

**CIVICORPS SCHOOLS
STANDARDS OF CONDUCT POLICY**

Prohibited Conduct

The following conduct is prohibited and will not be tolerated by Civicorps Schools. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and Civicorps Schools' operations also may be prohibited.

- Falsification of employment records, employment information, or other Civicorps Schools records;
- Recording the work time of another employee or allowing any other employee to record your work time, or falsification of any time card, either your own or another employee's;
- Theft or deliberate or careless damage or destruction of any Civicorps Schools property or the property of any employee or customer;
- Removing or borrowing Civicorps Schools property without prior authorization;
- Unauthorized use of Civicorps Schools equipment, time, materials, or facilities including computers, telephones, cell phones, pagers, email, faxes, mail system or other employer-owned equipment;
- Provoking a fight, fighting or threatening violence during working hours or on Civicorps Schools property;
- Carrying firearms or any other dangerous weapons on Civicorps Schools premises at any time;
- Engaging in criminal conduct whether or not related to job performance;
- Causing, creating or participating in a disruption of any kind during working hours on Civicorps Schools property;
- Insubordination, including but not limited to failure or refusal to obey the instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management;
- Using abusive language at any time on Civicorps Schools premises;
- Failure to notify a supervisor when unable to report to work;
- Unreported absence of three (3) consecutive scheduled workdays;
- Failure to obtain permission to leave work for any reason during normal working hours;
- Failure to observe working schedules, including rest and lunch periods;
- Failure to provide a physician's certificate when requested or required to do so;
- Sleeping or malingering on the job;
- Working overtime without authorization or refusing to work assigned overtime;
- Violating any safety, health, security or Civicorps Schools policy, rule or procedure;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Committing or involvement with any act of unlawful harassment or discrimination of another individual;
- Possession, distribution, sale, transfer or use of alcohol, illegal drugs or controlled substances in the workplace, while on duty, when acting as a representative of Civicorps Schools, or while operating employer owned vehicles or equipment;
- Use of federal funds for non-partisan political or religious activities;
- Violation of personnel policies.

