

**Unity House of Cayuga County Inc.
Policy and Procedures**

- Section 100. - General Personnel Policies
- Policy .522 - Code of Conduct

Effective Date: 1/1/03
Revisions: 5/10, 6/11,

POLICY: It is the policy of Unity House of Cayuga County, Inc., that rules and standards are necessary to protect the health and safety of all employees, to maintain uninterrupted service, and to protect the Agency's goodwill and property. Employees who violate any Agency rule or regulation will be disciplined fairly, consistently and in proportion to the seriousness of the circumstances. This may include disciplinary action up to and including discharge from employment for the first offense.

PROCEDURE:

1. **RULES OF CONDUCT:** The following Rules of conduct are not all-inclusive and other expectations of the work place may be appropriate dependent on site, program, department and/or consumers served. The following list includes, however does not limit, the major items which are deemed sufficient cause for disciplinary action:
 - a. Unauthorized possession of Agency property or of the property of fellow employees and/or consumers.
 - b. Willful destruction of Agency property or the property of fellow employees and/or consumers.
 - c. Deliberate misuse of or unauthorized use of Agency vehicles, supplies (includes food or grocery items), materials, machines, or tooling.
 - d. Altering one's paycheck in any manner.
 - e. Fighting with or threatening or attempting bodily injury to another on Agency premises.
 - f. Falsifying Agency records or reports including one's time card, the time card of another and/or mileage records.
 - g. Inappropriate and/or excessive visiting/chatting, loitering, loafing, lounging, or sleeping during scheduled working hours or leaving the work area without permission of one's supervisor.
 - h. Receiving or making excessive personal telephone calls.
 - i. Allowing an unauthorized person on Agency premises without supervisor's approval. Includes; however, is not limited to, family members and friends of employee.
 - j. Visiting the site when not scheduled to work for purposes of "hanging out."

- k. Failure to perform essential job duties and expectations in accordance with Agency policies, procedures and practices. Failure to be respectful in all communications to fellow employees, consumers and/or management staff.
 - l. The use of abusive, threatening or obscene language
 - m. Exceeding the authorized number or length of break periods.
 - n. Excessive, persistent and/or consistent absenteeism or tardiness.
 - o. Working unauthorized overtime without appropriate approval.
 - p. Failing to properly complete required reporting and documentation.
 - q. Failing to meet Agency work standards in terms of quantity and quality.
 - r. Violation of sanitary or safety rules.
 - s. Intoxication during working hours, including bringing intoxicating beverages, marijuana, hallucinogenic drugs and/or drug paraphernalia on Agency property, the consuming of the same on Agency property, or any violation of the Agency's Substance Abuse policy (See Personnel Policy 900.903).
 - t. Tampering with or mishandling any mechanical equipment.
 - u. Unauthorized disclosure of confidential information.
 - v. Smoking is not permitted during work hours inclusive of paid breaks/meal periods (see 500.518 Smoke/Tobacco Free Workplace Policy).
 - w. Disorderly conduct, running or horseplay on Agency property.
 - x. Excessive use of personal electronic equipment (i.e., cell phones, headphones/Walkman radios, etc.) during work hours, in Agency vehicles, and/or on Agency property. Personal electronic equipment should be utilized only on an as-needed basis and in no way should interfere with the performance of essential job functions.
 - y. There shall be no personal financial transactions between employees and persons receiving services, which may be construed as exploitation of that person or result in greater benefit to the employee, than to the person.
2. Reporting of Consumer Incidents and/or Employee Misconduct. Employees are expected to report all perceived incidents of consumer neglect/abuse and employee misconduct. This reporting is expected regardless of the offender's identity or position. Reports of all perceived incidents of consumer neglect/abuse and employee misconduct should be reported to employee's direct supervisor and/or the program director.
3. Investigation - it is the policy of Unity House to investigate all reports, evidence and/or observations of consumer neglect/abuse and/or employee misconduct.
4. Retaliation - Unity House prohibits retaliation against any individual who reports consumer neglect/abuse or participates in an investigation of such reports. Unity House prohibits retaliation against any individual who reports employee misconduct and/or participates in an investigation of such reports.