

Policy: Employee Conduct

Policy Title	Employee Conduct
Responsible Dept	Human Resources
Content Owner	Dianna Langenburg

Philosophy

The Foundation expects all employees to conduct themselves, at all times, in a professional manner appropriate to the Foundation.

Policy

The policies regarding employee conduct and responsibilities have been established in the best interests of the Foundation and its employees. The list that follows has been developed to provide some general guidance as to some of the types of behavior that the Foundation considers to be inappropriate (in addition to inappropriate conduct that violates other Foundation policies or procedures) and that may lead to corrective action, up to and including termination of employment. This does not in any way alter the employment at-will relationship. Of course, this list is not all-inclusive, as it is not possible to describe in detail all forms of inappropriate conduct:

- **Unauthorized removal or possession of property;**
- **Any form of misappropriation, fraud or dishonesty;**
- **Falsification of Foundation documents or records;**
- **Working under the influence of illegal drugs or controlled substances;**
- **Possession, distribution, sale, transfer, or use of illegal drugs or controlled substances in the workplace or at a work-related function;**
- **Fighting, threatening violence, horseplay or other boisterous or disruptive behavior in the workplace;**
- **Negligence or improper conduct leading to damage of Foundation-owned property;**
- **Insubordination or other disrespectful conduct;**
- **Violation of safety rules;**
- **Sexual or other unlawful or unwelcome harassment;**
- **Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace, on or in Foundation property, on Foundation premises, or at Foundation-related activities;**
- **Unsatisfactory attendance or excessive absenteeism;**
- **Unauthorized use of cell phones, telephones, e-mail system, or other Foundation-owned equipment, property, or systems;**
- **Unauthorized use or disclosure of Foundation operations or confidential information; and;**
- **Unsatisfactory performance or conduct.**

Procedures

Any time an employee has a concern regarding employee conduct, the employee should promptly report concerns to his/her immediate supervisor, the Deputy Director of Human Resources, and/or the Corporate Secretary/General Counsel.

If an employee feels uncomfortable reporting to any of the above, they should disclose their concerns to the Senior VP/CFO & Treasurer or the President/CEO.

Tools

(Checklists, Forms)

References

(Guidelines, Other)

Training Modules

(How To)

Applies To - Region All Offices

Applies To - Personnel Type All Staff

Exceptions

Who to Call

Legal Reason

Executive Council Approved

Related Policies

Disclaimer

At Will Statement and Term Appointments