

## **CAUSES FOR DISCIPLINARY ACTION**

Certain standards of performance and conduct must be maintained in any work group. Disciplinary action should be taken in situations including, but not restricted to, misconduct such as the following:

INSUBORDINATION OR REFUSAL TO WORK - Physical or verbal resistance to authority and work direction. Those who disregard instructions or refuse to comply with directions are considered insubordinate.

ALCOHOL/DRUGS – possession, use, sale, or distribution of alcoholic beverages or unauthorized drugs.

UNDER INFLUENCE OF ALCOHOL OR NARCOTICS - Under the influence of alcohol or unauthorized drugs on the job. Bringing liquor or unauthorized drugs on agency property.

THEFT OR DISHONESTY - Theft of agency-owned property or property belonging to an employee or consumer. Dishonest actions such as falsification of records, improperly completing the application form, time records, production reports, shipping or receiving records or other agency records.

CONFLICT OF INTEREST, employees are prohibited from engaging in any activity, practice, or act which may conflict, or give the appearance of conflict with the interests or business of the agency, its customers or consumers. Situations which create an actual conflict of loyalty or interest, or even the appearance of such conflict must be avoided.

PROPERTY DAMAGE OR UNAUTHORIZED USE - Willful damage or unauthorized use of agency property.

PHYSICAL, FIGHTS, ASSAULT, OR HARASSMENT - Employees engaged in fighting, wrestling or similar encounters. Physical or verbal harassment including all racial, ethnic, religious and gender –based insults.

FIREARMS/WEAPONS - Possession of firearms or other weapons on agency property.

TARDINESS /ABSENTEEISM - Repeated absenteeism, tardiness or unauthorized absences.

DISCOURTEOUS treatment or abuse of consumers, co-workers, visitors or customers.

INCOMPETENCY, inefficiency, inaccuracy.

INTERFERENCE with the job performance of other employees.

INEXCUSABLE neglect of work or duty.

GAMBLING on agency property or other work sites.

STOPPING WORK, loitering, or leaving work during working hours without permission.

WILLFUL VIOLATION OF SAFETY RULES - Any conduct which risks injury to persons or property.

NEGLECT, waste, or mishandling of equipment or supplies.

DISTRIBUTION of literature or solicitation for any cause during working hours without permission.

OBSCENE and abusive language, malicious gossip.

CONVICTION of a felony.

CONVICTION of misdemeanor involving moral depravity or relating to job responsibilities.

UNPROFESSIONAL conduct.

FRAUD in securing employment.

VIOLATIONS of Challenge policies or regulations.

ANY other activity that is deemed to be unacceptable behavior.

This list is for purpose of example and may not be all-inclusive for disciplinary action.