



# North Carolina Department of Administration

Roy Cooper, Governor  
Pamela Cashwell, Secretary

Donnell Adams, HR Director  
Human Resources Management

## ACKNOWLEDGEMENT

I, \_\_\_\_\_, an employee of the North Carolina Department of Administration, hereby certify that I have been made aware of the Department's policies listed below. Following New Employee Orientation, I will receive links to the full policies. I understand that as a condition of employment, I must abide by the terms of these policies. I further understand that should I have questions about any part of any policy, it is my responsibility to contact my supervisor or the Human Resources Management office in order to obtain clarification and answers to any questions I have.

### Policies:

1. Unlawful Workplace Harassment Prevention Policy (Rev. 10/1/14)
2. Americans with Disabilities Act (Rev. 11/1/06)
3. Equal Employee Opportunity (Rev. 5/15/13)
4. HIV/AIDS in the Workplace (Rev. 6/1/92)
5. Workplace Violence Policy (Rev. 4/1/08)
6. Drug-Free Workplace Policy (Rev. 09/02/16)
7. Discipline Policy (Rev. 2/1/11)
8. Grievance Policy (Rev. 12/1/13)
9. Secondary Employment Policy (Rev. 1/1/04)
10. Gift Ban Policy (Rev. 1/1/03)
11. Computer Use Policy (Rev. 1/1/03)
12. Safety and Health Handbook (Rev. 2013)
  - *Parental Leave Policy*
  - *Lactation Support Policy*
  - *Telework Program Policy*
  - *Variable Work Schedule Program*
13. Social Media Policy (Rev. 11/1/19)

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Signature

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Date

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