

Conduct Policy

Policy applies to: All employees and contracted staff

Definitions

dangerous weapons – firearms, explosives and other items that might be considered dangerous or that could cause harm

illegal drugs – any drug that has not been legally obtained or is not being legally used

under the influence – being adversely affected by a substance in any detectable manner, resulting in impairment of physical or mental ability

Policy

You must comply with the following requirements to maintain a safe and professional working environment:

Alcohol and Drugs

You must not work while **under the influence** of alcohol, marijuana or **illegal drugs**. You must not use, possess or distribute marijuana or **illegal drugs** while on WKKF premises or performing WKKF business. You must not drink alcoholic beverages on WKKF premises unless provided as part of an approved event.

You must report to the Talent & Human Resources team any employee or contracted staff who appears to be **under the influence** while working.

No Smoking

You must not smoke or use marijuana or tobacco products, including vaporizers or electronic cigarettes, in any WKKF office or on WKKF property.

Dangerous Weapons

You must not possess **dangerous weapons** in any WKKF office or on WKKF property.

Emergency Situations and Building Safety

During an emergency, you must follow the procedures detailed in the [Emergency Situations](#) document. You must immediately report any emergency situations to Security.

You must comply with the [Headquarters Building Safety and Use Protocols](#).

Violent Behavior

You must not engage in violent behavior in any WKKF office, on WKKF property or while performing work on behalf of WKKF. You must immediately report to the Talent & Human Resources team any incidents of employee or contracted staff violence.

Accident Reporting

You must immediately report to the Talent & Human Resources team any incidents of employee or contracted staff accidents or injuries occurring in any WKKF office, on WKKF property or while performing work on behalf of WKKF.

Communications

You must ensure that your communications are not disrespectful of any individuals, cultures or beliefs. This includes all written, verbal and digital communications. You must follow copyright laws. You must not use copyrighted materials, in print or electronic media, without written permission from the owner.

Political Activities

You must not use WKKF supplies, materials and technical tools or dedicate time during regular work hours to support or oppose publicly elected officials, candidates or specific legislation.

Dress Code

You must wear clothing appropriate for your work day, which typically includes business casual consistent with the [Dress Code Guidelines](#). People leaders must monitor their team members' attire and notify them of any inappropriate clothing choices.

Executive Council Approved: 12/18/2018