



HUMAN RESOURCES

Georgia Building Authority / State Properties Commission / Georgia State Financing & Investment Commission

Policies and Procedures Acknowledgement

I do hereby acknowledge that I have received, read and agree to the following policies:

- Annual, Sick and Personal Leave
- Career Based Incentive Policy
- Children at Work Policy
- Court Leave Policy
- Criminal History Record Check
- Criminal Proceedings Involving Employees
- Discipline
- Dress Code & Personal Appearance Policy
- Drug Free Workplace and Testing
- Employee Assistance Program (EAP)
- Employee Theft and Dishonesty Policy
- Fair Labor Standards Act (FLSA) Policy
- Family Medical Leave Act Policy
- Unclassified Employee Grievance Procedure
- Infectious Disease Control
- IT and Electronic Correspondence and Navigation
- Leave Donation Policy
- Military Leave Policy
- Motor Vehicle Use Program
- Open Records Request Policy (GSFIC)
- Preventing Workplace Violence
- Workers' Compensation Return to Work
- Sexual Harassment Policy
- State Compensatory Time Policy
- Telecommunications Cost Control
- Unlawful Discrimination Policy
- Inclement Weather
- Code of Ethics
- Code of Ethics Attestation Form
- Conflicts of Interest Disclosure Form

These policies are a set of guidelines and GSFIC/GBA/SPC reserves the right to modify any of them at any time.

Printed Name

Signature

Date