



#	Policy Statement	Initials
A	<p><b>THE CITY OF OKLAHOMA CITY OTHER POLICY RECEIPT AND ACKNOWLEDGMENT:</b></p> <ol style="list-style-type: none"> <li>1. Equal Employment Opportunities and Affirmative Action Statement</li> <li>2. Secondary Employment Policy</li> <li>3. Health Insurance Marketplace Coverage Options Notice (OMB Form 1210-0149)</li> <li>4. Comprehensive Code of Conduct, Ethics and Fraud Intolerance Policy</li> <li>5. Personnel Policies</li> <li>6. IT Acceptable Use Policy (AUP)</li> </ol> <p><b>I have received these statements and agree to comply with the policies provided.</b></p>	
B	<p><b>THE CITY OF OKLAHOMA CITY FRAUD POLICY: (PART-TIME/TEMPORARY)</b></p> <p>The City has established systems and internal controls to provide reasonable assurance of the prevention and detection of fraud and to encourage reporting by City employees of improper governmental action taken by City officers or employees. The term fraud refers to but is not limited to: any dishonest or fraudulent act; forgery or alteration of any official document; misappropriation of funds, supplies or City materials; improper handling of reporting of money or financial transactions; profiting by self or others as a result of inside knowledge; destruction or intentional disappearance of records, furniture, fixtures or equipment; accepting or seeking for personal benefit anything of material value from vendors or persons providing services or material to the City; or any similar or related irregularities. Fraudulent acts will not be tolerated and may result in disciplinary action up to and including termination from City employment.</p> <p><b>I HAVE RECEIVED AND READ OR HAD READ TO ME THE CITY OF OKLAHOMA CITY'S POLICY PROHIBITING FRAUD. I UNDERSTAND AND AGREE TO COMPLY WITH THIS POLICY.</b></p>	
C	<p><b>THE CITY OF OKLAHOMA CITY'S DRUG-FREE WORKPLACE POLICY AND DRUG AND ALCOHOL POLICY</b></p> <p>In accordance with guidelines set forth in the Drug-Free Workplace Act (Act) of 1988, it is the policy of the City of Oklahoma City that unlawful manufacture, distribution, dispensing, possession or use of an illegal chemical substance and/or alcohol during working hours or on City property including buildings, parking lots, and vehicles is prohibited.</p> <p><b>As a condition of employment, each employee must:</b></p> <ol style="list-style-type: none"> <li>1. Abide by the terms of The City of Oklahoma City's Drug-Free Workplace Policy (Departmental Memo No. 89-14, Management Bulletin 89-1, April 28, 1989; and Personnel Service Bulletin 91-2).</li> <li>2. Notify the City of any criminal drug conviction for a violation <u>occurring in the workplace</u> no later than five (5) days after such conviction.</li> </ol> <p>Pursuant to the Act, "conviction of a criminal drug offense" includes a finding of guilt (including a plea of no contendere) or imposition of sentences by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes. These include manufacture, dispensation, use, or possession of any controlled substances defined in Paragraph 5157 (3) of the Act. Although the Act only addresses violations "occurring in the workplace", any employee who has violated any provision of the City's policies relative to alcohol and/or drugs will be subject to appropriate disciplinary action, up to and including termination.</p> <p><b>I understand the provisions of The City of Oklahoma City's Drug-Free Workplace Policy and Drug and Alcohol Policy approved by the City Council on March 27, 1990, and agree to abide by the terms of these policies.</b></p>	
D	<p><b>THE CITY OF OKLAHOMA CITY DISCRIMINATION AND SEXUAL HARASSMENT ACKNOWLEDGEMENT</b></p> <p>I have received and read or had read to me the City of Oklahoma City's policy (PSB 20-02) prohibiting discrimination and sexual harassment.</p> <p><b>I understand and agree to comply with the policy.</b></p>	



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E	<p><b>THE CITY OF OKLAHOMA CITY FIREARMS AND WEAPONS POLICY</b></p> <p>The following policy will be in effect and enforceable immediately within any work unit, division or department.</p> <ol style="list-style-type: none"> <li>1. Possession of weapons, dangerous instruments and/or firearms by employees during work hours, on their person or in their personal vehicle on City property, is prohibited. Weapons, dangerous instruments and firearms shall include all instruments and devices named or described by municipal ordinance, state or federal law. Firearms shall include loaded and unloaded firearms. This policy shall not include transportation of weapons that can lawfully be transported in motor vehicles, stored in the employee’s locked personal vehicle when parked on City property during work hours; however, brandishing a weapon for the purpose of intimidation or threat of bodily harm shall be a violation of this weapons policy.</li> <li>2. In the event of such infraction, the employee’s supervisor shall direct the employee to leave the work site for the remainder of the same work day without delay.</li> <li>3. Any occurrence of such infraction(s) as described above will result in the employees being summarily terminated.</li> </ol> <p><b>I have received a copy of the Firearms and Weapons policy and agree to follow the rules and procedures stated. I understand that this statement will be a permanent record in my personnel file.</b></p>	
F	<p><b>The City of Oklahoma City’s policy on Violence in the Workplace, as stated in Section 406 of the Personnel Policies:</b></p> <p>“The City will not tolerate any acts of violence to persons or property. All acts of violence are considered and treated seriously. Each act of violence will be dealt with promptly and appropriately to minimize risk to employees, customers and property.        Workplace violence means any physical action, verbal or non-verbal, that is reasonably perceived as a threat, harassment, abuse, intimidation or personal contact that produces fear, causes bodily harm or damage to property. Workplace violence may involve family, friends, strangers, co-workers or customers.</p> <p>An employee or knowing party shall report to a supervisor, Division Manager, Department Director or the Personnel Department any threatening or dangerous situations affecting the workplace and management will take appropriate action.”</p> <p><b><u>Procedures Pertinent to Temporary, Seasonal, and Part-time Employees:</u></b>        For departments that hire employees on the temporary, seasonal, and part-time pay plan, this policy document shall be provided to each new employee and posted on bulletin boards near the work sites of said employees.</p> <p><b>Employees hired for part-time, temporary, or seasonal employment will be subject to immediate termination if they engage in conduct that violates the above policy.</b></p>	

**I HAVE RECEIVED AND READ OR HAD READ TO ME THE CITY OF OKLAHOMA CITY'S POLICIES CONTAINED IN THIS DOCUMENT. I UNDERSTAND AND AGREE TO COMPLY WITH THESE POLICIES.**

\_\_\_\_\_  
 Employees Name (Please Print)

\_\_\_\_\_  
 Witness’ Name (Please Print)

\_\_\_\_\_  
 Employee’s Signature and Date

\_\_\_\_\_  
 Witness’ Signature and Date

\_\_\_\_\_  
 Employee’s Peoplesoft ID Number

\_\_\_\_\_  
 Employee’s Department and Division