

STANDARDS OF CONDUCT ACKNOWLEDGEMENT

Employees of the Department of Human Resources (DHR) 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 DHR Human Resource/Personnel 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 DHR Human Resource/Personnel Policy #1201 - *Standards of Conduct and Ethics in Government* and Policy #1205 - *Use of State Property*. These policies are available on the HR/Personnel Policies page of the Office of Human Resource Management Internet Web Site:

www2.state.ga.us/departments/dhr/ohrm.html

Employees who do not have Internet access should contact their supervisor or human resource/personnel representative for printed copies of these policies.

Questions regarding these policies should be directed to:

- Supervisors;
- Human Resource/Personnel Representatives; or,
- The Office of Human Resource Management - Employment Practices and Concerns Section at 404/656-6757 (or 1-800-362-0951 if outside of area codes 404, 678 and 770).

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

Signature

Name (please print)

DHR Organizational Unit

Date

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