



## Workplace Conduct

### Practice of Ethical Behavior

Unethical actions, or the appearance of unethical actions, are unacceptable under any circumstances. The policies and reputation of Second Harvest depend to a very large extent on the following considerations:

- It is each employee's responsibility to apply ethical common sense in business decisions where specific rules do not provide all the answers.
- Managers and supervisors are ultimately responsible for the ethical business behavior of their staff members. In decision making they must weigh carefully all suggested courses of action in terms of ethics, economics and impact to the mission, and use the guidelines provided by this policy in their final decisions.

### Work Standards of Conduct

Second Harvest has established certain work standards of conduct to provide a high quality, productive, safe environment where employees are engaged and staff retention is maximized. Each staff member's conduct at work is expected to be professional, collaborative and support the mission of Second Harvest.

The following are examples of some, but not all, the standards of conduct we must all follow. Generally, any conduct which is unsafe or illegal will not be tolerated. Violation of these standards may lead to corrective action, up to and including termination of employment.

1. The deliberate destruction or theft of Second Harvest, staff member, volunteer, partner or client property. This includes theft of food stored in our warehouses or given in any way to Second Harvest for distribution to clients.
2. Committing Second Harvest to give financial or other support to any outside activity or organization without proper approval.
3. Harassment, discriminatory or abusive conduct of any form (see Harassment Policy in this Handbook).
4. Falsification of time sheets, resume, or any other Second Harvest records or

- misrepresentation of material information.
5. Conduct which is dangerous, violent, or violates the rights of others.
  6. Touching another employee in a violent or harassing manner or in any way which makes the employee being touched uncomfortable.
  7. Distributing, selling, transferring, using, and/or being under the influence of alcohol, marijuana or illegal drugs. Possessing illegal drugs or marijuana or open containers of alcohol at Second Harvest sites (including distribution sites) or in Second Harvest owned vehicles.
  8. Carrying firearms or any other dangerous weapons, at any time, on premises owned or occupied by Second Harvest.
  9. Engaging in criminal conduct whether or not related to job performance.
  10. Less than satisfactory attendance, punctuality, attentiveness to the job, or sleeping on the job.
  11. Using profane or abusive language at any time during working hours or while on premises owned or occupied by Second Harvest, including distribution sites where volunteers and/or clients are present.
  12. Violation of common sense, safety, health, or sanitation practices.
  13. Failure to follow instructions, insubordination, or a general disregard for authority.
  14. Failure to observe working schedules, including rest and lunch periods.
  15. Abusing paid FTO leave, including lying about why the FTO is being taken.
  16. Failure to provide a physician's certificate within a reasonable time when requested or required to do so by management.
  17. Working overtime without authorization or refusing to work overtime.
  18. Unsatisfactory work performance, as judged by Second Harvest.
  19. Unauthorized use of Second Harvest's equipment or property, or another staff member's equipment or property.
  20. Inappropriate use of confidential information.
  21. Any conduct injurious to the business or reputation of Second Harvest, including abusive language or actions directed toward another employee, volunteer, vendor or client.
  22. Off-duty conduct, including virtual conduct online or via social media, that materially and



- adversely affects job performance or violates Second Harvest harassment policies.
23. Failure to follow any of the policies in this Handbook.

This statement of work standards does not alter or limit Second Harvest's policy of employment at will. Either you or Second Harvest may terminate the employment relationship at any time for any reason, with or without cause or without notice.