



## **Employee Conduct**

Policy No. IV-b

To assure orderly operations, and provide the best possible work environment, the Foundation expects employees to follow rules of conduct that protect the interests and safety of the Foundation and our employees.

The Foundation reserves the right to determine what conduct may be detrimental to the safety and welfare of its employees or operations. We cannot anticipate every possible situation that might arise, but the following is a list of some of the situations that could result in disciplinary action, up to and including discharge:

- Neglect of job responsibilities;
- Unauthorized or excessive absences or excessive tardiness;
- Unprofessional behavior;
- Falsifying or making material omissions on an employment application or any other company record;
- Theft or the unauthorized removal or possession of Foundation property;
- Breach of Foundation rules or policies;
- Breach of law or the rights of another;
- Conflict of interest or the appearance of conflict of interest;
- The use, possession, distribution, purchase, or sale of any illegal substance on Foundation premises;
- Sexual harassment or other unlawful harassment;
- Actual or threatened violence;
- Possession of weapons on Foundation business or premises;
- Insubordination or other disrespectful conduct;
- Unsatisfactory job performance;
- Unauthorized release of confidential information about the Foundation, its grantees, or vendors;
- Misconduct;
- Noncompliance with Foundation administrative policies.