

considered grounds for disciplinary action, up to and including discharge. All employees are urged to check these bulletin boards daily.

Smoking

Smoking is permitted only in designated areas on the premises. "Smoking" refers to the use of tobacco or tobacco-less products and/or substitutes including "vapor" or "e-cigarettes". You may only smoke during your rest and/or meal periods. Employees who smoke are encouraged to observe the usual smoking courtesies in order to avoid inconveniencing other members of the staff. Employees must follow all citizen/customer/client rules regarding smoking while working on those premises.

County Vehicle

Some positions may require the use or operation of a County vehicle for business purposes. The following guidelines apply to all employees driving or accessing a County vehicle:

- County vehicles are for business purposes only. Personal use is prohibited.
- Only authorized, insured, and licensed employees can operate County vehicles.
- Only County employees and guests on official business with the County can occupy a County vehicle.
- All employees must comply with all applicable driving laws and are personally responsible for all infractions or fines that result from their driving.
- Any and all accidents, fines, infractions, or vehicle trouble should be reported immediately to your supervisor or manager.
- Cell phone use is discouraged while driving. Employees should safely pull off the road before utilizing a cell phone. If the use of a cell phone while driving is necessary, a hands-free device is required.

Uniform/ Dress Code

Employee appearance contributes to the Irwin County Board of Commissioners (ICBOC) culture and reputation. Employees are expected to present themselves in a professional manner that results in a favorable impression from colleagues, clients, and customers.

It is the responsibility of every person working for ICBOC to adhere to this policy. **This dress code applies to all employees, interns, work-study personnel, and volunteers.** The ICBOC dress code does not discriminate against an individual on the basis of race, sex, age, genetic information, religion, sexual orientation, national origin, or disability. Employees should familiarize themselves with the policy and dress code guidelines.