



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 5,000 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. Human Resources 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 online 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	Page 5	
Conflict of Interest Policy	Tab 16	Page 8	
Internet and E-Mail Policy	Tab 16	Pages 9-12	
Telecommunications Policy	Tab 16	Page 13	
Workplace Harassment, Discrimination, and Retaliation Policy	Tab 16	Pages 18-21	
Health Insurance Portability and Accountability Act—HIPAA	Tab 16	Page 22	
Language Policy	Tab 16	Page 23	
Political Activities Policy	Tab 16	Pages 24-28	
Information Technology Security Policy—End User Policy	Tab 16	Pages 29-42	
Use of County Vehicles, Aircraft and Other Transportation Equipment	Tab 16	Page 43	
Promotion of Religious Beliefs by Employees on the Job	Tab 16	Page 44	
Key, Badge, Proximity Card, and Access Code Policy	Tab 16	Pages 45-49	
Drug Free Workplace Policy	Tab 08	Pages 1-6	
Lactation Policy	Tab 11	Pages 44-46	
Security and Violence in the Workplace Policy	Tab 18	Pages 7-26	
Whistleblower Policy	Tab 27	Pages 9-10	
False Health Care Claims Policy	Tab 27	Pages 11-17	

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.

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