



SAO POLICY ACKNOWLEDGEMENT STATEMENT

The State Accounting Office Human Resource policies can be found on the HR SharePoint page at <https://gets.sharepoint.com/sits/SAO>.

By signing below, I indicate I have reviewed the content, requirements, and expectations with regard to the policies listed below. Additionally, I agree to abide by these policy guidelines as a condition of my employment with the State Accounting Office. I understand that if I have questions, at any time, regarding these policies, I will consult with my immediate supervisor or Human Resources for clarification.

- State of Georgia Ethics Order
- Anti-Harassment Policy
- Appropriate Use and Monitoring
- Equal Employment Opportunity
- Drug-Free Workplace
- Family Medical Leave
- Dress Code
- Leave and Attendance
- Standards of Conduct
- Inclement Weather
- Overtime
- Remote Connectivity (New)
- Working Hours
- Confidentiality

Employee Signature

Date

Employee Name (Print)