

CODE OF CONDUCT**1.11.3****C. ADMINISTRATIVE REGULATIONS**

The hiring department is required to issue a copy of the Code of Conduct to every employee under their authority. Issuance of the Code must be documented by having the employee and issuing supervisor or HR staff member sign the "Acknowledgement" form issued by the Department of Human Resources. The original of the form must be filed with the Department of Human Resources within 5 (five) working days of issuance. One copy should be retained by the operating department and another copy given to the employee.