

STANDARDS OF CONDUCT

PURPOSE

To assure safe, efficient and harmonious operations and to fully inform all employees of their responsibilities in this regard.

SCOPE

This policy applies to all The Center for Family and Child Enrichment employees.

POLICY

The Agency's standards of conduct are established for guidance to all employees. It is expected that staff members will follow the standards of ethics as members of their respective professions. Additionally, the Center shall operate under ethical standards and practices as set forth by the Child Welfare League of America. The following list represents a partial list of unacceptable behaviors and conduct, as a complete list of all possible violations would be impossible to write. Infractions will lead to corrective action up to and including termination.

UNACCEPTABLE BEHAVIORS/CONDUCT (Partial List):

- Falsifying employment application, time card, personnel, or other Center for Family and Child Enrichment documents or records.
- Unauthorized possession of company or employee property, gambling, carrying weapons or explosives, or violating criminal laws on company premises
- Fighting, throwing things, horseplay, practical jokes or other disorderly conduct which may endanger the well-being of any employee or client.

- Engaging in acts of dishonesty, fraud, theft or sabotage
- Threatening, intimidating, coercing or interfering with the performance of other employees.
- Insubordination or refusal to comply with instructions or failure to perform reasonable duties, which are assigned.
- Unauthorized use of Agency's material, time, equipment or property.
- Damaging or destroying Agency's property through careless or willful acts.
- Conduct, which reflects adversely on the employee or Agency.
- Performance, which does not meet the requirements of the position.
- Engaging in other behaviors and practices which the Agency determines may be
- Inconsistent with ordinary and reasonable rules of conduct.
- Other behaviors and practices for which the Agency feels that corrective action are warranted.

PROCEDURE

The supervisor will document the unacceptable behavior and report to the Executive Director.

The CEO will determine if disciplinary action is warranted.