

To assist in providing a safe and healthful work environment for employees, customers, and visitors, the County has established a workplace safety program. Safety is a top priority. Our safety depends on the alertness and personal commitment of all.

The County provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Employees and supervisors receive appropriate periodic workplace safety training. Each employee is expected to obey safety rules and to exercise caution in all work activities. Because of the potential for injury, employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards or who cause hazardous or dangerous situations, who fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

### **Harassment & Sexual Harassment**

Irwin County prohibits harassment based on any protected classification under federal or Georgia law.

Harassment includes unwelcome conduct that interferes with an individual's work or creates an intimidating, hostile, or offensive work environment.

Employees should report harassment promptly. Retaliation is prohibited.

### **Workplace Violence**

Threats, intimidation, violence, or possession of unauthorized weapons on County property are prohibited.

Violations may result in immediate disciplinary action, including termination. Violence of any type, including physical threats towards co-workers, elected officials, management, customers, or others on the County premises or when conducting business with or on behalf of the County, both on and off County property, will not be tolerated and may be the basis for immediate termination. Employees who observe any such behavior are required to report any such incidents to management immediately. Employees who observe any such behavior are required to report any such incidents to management immediately. Employees who feel threatened in any way by another employee or a third