

## Employee Code of Conduct Policy

<p>Southeastern NY Library Resources Council</p> <p><b>Employee Code of Conduct Policy</b></p>	<p>Replaces the Employee Conduct and Work Rules Policy, originally implemented 7/1/2002. approved 9/19/2019</p> <p>Approved by the Board of Trustees: 11/21/2019</p>
<p>Position(s) responsible for Compliance:</p> <p>Executive Director, Board</p>	<p>To be reviewed: Annually</p>

To ensure orderly operations and provide the best possible safe and respectful environment, Southeastern expects employees, guests, trustees, and people conducting business with Southeastern to follow the code of conduct that will protect the interests and safety of all employees, guests, trustees, and people conducting business with Southeastern and the organization.

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

- Theft or inappropriate removal or possession of property;
- Working under the influence of alcohol or illegal drugs;
- Excessive absenteeism or any absence without notice;
- Unauthorized use of telephones, mail system, local area network (LAN), the Internet and web, or other employer-owned equipment;
- Unsatisfactory performance or conduct;
- Harassment, bullying, or violence;
- Violation of Southeastern policies.