

Written: 05/02/2017	Policy	Employee Conduct Policy
Approved: 06/22/2017		Dept.: All
Reviewed/Revised: 05/02/2017		Written By: HR Department

**Policy:**

The purpose of this policy is to clarify guidelines for employee conduct.

Employment with the Area Agency on Aging, Inc. is “at will” which means it is subject to termination by either Area Agency on Aging, Inc. or the employee at any time for any reason. No one has the authority to enter into any oral or written employment contract without the signed explicit written approval of the President and CEO, and no written employment contract will be valid without the signature of the President and CEO. To monitor this at-will relationship, Area Agency on Aging, Inc. has developed guidelines to track performance.

**Procedures:**

***Employee Responsibilities:***

It is the duty and the responsibility of every employee to be aware of and abide by existing policies and work rules.

It is also the responsibility of employees to perform their duties to the best of their ability and to the standards set forth in their job descriptions or as otherwise established. Employees are encouraged to take advantage of all learning opportunities available and to request additional instruction when needed.

***Supervisor Responsibilities:***

The employee’s supervisor should approach corrective measures in an objective manner. If the employee’s performance of assigned tasks is the issue, the supervisor should generally look to see that proper instructions, appropriate orientation and training have been given and that the employee is aware of job expectations. Not only single incidents, but patterns of poor performance, should be of concern as these are indicative of overall performance.

If misconduct is the issue, the supervisor should take steps to ensure that the employee has been made aware of the company’s policies and regulations regarding the infraction.

If, in either case, appropriate instruction or information was not communicated, a plan for such communication should be immediately developed and reviewed with the employee.

***Employee Conduct***

The Area Agency on Aging, Inc. has established general guidelines to govern the conduct of its employees. No list of rules can include all instances of conduct that can result in discipline and the examples below are not all inclusive and do not replace sound judgment, common sense behavior and the at-will employment status of employees.

- Creating conflict with co-workers, supervisors, visitors, volunteers, clients or patients.
- Failing to follow hygiene practices as needed for the specific job assignment.

Written: 05/02/2017	Policy	Employee Conduct Policy
Approved: 06/22/2017		Dept.: All
Reviewed/Revised: 05/02/2017		Written By: HR Department

- Contributing to unsanitary or unsafe conditions.
- Tobacco use on company property.
- Leaving the assigned work area or facility without the supervisor's permission.
- Loitering or loafing while on duty.
- Damaging or using company owned equipment without authorization.
- Disregarding the company's dress code.
- Abusing lunch breaks.
- Removing, posting or altering notices on any bulletin board on company property without permission from the employee's supervisor or HR department.
- Eating food or drinking beverages in undesignated areas.
- Failing to report injuries, damage to, or an accident involving company equipment.
- Violating any safety rule.
- Acting negligently.
- Horseplay that results in personal injury or equipment damage.
- Spreading malicious rumors.
- Engaging in vulgar or abusive language or conduct towards others.
- Copying company documents for personal use.
- Using company communication systems inappropriately.
- Treating clients or coworkers in a discourteous, inattentive or unprofessional manner.
- Working unscheduled hours without notification or permission from the employee's supervisor.
- Excessive tardiness or absenteeism.
- Not complying with guideline concerning notification of absenteeism and/or requesting Paid Time Off (PTO).
- Being absent for more than three days without notification or permission (also referred to as a voluntary quit or job abandonment).
- Not complying with personnel file maintenance.
- Demonstrating insubordination, including but not limited to:
  1. Refusal to do an assigned job.
  2. Refusal to render assistance.
  3. Insolent response to a work assignment.
  4. Delay in carrying out an assignment.
- Being dishonest, including but not limited to:
  1. Deception
  2. Fraud
  3. Lying
  4. Cheating
  5. Theft
- Sabotaging company property or equipment.
- Falsifying company records, such as client or patient records, employment applications and time sheets, in any way.
- Engaging in indecent behavior.

Written: 05/02/2017	Policy	Employee Conduct Policy
Approved: 06/22/2017		Dept.: All
Reviewed/Revised: 05/02/2017		Written By: HR Department

- Possessing, being under the influence of or drinking intoxicants on the job.
- Sleeping while on duty.
- Concealing defective work or company equipment.
- Disclosing confidential records or information regarding the company, clients or employees.
- Soliciting or accepting gifts or money from clients or business related acquaintances.
- Using the company's computer systems, including accessing confidential computer files and data without authorization.
- Demonstrating gross misconduct or other serious violations of Area Agency on Aging, Inc. policies or procedures.
- Failing to comply with licensure and certification requirements.

Behavior that is illegal is not subject to progressive discipline, and such behavior will be reported to local law enforcement authorities.