 26-39 |          |
| Use of County Vehicles, Aircraft and Other Transportation Equipment | Tab 16   | Page 40     |          |
| Promotion of Religious Beliefs by Employees on the Job              | Tab 16   | Page 41     |          |
| Drug Free Workplace Policy  | Tab 08   | Pages 1-7   |          |
| Security and Violence in the Workplace Policy                       | Tab 18   | Pages 7-26  |          |
| Whistleblower Policy  | Tab 27   | Pages 8-9   |          |
| False Health Care Claims Policy                                     | Tab 27   | Pages 10-16 |          |

I certify that I have read, understand, or had explained to me, and agree to adhere to and follow the above referenced policies. I further understand that penalties for violations of any of these policies may include formal disciplinary action up to and including termination. I understand that it is my responsibility to ask clarifying questions if I need assistance interpreting a policy.

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|---|--------------|
| PRINT FULL NAME (FIRST, MIDDLE INITIAL, LAST) | SIGNATURE:   |
|   |              |
| AGENCY/DEPARTMENT                             | DATE SIGNED: |
|   |              |