

<b>Guernsey Memorial Library</b>	Section #	
Manual Name Library Policy Manual	Date Issued:	Subsection
Section Employee Conduct	Date Revised: 3/29/13	Page
<p><b>Employee Conduct and Work Rules</b></p> <p>To ensure orderly operations and provide the best possible work environment, Guernsey expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.</p> <p>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:</p> <ul style="list-style-type: none"> <li>➤ Theft or inappropriate removal or possession of property</li> <li>➤ Falsification of time-keeping records</li> <li>➤ Working under the influence of alcohol or illegal drugs</li> <li>➤ Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment</li> <li>➤ Fighting or threatening violence in the workplace</li> <li>➤ Boisterous or disruptive activity in the workplace</li> <li>➤ Negligence or improper conduct leading to damage of employer-owned or customer-owned property</li> <li>➤ Smoking in prohibited areas</li> <li>➤ Sexual or other unlawful or unwelcome harassment</li> <li>➤ Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace</li> <li>➤ Excessive absenteeism or any absence without notice</li> <li>➤ Violation of personnel policies</li> <li>➤ Unsatisfactory performance or conduct</li> </ul>		
Revision Approved by Board: 4/11/2013	Taken From Employee Handbook Section 701 Page 31	