

 Policy #: Administration 1.5	Effective Date: 09/2009	Page #:
Ref #: PS: 1304.52 (h) & 1304.21 (a) TNL: 1240-4-3.09 (2) (a-g)	Policy Council Approval Date: 09/2009	Revision Date: 12/2003

POLICY: STANDARDS OF EMPLOYEE CONDUCT

PERFORMANCE OBJECTIVE: To assure orderly operation and provide the best possible workplace and service, Douglas Cherokee Head Start/Early Head Start expects employees to follow certain rules of conduct that protect the interest and safety of all concerned. To list all forms of unacceptable behavior is impossible. However, the following are examples of rule infractions that may require disciplinary action, including suspension or termination from work.

OPERATING PROCEDURE:

The following list itemizes those things an agency employee must not do. This list should also be paired with the Code of Ethics and the Standard of Conduct for staff, volunteers, and consultants.

1. Attendance, Performance, and Safety:

- Excessive absence and/or tardiness
- Seat belts not being worn in all agency vehicles
- Absences and/or tardiness not reported in a timely manner
- Poor work quality and/or quantity
- Wasteful time and material management
- Failure to follow job instructions
- Poor employee communication efforts and skills
- Demonstrating a poor attitude about work and toward coworkers
- Failure to observe policies set forth in the Personnel Policies and Procedures Manual
- Failure to report personal injury, damage or loss involving agency property, and/or accidents involving agency staff, equipment or property

2. Misconduct:

- Violating agency work rules, policies, and procedures
- Harassing employees, clients, agents, or the general public
- Disregarding the agency dress code
- Using telephone excessively for personal calls
- Falsifying agency reports, documents, and/or records
- Leaving the workplace without notifying the supervisor

- Using abusive, obscene, and/or profane language in the workplace
- Using prohibited corporal or isolation-type punishment with children at agency child care facilities
- Sleeping on agency time
- Smoking in prohibited areas
- Stealing or mistreating agency property or fellow employees' property
- Dispensing, manufacturing, or using illegal drugs or alcohol in the workplace
- Damaging the agency reputation
- Refusing work assignments
- Possessing a weapon at the workplace, or during work hours - at any time or while serving as an authorized agency representative
- Failing to report one's use of prescribed medications included on the controlled substance list
- Deliberately or carelessly damaging agency property, equipment, and/or supplies
- Threatening, coercing, intimidating, or interfering with fellow workers, agency clients, or the general public
- Failing to report arrests, violations, warrants, and convictions
- Disclosing confidential agency, personnel, or client information
- Falsifying employment application information
- Planning, participating, picketing, or protesting in unlawful demonstrations

DOUGLAS CHEROKEE HEAD START/EARLY HEAD START

Standard of Conduct

All staff, consultants, and volunteers must abide by the Douglas Cherokee Head Start/Early Head Start standards of conduct during all times while working or contracting services for the program.

Knowledge

All employees, volunteers, and consultants agree to have a basic knowledge of performance standards and the policies and procedures implemented by the program and verbalize the program philosophy.

Employees, volunteers, and consultants also agree to have knowledge of the ethnic and cultural backgrounds of families served.

Responsibility of Employee

Must not solicit or accept personal gratuities, favors or anything of significant monetary value from vendors, contractors, or potential contractors.

Respect and promote the unique identity of each child and family served in the Douglas Cherokee Head Start/Early Head Start Program

Refrain from stereotyping any child or family member based on gender, race, ethnicity, culture, religion, or disability.

Agree to follow the program’s confidentiality policy at all times and refrain from any type of “gossip” concerning children, families, and Head Start/Early Head Start employees.

At no time will staff leave a child alone or unsupervised while assisting with the care of the child or supervising children.

Agree to use positive methods of child guidance and not engage in any type of corporal punishment. This includes but is not limited to emotional or physical abuse, humiliation, or isolation. This includes never using food as any type of punishment or reward.

Never refuse a child the opportunity to fulfill a basic need.

Consequences for Violating the Standard of Conduct

Failure to abide by the Douglas Cherokee Head Start/Early Head Start standards of conduct will result in disciplinary action. This action will be consistent with the seriousness of the violation and will follow the disciplinary action policy in Section 17 of the Personnel Policies. Disciplinary action can begin at any step in the procedure if the Executive Director feels that the nature of the violation justifies a change from the normal disciplinary procedures.

Signature

Date

Position