



SECTION 3 - STANDARDS OF CONDUCT

3.1 Prohibited Conduct

We promote a cooperative and productive work environment. You are expected to behave in a professional manner at all times. In our relationships with each other, we strive to be

open and respectful in sharing our ideas and thoughts, and in receiving input.

Certain conduct may subject an employee to appropriate discipline. The following conduct is prohibited and will not be tolerated by the Organization. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and Organization operations or other things may also be prohibited

- Falsifying employment records, employment information, or other Organization records;
- Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any timecard, either your own or another employee's;
- Theft and deliberate or reckless damage or destruction of any Organization property, or the property of any employee or customer;
- Removing or borrowing Organization property without prior authorization;
- Unauthorized use of Organization equipment, time, materials, or facilities;
- Provoking a fight or fighting during working hours or on Organization property;
- Participating in horseplay or practical jokes on Organization time or on Organization premises;
- Fighting, threatening bodily harm or provoking such misconduct;
- Carrying firearms or any other dangerous weapons on Organization premises at any time;

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- Engaging in criminal conduct;
 - Causing, creating, or participating in a disruption of any kind during working hours on Organization property;
 - Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management;
 - Incompetent or inefficient performance of assigned duties and responsibilities;
 - Interference with the work performance of any employee(s);
 - Using threatening or abusive language at any time on Organization premises;
 - Failing to notify a supervisor when unable to report to work;
 - Unreported absence of three consecutive scheduled workdays, except in cases of emergency;
 - Repeated tardiness or absence;
 - Failing to obtain permission to leave work for any reason during normal working hours, except in cases of emergency;
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- Failing to observe working schedules, including rest and lunch periods;
 - Failing to provide a physician's certificate when required to do so;
 - Sleeping or malingering on the job;
 - Making or accepting personal telephone calls, including cell phone calls, of more than three minutes in duration during working hours, except in cases of emergency;
 - Using Organization's computer to access the Internet for personal use during working hours, beyond reasonable incidental or brief usage;
 - Violation(s) of Company policies concerning security or unauthorized disclosure of confidential Company information to any person(s);
 - Working overtime without authorization or refusing to work assigned overtime;
 - Violating any safety, health, security or Organization policy, rule, or procedure;
 - Conduct that disrupts the learning environment;
 - Committing a fraudulent act under any circumstances; and
 - Committing, or involvement in, any act of unlawful harassment of another Individual.

This statement of prohibited conduct does not alter the Organization's policy of at-will employment. Either you or the Organization remains free to terminate the employment relationship at any time, with or without reason or advance notice.

3.2 Professional Boundaries

This policy is intended to guide all Organization faculty and staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of Organization employees. Trespassing the boundaries of a Student/Organization relationship is deemed an abuse of power and a betrayal of public trust.

Organization staff members are to interact with students in a professional manner. All staff must carefully review this policy along with each of the examples of acceptable and

unacceptable employee behavior. It is each staff member's responsibility to both follow the policy as written, and to follow the intent of the policy by acting in a professional manner. It is each staff member's obligation to avoid situations that could prompt concern by parents, students, colleagues, or Organization leaders.

This policy is not meant to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct. Some activities may seem innocent from a staff member's perspective but can be perceived as flirtation or sexual insinuation from a student or parent point of view. Sometimes students initiate inappropriate behavior and situations. In these instances, staff members must act professionally and immediately report the incident.

Staff members must understand their own responsibility for ensuring that they interact professionally with students, including abiding by the specific behavioral examples in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for discipline purposes. Thus, it is crucial that all employees learn and apply this policy thoroughly. Although sincere, competent interaction with students certainly fosters

learning, student/staff interactions must have boundaries surrounding potential activities, locations, and intentions.

DUTY TO REPORT:

When any employee becomes aware of another staff member having crossed the boundaries specified in this policy, the employee must immediately report it to the Organization's Cabinet or a Director/Supervisor. All reports shall be as confidential as reasonable under the circumstances. It is the duty of the Cabinet Member or Director/Supervisor to investigate and thoroughly report the situation to the Human Resources Department.

When a student crosses the boundary of professionalism with a staff member, the staff member must act professionally and immediately report the incident to the Organization's Cabinet or a Director/Supervisor. All reports shall be as confidential as reasonable under the circumstances. It is the duty of the Cabinet Member or Director/Supervisor to investigate and thoroughly report the situation to the Human Resources Department.

USE OF ELECTRONIC & SOCIAL MEDIA:

Any use of electronic media or social media by an employee to interact or participate with students must be limited to Organization business and conducted on Organization technology systems. Any interaction not limited to Organization business is inappropriate. Refer to Sections 3.3 and 3.4 below.

EXAMPLES OF ACCEPTABLE AND RECOMMENDED BEHAVIORS:

- Getting Organization and parental written consent for any after-school activity.
- Obtaining formal approval to take students off Organization property for Organization-related activities.
- Keeping all communication with students through the use of technology and social media professional and related to Organization activities or classes and conducted on Organization technology systems.

- Keeping the door and/or blinds of an interior window open when alone with a student.
- Keeping reasonable physical distance from students.
- Stopping and correcting students if they cross your own personal boundaries.
- Keeping after-class discussions with a student professional and brief.
- Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
- Involving the Organization's Cabinet members or your Director/Supervisor or your supervisor if an inappropriate situation, including conflict, arises with a student.
- Informing your Cabinet or your Director/Supervisor about situations that have the potential to become more severe.
- Making detailed notes about an incident that could evolve into a more serious situation later.
- Recognizing and acting in accordance with the responsibility to stop unacceptable behavior of students or coworkers.
- Asking another staff member to be present when you must be alone with a student.
- Giving students praise and recognition without touching them.
- Pats on the back, high fives, and handshakes are acceptable.
- Keeping your professional conduct, a high priority.

EXAMPLES OF UNACCEPTABLE BEHAVIORS (VIOLATIONS OF THIS POLICY):

- Giving gifts to an individual student that are of a personal and intimate nature.
- Kissing of any kind.
- Any type of physical contact with a student except those noted above as acceptable.
- Making, listening to, or participating in sexual jokes, stories of a sexual nature, or inappropriate sexual comments.
- Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding.
- Seeking emotional involvement with a student for your benefit.
- Being alone in a room with a student with the door and blinds of an interior window closed.
- Inappropriate remarks about the physical attributes or development of anyone.
- Allowing students in your home.
- Communication with students through use of technology or social media, where the content of such communication is not about Organization or Organization activities.
- Excessive attention toward a particular student.