

**Partnership for Children of Cumberland County, Inc.**  
**Human Resources Policies and Procedures**

**Employment Information – Rules of Conduct**  
**Section 501 – Employee Conduct and Work Rules**

**1. General Information**

- a. To provide the best possible work environment, the Partnership for Children of Cumberland County, Inc. (PFC) expects employees to follow rules of conduct that will protect the interests and safety of all employees, visitors and the organization.

**2. Policies**

- a. PFC employees must notify the President of all arrests. This includes, but is not limited to, any DWIs, charges (including those where disposition is pending), resolution or detentions by authorities for any violation of the law, misdemeanors related to child endangerment, neglect or abuse. Notifications must be made to the President upon reporting for the employee's next work period. Failure to do so will result in disciplinary action. This information may be shared with the Human Resources Coordinator and other supervisory/management staff; this will be determined by the President on a case-by-case basis.
- b. PFC employees must notify the President if their driver's license is suspended. Notifications must be made to the President upon reporting for the employee's next work period. Failure to do so will result in disciplinary action. This information may be shared with the Human Resources Coordinator and other supervisory/management staff; this will be determined by the President on a case-by-case basis.
- c. Employment with PFC is at the mutual consent of PFC and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

**3. Guidelines**

- a. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including, with the President's approval, suspension without pay and/or termination of employment:
  - \* Theft or inappropriate removal or possession of property.
  - \* Falsification of expense, mileage, timekeeping records and employment applications.
  - \* Working under the influence of alcohol or illegal drugs.
  - \* Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.

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- \* Fighting or threatening violence in the workplace.
- \* Boisterous or disruptive activity in the workplace unrelated to concerted activity.
- \* Negligence or improper conduct leading to damage of employer-owned or customer-owned property. Failing to be respectful and act professionally towards co-workers, clients, business partners, and other third parties.
- \* Sexual or other unlawful or unwelcome harassment.
- \* Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- \* Excessive absenteeism or any absence without notice.
- \* Unauthorized absence from work station during the workday.
- \* Unauthorized use of telephones, mail system, or other employer-owned equipment.
- \* Unauthorized disclosure of business or confidential information.
- \* Violation of Human Resources policies.
- \* Unsatisfactory performance or conduct.

**4. Exclusion**

- a. Nothing in this policy is intended to interfere with employees' rights to engage in concerted activity to address or improve working conditions.