

CHAPTER 22 – MANDATED POLICIES

<u>ARTICLE</u>	<u>TITLE</u>	<u>PAGE</u>
I	IDENTITY THEFT	
	Section 22-1-1 - Program Adoption	22-1
	Section 22-1-2 - Program Purpose and Definitions	22-1
	Section 22-1-3 - Identification of Red Flags	22-2
	Section 22-1-4 - Detecting Red Flags	22-3
	Section 22-1-5 - Preventing and Mitigating Identity Theft	22-3
	Section 22-1-6 - Program Updates	22-4
	Section 22-1-7 - Program Administration	22-4
II	USE OF SOCIAL SECURITY NUMBERS	
	Section 22-2-1 - Definitions	22-5
	Section 22-2-2 - Prohibited Activities	22-5
	Section 22-2-3 - Public Inspection and Copying of Documents	22-6
	Section 22-2-4 - Applicability	22-6
	Section 22-2-5 - Compliance with Federal Law	22-6
	Section 22-2-6 - Embedded Social Security Numbers	22-7
	Section 22-2-7 - Identity—Protection Requirements	22-7
	Section 22-2-8 - Penalty	22-7
	Section 22-2-9 - Amendment of Privacy Policy	22-7
	Section 22-2-10 - Conflict with Stricter Laws	22-7
III	FREEDOM OF INFORMATION POLICY	
	Section 22-3-1 - Public Records Available	22-8
	Section 22-3-2 - Designation, Duties and Training of Freedom of Information Act Officers	22-8
	Section 22-3-3 - Procedures	22-8
	Section 22-3-4 - Requests to Inspect or Copy	22-8
	Section 22-3-5 - Request for Commercial Purposes	22-9
	Section 22-3-6 - Fees	22-10
	Section 22-3-7 - Public File	22-10
	Section 22-3-8 - Granting or Denial of Requests	22-10
	Section 22-3-9 - Certain Information Exempt from Inspection and Copying	22-10
	Section 22-3-10 - Notice of Denial of Request; Appeals	22-10
IV	FAIR HOUSING CODE	
	Section 22-4-1 - Declaration of Policy	22-12
	Section 22-4-2 - Definitions	22-12
	Section 22-4-3 - Prohibited Acts	22-13
	Section 22-4-4 - Penalty	22-13
V	INVESTMENT POLICY	
	Section 22-5-1 - Investment Policy	22-14
	Section 22-5-2 - Scope	22-14
	Section 22-5-3 - Prudence	22-14

<u>ARTICLE</u>	<u>TITLE</u>	<u>PAGE</u>
V	INVESTMENT POLICY (CONTINUED)	
	Section 22-5-4 - Objective	22-14
	Section 22-5-5 - Delegation of Authority	22-14
	Section 22-5-6 - Ethics and Conflicts of Interest	22-14
	Section 22-5-7 - Authorized Financial Dealers and Institutions	22-14
	Section 22-5-8 - Authorized and Suitable Investments	22-14
	Section 22-5-9 - Collateralization	22-14
	Section 22-5-10 - Safekeeping and Custody	22-15
	Section 22-5-11 - Diversification	22-15
	Section 22-5-12 - Maximum Maturities	22-15
	Section 22-5-13 - Internal Control	22-15
	Section 22-5-14 - Performance Standards	22-15
	Section 22-5-15 - Reporting	22-15
	Section 22-5-16 - Investment Policy Adoption and Modification	22-15
VI	ETHICS CODE	
	Section 22-6-1 - State Officials and Employees Ethics Act	22-16
VII	EQUAL EMPLOYMENT POLICY	
	Section 22-7-1 - Adoption of Codes	22-17
	Section 22-7-2 - Non-Discriminatory Practices	22-17
	Section 22-7-3 - Contracting with Non-Complaints	22-17
	Section 22-7-4 - Outreach to All	22-19
	Section 22-7-5 - Minority Hiring	22-19
	Section 22-7-6 - Accommodations for Disabled	22-19
	Section 22-7-7 - Compliance by Employees	22-19
	Section 22-7-8 - Designated Enforcers	22-19
VIII	DRUG FREE WORKPLACE	
	Section 22-8-1 - Definitions	22-20
	Section 22-8-2 - Requirements for Village	22-20
IX	DRUG/ALCOHOL TESTING POLICY AND PROCEDURE	
	Section 22-9-1 - Drug and Alcohol Free Workplace Policy	22-22
	Section 22-9-2 - Definitions	22-22
	Section 22-9-3 - Prohibited Actions	22-22
	Section 22-9-4 - Applicability	22-22
	Section 22-9-5 - Testing Procedure	22-23
	Section 22-9-6 - Screening and Testing	22-23
	Section 22-9-7 - Confidentiality of Test Results	22-25
	Section 22-9-8 - Consequences of Positive Test Result or Refusal to Cooperate	22-25

<u>ARTICLE</u>	<u>TITLE</u>	<u>PAGE</u>
X	POLICY PROHIBITING SEXUAL HARASSMENT	
	Section 22-10-1 - Prohibition on Sexual Harassment	22-26
	Section 22-10-2 - Definition of Sexual Harassment	22-26
	Section 22-10-3 - Procedure for Reporting an Allegation of Sexual Harassment	22-26
	Section 22-10-4 - Prohibition on Retaliation for Reporting Sexual Harassment Allegations	22-28
	Section 22-10-5 - Consequences of a Violation of the Prohibition on Sexual Harassment	22-28
	Section 22-10-6 - Consequences for Making a False Report	22-29
XI	STANDARDS OF ETHICAL CONDUCT TO ADDRESS FRAUD, WASTE AND ABUSE	
	Section 22-11-1 - Policy	22-30
	Section 22-11-2 - Scope	22-30
	Section 22-11-3 - Interpretation	22-30
	Section 22-11-4 - Definitions	22-30
	Section 22-11-5 - Expectations	22-31
	Section 22-11-6 - Reporting	22-32
	Section 22-11-7 - Investigation and Enforcement	22-32
XII	WHISTLEBLOWER PROTECTION POLICY	
	Section 22-12-1 - Purpose	22-33
	Section 22-12-2 - Definitions	22-33
	Section 22-12-3 - Duties of an Auditing Official	22-34
	Section 22-12-4 - Duties of an Employee	22-34
	Section 22-12-5 - Defend Trade Secrets Act Compliance	22-34
	Section 22-12-6 - Employee Acknowledgement	22-34
	Addendum "A" - Employee Acknowledgement of Whistleblower Protection Policy	22-35