

COMMUNITY LINKS AND HUMAN EMPOWERMENT INITIATIVE



EMPLOYEE CONDUCT AND DISCIPLINE POLICY

JANUARY 2017

Employee Conduct and Discipline Policy

The aim of this policy is to let employees know what conduct is expected at work and CLHEI disciplinary policy.

The employee conduct and disciplinary policy shall be communicated to employees before beginning employment and they should sign and acknowledge that they have read a copy of the policy and understood it.

- **Performance Evaluations.**

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal daily basis. Additional formal performance evaluation will be conducted to provide both supervisors and employees the opportunity to discuss the job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss positive, purposeful approaches for meeting goals.

- Performance evaluations shall be scheduled approximately every twelve (12) months, or at a time set by the management for annual reviews of all employees.

- **Discipline**

CLHEI may take disciplinary action up to and including termination, against any employee for failing to adhere to certain standards of behavior. Ignorance of work rules is not an acceptable excuse for a violation of the rules of conduct, it is each employee's responsibility to learn and abide by these rules. Although employment may be terminated at-will by either the employee or CLHEI at any time without following any formal system of discipline or warning, the management may exercise discretion to utilize forms of discipline that are less severe than termination. Disciplinary action can take any of the following forms:

- Verbal warning
- Written warning
- Suspension and dismissal.

- **Termination of Appointment.**

CLHEI works hard to treat employees fairly. The management retains the right, however, to enlarge, reduce or make changes in, or terminate from, the work force. Employment with CLHEI is at-will and either CLHEI or the employee may end the relationship at their own discretion following approved procedures.

- **Resignation.**

Employees who intend to resign are requested to do so in writing with four weeks of advance notice. Employees must immediately return all the property belonging to CLHEI that is in their possession upon resignation.

- **Rules of Conduct.**

To ensure safety and security and provide the best possible work environment, CHLEI expect employees to follow rules of conduct that will protect everyone's interest and safety. It is not possible to list all forms of behavior that are considered unacceptable in the workplace, but the following are examples of infractions that may result in disciplinary action, including suspension, demotion or termination of appointment:

- Falsification of employment records, employment information and other records.
- Theft or the deliberate or careless damage of any company property or the property of any employee or client.
- Use of company equipment, time materials or facilities for personal reasons without advanced permission from management.
- Possessing, distributing, selling, transferring or using or being under the influence of alcohol or illegal drugs in the work place.
- Provoking a physical fight or engaging in physical fighting during working hours or on premises owned or occupied by this organisation.
- Carrying firearms, weapons or dangerous substances at any time on premises owned or occupied by CLHEI, unless state laws provides otherwise.
- Using abusive or threatening language at any time during working hours or while on premises owned or occupied by CLHEI.
- Absence for two (2) consecutive scheduled workdays without prior notice to the organization.
- Failing to obtain permission to leave work for any reason during normal working hours.
- Abusing or misusing paid sick leave.
- Failing to provide a certificate from a health care provider when requested or required to do so in accordance with applicable law.

- Refusing to work for assigned hours.
- Violating any safety, health or security policy, rule or procedure of the organisation.
- Committing a fraudulent act.

Unacceptable Workplace Etiquettes

- Being distracted during meetings – Some staff have their faces buried in their phones during meetings, this demonstrates lack of interest. Some may be distracted at meetings because the issues being discussed don't relate to their duties. Managers should make sure their employees aren't being required to represent the organisation in meetings that don't relate to their assignments.
 - **Gossiping about others in the office** – Don't engage in office gossip. Work is hard enough without the distraction of gossip which can reflect poorly on your charter in the office and potentially limit career advancement and other opportunities.
 - **Not responding to calls or emails in a timely way** – always check your emails and ensure to respond to official mails and other assignments promptly.
 - **Running late or missing meetings** – Coming late to work and meetings is totally unacceptable.
 - **Not crediting others when appropriate** – If you are getting acknowledged for doing something well and there really were colleagues who helped, make sure that you pass along that credit, this will encourage team work among staff.
 - **Criticizing others publicly** – Do not form the habit of criticizing your colleagues publicly, criticizing must be done constructively and done with love.
 - Don't try to court favor with your boss or immediate supervisors. Just doing your job in the best way you can is the most productive way of impressing those higher up in the ladder than you.
 - Remember you are been paid (employed) to work so keep idle chit-chat and other things that may take your attention away from what you have being employed to do to a minimum.
 - Wearing unacceptable clothing to work.
 - Complete lack of courtesy and respect for others.
 - Using street talk and gestures in professional meetings.
 - Hanging up on clients when the call becomes difficult/when not meeting up with task. Remember that donors are always right.
 - Stealing time by arriving late and leaving early.
 - Visiting inappropriate websites on company time.
 - Acting unprofessionally with clients during business functions.
 - Lack of proper table manners when dinning with clients.

Do not forget that etiquette breaches could limit your career path, stay highly positive and enthusiastic at all times.

What can be done?

1. Management need to take charge, to recognize and to deal with these problems.
2. Human resource Department needs to act to see that policies are not only in place but also implemented.
3. Supervisors need to be trained to handle confrontation and corrective action.
4. Employees need to be held accountable.
5. Behaviors need to change in order to ensure best practices.

Dr. Dennis Teighton

BOARD CHAIRMAN

Helen Teighton

EXECUTIVE DIRECTOR

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