

2. Work function of the unit.
3. Determination that the attire does not comply with this policy.
4. Complaints received.

Employees who do not comply with established dress code standards may be subject to disciplinary action up to and including dismissal from employment.

**NOTE: Employees who have been provided with shirts or uniforms are expected to wear their county-provided attire. These departments include but may not be limited to the Irwin County Road Department, EMS, Fire Department and Tax Appraisers. Safety concerns prohibit any employee from wearing shorts on the job.**

### **Technology, Email & Internet Use**

County-provided technology systems are for official use.

Employees should have no expectation of privacy in County systems. The County reserves the right to monitor, access, and review electronic communications and usage.

Misuse may result in disciplinary action.

### **Office Telephone/ Office Cell Phone And Personal Cell Phone Use Policy**

The County telephone system and devices are for official use only. In the case of a personal emergency, the County will take a message from the caller and notify the employee.

Personal cell phone use should be kept to a minimum. Employees may only use their personal cell phones or communication devices for business purposes and during official or authorized working time. All personal communications should be handled during any break periods and always outside of the view of our citizens/customers/clients. While you are directly communicating with a citizen/customer/client, your cell phone and other mobile devices should be silenced.

### **Business Equipment Use Policy**

The County's electronic mail, phones, and internet systems are County property and are to be used for County business. Excessive use of the County's system for personal business is prohibited.

The County reserves the right to access, review, and disclose information obtained through the County's systems at any time. Employees are required to notify their supervisor and the County's security department if they become aware of any use of the County's systems in violation of the policies set forth in this handbook.

All Internet data that is composed, transmitted, or received via the County owned computer system is considered part of the official records system and as such, is subject