

EMPLOYEE BEHAVIOR

*Amended 6-23-16

Certain rules and regulations regarding employee behavior are necessary for the efficient operation of the Agency and for the benefit of its employees, customers and citizens. Personal problems should not be brought to the workplace.

Employees will treat clients, vendors, business associates and fellow employees in a courteous, respectful and professional manner.

Employees will not discriminate against any individual.

Employees are expected to complete their assigned duties in an accurate and timely manner.

*Solicitation is prohibited on Agency premises that do not relate to YVEDDI business or interest. This includes school, church or other organizations or non-sanctioned fundraising, employee crafts, and outside vendors. Time spent at work is more productive and pleasant when not interrupted by solicitations and distribution of materials by employees.

Employees will dress in business appropriate attire that will permit them to do their jobs effectively. (See Administrative Procedures)

Employees are expected to maintain good personal hygiene (bathed, cleaned and well groomed). Due to allergies and asthma of employees, colognes and perfumes should be used sparingly.

Employees will limit personal telephone calls, cell phone calls, texting, emails and personal visits.

Employees will keep their work areas clean and orderly. A general cleanup of work areas shall be accomplished at the end of each workday.

Offenses, which could result in immediate dismissal include, but not limited to:

- Falsifying Agency documents (activity sheets, applications, reports, mileage sheets, etc.)
- Discrediting the Agency
- Gambling on Agency premises
- Use of alcohol/other drugs on Agency premises or during work hours or on Agency business or in Agency vehicles, etc.
- Positive Drug Test
- Fighting on premises
- Immoral/indecent conduct on Agency premises, vehicles or any functions representing the agency
- Stealing
- Possession of a weapon on Agency premises
- Disregard to safety or child disciplinary procedures which result in harm or potential harm to a child or client
- Sexual harassment
- Discrimination
- Harmful/threatening behavior or gossip to other staff or clients
- Not complying with current law in regards to motor vehicle operations such as not wearing seat belts, texting or using cell phones without a hands free device while driving on Agency business in personal or Agency owned vehicle
- Disregard for Agency policies
- Insubordination

This listing is not all-inclusive and in no way limits or eliminates the Agency's right to terminate the employment relationship at will.