



STANDARDS OF CONDUCT

Performance

Massachusetts Housing Partnership (MHP) employees are expected to perform to a high professional standard in all aspects of your work activity. You are expected to use sound judgment and integrity and adhere to high ethical standards. Poor work habits, such as tardiness, careless work, failure to complete work assignments on time, or a failure to follow instructions, are unacceptable. In addition, MHP expects that you will conduct yourself in a manner consistent with the highest standards of professional conduct and conducive to the maintenance of a harmonious and pleasant work environment.

It is impossible to list every situation which would warrant discipline or corrective action, behavior which does not meet MHP's standards, such as violation of MHP's policies, failure to adequately perform job duties and responsibilities, a lack of respect or courtesy to fellow employees or clients, disruptive or disorderly conduct, or conduct which otherwise interferes with or adversely affects the operation or reputation of MHP. Such actions will not be tolerated and are grounds for immediate disciplinary action, up to and including termination of employment. In addition, any breach of trust or behavior which reflects misconduct, and a lack of dependability or good judgment is grounds for immediate disciplinary action, up to and including termination of employment. Other examples of conduct that will not be tolerated include, but are not limited to:

- Poor work performance or negatively interfering with the work performance of other employees;
- Insubordination;
- Dishonesty;
- Providing false or misleading information regarding employment records;
- Harassment of fellow employees, MHP vendors or customers or the exhibition of lewd or indecent behavior;
- Exhibiting unprofessional behavior;
- Falsification of MHP records, books, or any employment related document;
- Gambling at work;
- Sleeping on the job;
- Engaging in acts of violence or threats of violence;
- Possession of firearms or weapons on MHP property;
- Stealing, attempting to steal, concealing, defacing, misusing, or destroying MHP property or the property of any other person/Agency;
- Reporting to work under the influence of alcohol or drugs not taken under the direction of a licensed physician, or the sale of drugs or alcohol on MHP premises;
- Excessive or repeated unexplained absences or tardiness;
- Acceptance of personal remuneration from customers, public or private agencies, or others with respect to matters involving MHP;
- Breach of confidentiality;
- Working for a competitor or other third party without prior authorization;
- Any violation of any MHP policy.



This list is not all inclusive.

Notwithstanding these examples, employment at MHP is at-will, meaning either you or MHP may terminate the employment relationship at any time with or without cause or notice.