

Employee Code of Conduct

[ORGANIZATION] endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense, and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the [ORGANIZATION]'s sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Harm, disrespect, or creation of an unsafe environment for guests and team.
2. Obtaining employment on the basis of false or misleading information.
3. Stealing, removing, or defacing [ORGANIZATION] property or a co-worker's property, and/or disclosure of confidential information.
4. Completing or updating another employee's time records without prior approval.
5. Violation of safety rules and policies.
6. Use of recording devices of any type on property unless previously authorized.
7. Violation of [ORGANIZATION] Drug and Alcohol-Free Workplace Policy.
8. Smoking of any kind on organization property.
9. Fighting, threatening, or disrupting the work of others or other violations of [ORGANIZATION] Workplace Violence Policy.
10. Carrying of any weapons and ammunition on organization property.
11. Failure to follow lawful instructions of a supervisor/manager.
12. Failure to perform assigned job duties.
13. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness, early leaving of shift, or unexcused absences.
14. Gambling on [ORGANIZATION] property.
15. Willful or careless destruction or damage to [ORGANIZATION] assets or to the equipment or possessions of another employee.
16. Wasting work materials.
17. Performing work of a personal nature during working time.
18. Violation of the Solicitation and Distribution Policy.
19. Violation of [ORGANIZATION] Harassment or Equal Employment Opportunity Policies.
20. Violation of the Communication and Computer Systems Policy.
21. Unsatisfactory job performance.
22. Any other violation of [ORGANIZATION] policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and [ORGANIZATION] reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. [ORGANIZATION] will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, [ORGANIZATION] will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate the employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.