



## SAO POLICY ACKNOWLEDGEMENT STATEMENT

By signing below, I indicate I have reviewed the content, requirements, and expectations with regard to the policies listed below. I further acknowledge that I have been informed that the complete list and most current versions of SAO's policies are published on the SAO intranet site and it is my responsibility to read and comply with all policies, in the most current versions. 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.

- Anti-Harassment Policy
- Leave and Attendance
- Dress Code
- Code of Ethics
- Appropriate Use and Monitoring
- Equal Employment Opportunity
- Drug-Free Workplace
- Standards of Conduct
- Working Hours
- Confidentiality

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Print)