

## **Community Action Partnership of North Alabama**

### **STANDARDS OF CONDUCT**

The Partnership expects all persons involved in the Organization act in a professional and responsible way at all times. Some of the more obvious unacceptable activities are noted below; however, this list is not all-inclusive and other inappropriate conduct may result in disciplinary action.

All persons involved in the Partnership must abide by these standards of conduct. Contact the Human Resource Coordinator with any questions concerning any standard of conduct or the unacceptable activities listed.

#### **Unacceptable Activities**

Unacceptable activities which may result in discipline, up to and including termination include, but are not limited to the following:

1. Violation of any Organization rule or policy; any action that the Partnership deems detrimental to its efforts to operate.
2. Negligence or any careless action which endangers the life or safety of another person.
3. Being under the influence of a controlled substance or alcohol while at work; use, possession or sale of a controlled substance in any quantity while on Organization premises, except medications prescribed by a physician which do not impair work performance.
4. Unauthorized possession of firearms, weapons or explosives in the workplace or while on duty.
5. Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on Partnership premises or when representing the Organization; disorderly conduct, fighting, or provoking a fight on Organization property.
6. Insubordination or refusing to obey instructions issued by a supervisor pertaining to job responsibilities and performance.
7. Threatening, intimidating or coercing fellow employees at any time, for any purpose.
8. Engaging in an act of sabotage; negligently causing the destruction or damage of Organization property, or the property of all persons involved in the Partnership in any manner.
9. Theft or unauthorized possession of Organization property or the property of fellow employees; removal of any Organization property, including documents, from the premises without prior permission from management; unauthorized use of Partnership equipment or property for personal reasons; using Organization equipment for profit.
10. Dishonesty, falsification, misrepresentation, or material omission on your application for employment or other work records; lying about medical or personal leave; falsifying reason for a leave of absence or other data requested by the Organization; alteration of Organization records or other Organization documents.

11. Violating confidentiality policy concerning information about children, families, and other staff members; giving confidential or proprietary information of the Partnership to competitors or other organizations or individuals or to unauthorized organization employees; working for a competing business while an Organization employee; breach of confidentiality of personnel information.
12. Unsatisfactory or careless work.
13. Any act of harassment, sexual, racial, gender based, or based upon any protected class; telling sexist, racist, or otherwise offensive jokes; making racial or ethnic slurs.
14. Retaliating against an employee because they have made a good faith complaint of unlawful discrimination or harassment.
15. Leaving work before the end of a work day or not being ready to work at the start of a workday without approval of their supervisor; stopping work before time specified for such purposes.
16. Sleeping or loitering during working hours.
17. Excessive use of Partnership telephones for personal calls.
18. Creating, contributing, and/or not reporting unsanitary conditions.
19. Failure to report an absence or late arrival; excessive absence or lateness.
20. Obscene or abusive language toward any person; any disorderly/antagonistic conduct on Organization premises.
21. Failure to immediately report damage to, or an accident involving Organization equipment.
22. Leaving the premises during working hours without their supervisor's knowledge or permission.
23. Failure to refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.
24. Program Specific: A child may not be left alone or unsupervised while under the programs care.
25. Program Specific: Failure to use positive methods of child guidance and engaging in corporal punishment, emotional or physical abuse, or humiliation. In addition, employing methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.
26. Program Specific: Failure to respect and promote the unique identity of each child and family.

---

Signature

---

Date

---

Printed Name