

Procedure Title:

**EMPLOYEE CONDUCT & DISCIPLINARY ACTION**

PROCEDURE NUMBER: 7-0-1

Policy Title:

Employee Conduct &amp; Work Rules

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

**PROCEDURE:**

1. To ensure orderly operations and provide the best possible work environment, Keystone expects employees to follow rules of conduct that will protect the interests and safety of all employees and Keystone. Keystone will provide each employee with both formal and informal teaching sessions in an effort to assist each employee in understanding and following the established policies of conduct and performance.
2. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment. A particular violation may be either major or minor, depending on the surrounding facts and circumstances.
3. **Minor Violations** are less serious violations that have some effect on the continuity, efficiency, safety and harmony within the company. They typically lead to corrective counseling unless repeated or when unrelated incidents occur in rapid succession. Here are some examples of minor violations.
  - Tardiness or absenteeism from work
  - Unsatisfactory job performance
  - Defacing company property
  - Failure to observe set standards for break times
  - Performing unauthorized work on company time
  - Failure to notify Keystone of intended absence four (4) hours prior to the start of a schedule shift.

- Unauthorized use of Keystone's telephone or use of equipment for personal use.
- Accepting secondary employment without notifying your supervisor
- Boisterous or disruptive activity in the workplace.
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Violation of personnel policies
- Unsatisfactory performance or conduct.

4. **Major Violations** are more serious violations that include any deliberate or willful infraction of Keystone rules and may preclude continued employment of an employee. Some examples of major violations include:

- Actions which result in client abuse, neglect or exploitation and failure to report client abuse, neglect or exploitation.
- Malicious or willful damage or destruction to Keystone property or supplies or the property of another employee, client or visitor.
- Theft or unauthorized removal from Keystone premises, property belonging to Keystone, another employee, a client or a visitor.
- Gross insubordination, including improper conduct toward a supervisor or disrespect toward visitors or members of the community.
- Frequent or excessive tardiness or absenteeism from work
- Failure to notify Keystone of an intended absence and failure to report to work ("no call, no show").
- Fighting on the premises, or anywhere during duty time.
- Release of confidential information regarding Keystone business, employees or clients
- Falsification of Keystone records, including time records
- Sleeping while on duty
- Violation of safety or health rules
- Inappropriate removal or possession of property.
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the work place, while on or off duty, or while operating employer-owned vehicles or equipment.
- Fighting or threatening violence in the workplace
- Smoking in any unauthorized area on Keystone premises
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of business "secrets" or confidential information
- Non-compliance with or disregard of any established safety rule
- Horseplay or any action that endangers others, or Keystone property or disrupts work

- Working unauthorized overtime
  - Leaving Keystone premises one's job during working hours without notifying your supervisor and obtaining his/her approval.
  - Carelessness or negligence in performing duties
  - Willfully disregarding Keystone policies or procedures
5. Employment with Keystone is at the mutual consent of keystone and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

**NOTES:**