

## A. BEHAVIOR OF EMPLOYEES AND CODE OF CONDUCT

It is the policy of BPHN that certain rules and regulations regarding employee behavior are necessary for the efficient operation of BPHN and for the benefit and safety of all employees and program participants. Conduct that interferes with operations, discredits BPHN, or is offensive in nature will not be tolerated.

All staff should be aware that it is a crime to engage in sexual conduct or sexual contact by any person providing direct services to incarcerated persons. The legal statute makes such sexual conduct a crime whether it occurs inside a correctional facility, during transportation outside of the correctional facility, or while the person is a participant in a temporary release program. Any employee, contract employee or volunteer who engages in sexual conduct, including sexual contact, would be considered guilty of a sex offense even if the incarcerated person “voluntarily” participated in the act.

1. Employees are expected always to conduct themselves in a positive manner to promote the best interests of BPHN. Such expected conduct includes at least the following:
  - Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned time;
  - Giving proper notice whenever unable to work or unable to report on time;
  - Complying with all BPHN safety and security rules and regulations;
  - Smoking only at times and in places not prohibited by BPHN rules or by appropriate laws or ordinances;
  - Wearing clothing appropriate to the work being performed;
  - Treating all clients, visitors and fellow employees in a courteous manner;
  - Reporting to management suspicious, unethical or illegal conduct by fellow employees, visitors, suppliers, or others. BPHN provides an anonymous Ethics Hotline at **contact Executive office for number**, and a web-based reporting system at <http://BPHNhotline.ethicspoint.com> for staff to use to report this behavior.
2. The following types of conduct are prohibited and will subject the individual involved to disciplinary action, up to and including termination:
  - Reporting for work under the influence of alcoholic beverages and/or illegal drugs and narcotics OR the use, sale, dispensing or possession of opened alcoholic beverages and/or illegal drugs and narcotics on BPHN premises;
  - No Call/No Show for work;
  - The use of profanity or abusive language;

- The possession of firearms or other weapons on BPHN property;
- Insubordination or the refusal by an employee to follow management's instructions concerning a job-related matter;
- Fighting or assault upon a fellow employee, client, visitor, or other individual, whether verbal or physical;
- Theft, destruction, defacement or misuse of BPHN property, the property of a fellow employee, client, visitor or another person who is on BPHN property;
- Misuse or theft of BPHN funds, petty cash, etc.;
- Falsifying or altering reports or records, such as an application for employment, a medical report, a time record, an expense account or petty cash record, shipping or receiving records, client attendance or treatment reports, etc.;
- Borrowing money from, or loaning money to, a client;
- Entering an intimate personal relationship with a program participant or incarcerated person;
- Threatening or attempting to intimidate fellow workers, supervisors, management, clients, visitors or others;
- Smoking in areas or at times prohibited by BPHN policies or by appropriate laws or ordinances;
- Horseplay, pranks, or practical jokes that are detrimental to the comfort of fellow employees, clients or to the operation of BPHN programs;
- Unauthorized sleeping on the job;
- Failure to wear assigned safety equipment or to abide by safety rules and policies;
- Inappropriate attire or personal appearance;
- Engaging in any form of harassment;
- Engaging in any form of discriminatory behavior directed at a fellow employee, client or other individual because of that person's race, creed, ancestry, citizenship status, religion, color, age, national origin, political belief, sexual orientation, gender, gender identity or self-image, gender appearance, behavior or expression, transgender status, marital status, disability or veteran status;
- Improper disclosure of confidential information.

The examples above are illustrative of the types of behavior that are not permitted, but are not intended to be an all-inclusive listing. Any questions regarding this policy or appropriate behavior in the workplace should be directed to the Director of Human Resources or his/her designee.