

## ON THE JOB BEHAVIOR PROBLEMS

### **Purpose:**

To ensure orderly operations and provide the best possible work environment, the district expects members to follow rules of conduct that will protect the interests and safety of all members of the organization.

### **Guidelines:**

It is not possible to list all forms of behavior that are considered unacceptable in the workplace. Therefore this list is not all-inclusive. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment or membership.

- A. Theft or inappropriate removal or possession of property
- B. Falsification of time keeping records
- C. Working under the influence of alcohol or illegal drugs
- D. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty or while operating district-owned vehicles or equipment
- E. Fighting or threatening violence in the workplace
- F. Boisterous or disruptive activity in the workplace
- G. Negligence or improper conduct leading to damage of district-owned or customer-owned property
- H. Insubordination or other disrespectful conduct
- I. Sexual or other unlawful or unwelcome harassment
- J. Possession of dangerous or unauthorized material, such as explosives or firearms, in the workplace
- K. Violation of safety or health rules
- L. Excessive absenteeism or any absence without notice
- M. Unauthorized absence from work during the workday
- N. Unauthorized use of telephones, mail system, or other district-owned equipment
- O. Unauthorized disclosure of business or confidential information
- P. Violation of personnel policies
- Q. Unsatisfactory performance or conduct