Handout #1:

Understanding Policies

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| Policy | Summarize this policy. | What are the employee and employer responsibilities related to this policy? | How does this policy protect the employee and the employer? |
| STANDARDS OF CONDUCT |  |  |  |
| TELEWORK |  |  |  |
| USE OF ELECTRONIC COMMUNICATIONS & SOCIAL MEDIA |  |  |  |
| WORKPLACE HARASSMENT |  |  |  |
| ADDITIONAL NOTES: | | | |