

CODE/STANDARDS OF CONDUCT

Effective Date: **02/21/2017**

PURPOSE/POLICY

The Partnership expects all persons involved in the Partnership (staff, consultants, contractors and volunteers) to act in a professional and responsible way at all times. This means all people are to be treated with respect, courtesy and dignity at all times. Some of the more obvious unacceptable activities are noted below; however, this list is not all-inclusive and other inappropriate conduct may result in disciplinary action.

PROCEDURE

1. All persons involved in the Partnership must abide by these standards of conduct.
2. Contact the Human Resource Director with any questions concerning any standard of conduct or the unacceptable activities listed.

Unacceptable Activities

Unacceptable activities include, but are not limited to, the following:

1. Violation of any Partnership rule or policy. Any action that the Partnership deems detrimental to its efforts to meet its vision, mission, and values.
2. Negligence or any careless action that endangers the life or safety of another person.
3. Treating any person with disrespect or discourtesy.
4. Being under the influence of a controlled substance or alcohol while at work. Use, possession, or sale of a controlled substance in any quantity while on Partnership premises, except medications prescribed by a physician that do not impair work performance.
5. Unauthorized possession of firearms, weapons, or explosives in the workplace or while on duty.
6. Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on the Partnership premises or when representing the Partnership. Disorderly conduct, fighting, or provoking a fight on Partnership property.
7. Insubordination or refusing to obey instructions issued by a supervisor pertaining to job responsibilities and performance.
8. Threatening, intimidating, or coercing fellow employees at any time, for any purpose.
9. Engaging in an act of sabotage, negligently causing the destruction or damage of Partnership property, or the property of all persons involved in the Partnership in any manner.
10. Theft or unauthorized possession of Partnership property or the property of fellow employees. Removal of any Partnership property, including documents, from the

premises without prior permission from management. Unauthorized use of Partnership equipment or property for personal reasons. Using Partnership equipment for profit or as a favor for friends and family.

11. Dishonesty, falsification, misrepresentation, or material omission on your application for employment or other work records. Lying about medical or personal leave. Falsifying reason for a leave of absence or other data requested by the Partnership. Alteration of Partnership records or other Partnership documents. Falsifying time records by over or under reporting time worked.
12. Violating confidentiality policy concerning information about clients, families and other staff members; giving confidential or proprietary information of the Partnership to competitors or other organizations or individuals or to unauthorized Partnership employees; working for a competing business while a Partnership employee; breach of confidentiality of personnel information.
13. Unsatisfactory or careless work.
14. Retaliating against an employee because they have made a good faith complaint of discrimination or harassment.
15. Any act of harassment, sexual or racial; telling sexist or racist jokes; making racial or ethnic slurs.
16. Leaving work before the end of the workday without approval, or not being ready to work at the start of a workday.
17. Sleeping or loitering during working hours.
18. Excessive use of Partnership telephone system and Internet, and/or time spent on personal calls or web browsing, or non-work use of the Internet.
19. Creating or contributing to unsanitary conditions.
20. Failure to report an absence or late arrival; excessive absence or lateness.
21. Obscene or abusive language toward any person; any disorderly/antagonistic conduct on Partnership premises.
22. Failure to immediately report damage to, or an accident involving, Partnership equipment.
23. Leaving the premises during working hours without the Supervisors knowledge or permission.
24. Failure to refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion or disability.
25. Using corporal punishment on a child.
26. Using isolation to discipline a child.
27. Binding or tying a child to restrict movement or taping a child's mouth.

28. Using or withholding food as a punishment or reward.
29. Using toilet learning/training that punishes, demeans or humiliates a child.
30. Using any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring or corrupting a child.
31. Physically abusing a child.
32. Using any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or the child's family.
33. Using physical activity or outdoor time as a punishment or reward.
34. Leaving a child alone or unsupervised while under the program's care.
35. Violating any Alabama Daycare Licensing Standards or regulation.

All staff, consultants, contractors and volunteers should respect and promote the unique identity of each child and family and never stereotype on any basis including gender, race, ethnicity, culture, religion, disability, sexual orientation or family composition. All those working on behalf of the Partnership are to comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff in accordance with subpart C of part 1303 of Head Start Performance Standards and applicable federal, state, local and tribal laws.