

Reporting Procedures. Any potentially dangerous situation must be reported immediately. Depending on the perceived immediacy and damage, the report should be made to 911, a guard on duty (if any), a supervisor or the Human Resources Department. All reported incidents will be investigated. Reports or incidents will be disclosed to others only on a need-to-know basis. The County will actively intervene at any indication of a possibly hostile or violent situation.

Risk Reduction Measures. While the County does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform the Human Resources Department if any employee exhibits behavior which could be a sign of a potentially dangerous situation such as but not limited to the following:

- Discussing weapons or bringing weapons to the workplace;
- Displaying overt signs of extreme stress, resentment, hostility, or anger;
- Making threatening remarks;
- Sudden or significant deterioration of performance; or
- Displaying irrational or inappropriate behavior.

Enforcement. Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action up to and including termination. Non-employees engaged in violent acts on the employer's premises will be reported to the proper authorities. The County reserves the right to notify law enforcement authorities.

Visitors

It is the business of the County and its employees to serve the public courteously, quickly and efficiently. As a result, friends and family are not allowed to make social visits to an employee at work. Unless a County employee is on duty at a particular County worksite, the employee shall visit the worksite only for a County-business related purpose.

Records Retention

It is the policy of the County to comply with the South Carolina State Department of Archives' records retention policies. It is the duty of every supervisor to be reasonably familiar with the records retention policies that apply to records within the supervisor's scope of

supervision, so that s/he is able to act in accordance with the records retention policies for all records the employee creates, receives or maintains.

E-mail is subject to the records retention policies. Text messages, chat group posts, social media posts or similar electronic communications that are temporary in nature cannot effectively be captured on a routine basis for records retention purposes. As a result, employees shall not use those types of communications to memorialize any County business that is subject to the State Archives document retention policies.

Telecommuting

Telecommuting means to perform a special project from a location other than the employee's regular workstation. Telecommuting is limited to the performance of work of such a high priority that it originates from and is assigned by the Administrator. Telecommuting requires the Administrator prior approval. Telecommuting is not to be used by an employee who, for personal reasons, must be away from work, but has exhausted available leaves.

Travel and Transportation

The County Administrator or the County Administrator's designee will approve or reject all requests received from supervisors on behalf of their employees for reimbursable travel in order to conduct County business or to receive training that will benefit the County. Approval for the travel **must** be obtained in advance of the travel. A copy of the meeting agenda, training agenda, seminar agenda or other appropriate documentation must be attached to all requests for reimbursable travel.

The County Administrator may authorize advance funding in excess of fifty (\$50.00) dollars for authorized travel subject to strict accountability. Requests for such advances must be submitted to the County Administrator through the respective department head for approval not less than seven (7) working days prior to the scheduled time of departure. Employees who have received advance funding for authorized travel must submit a travel expense report with all receipts within five (5) working days of return. Travel advances may be granted only where expenses are expected to exceed \$50.00. If after subtracting qualified business travel expenses the employee has a balance from the advance funding, the balance must be returned with the travel expense