

## SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section:	<b>Performance Management</b>
Standard:	<b>EMPLOYEE STANDARDS OF CONDUCT</b>
Section #:	<b>E-2</b>
Effective:	July 8, 2008

See Also:	Corrective Action; Involuntary Terminations; Formal Discipline
-----------	--

### ***GENERAL STANDARD***

Employees are expected to represent the Authority in a positive and ethical manner. To that end, it is essential that each employee follow reasonable rules of conduct to ensure the well being of all employees and the safe and effective operation of the Authority and the airport. Certain types of behavior and misconduct by employees will not be tolerated by the Authority.

### **SPECIFIC STANDARDS**

The following acts and behavior violate the rules and regulations the Authority has established as a minimum Standard of proper conduct. Such conduct and behavior may subject the employee to disciplinary action, up to and including immediate termination.

An employee must not:

- Solicit, sell, display, promote, or distribute merchandise, literature or services, or conduct a similar form of business activity, or solicit on Authority property unless authorized by the President & CEO or designee.
- Threaten or carry out acts of violence; harass (sexually, racially or otherwise), ridicule a coworker, supervisor or visitor; provoke, instigate, or participate in a fight on Authority property.
- Falsify Authority or other public records or information.
- Steal, damage, misuse or misappropriate property, products or equipment that belong to the Authority, other employees or visitors.

- Use or be under the influence of any illegal narcotic, or controlled substance while working or on Authority property. Unlawfully possess, manufacture, distribute, dispense, sell, or offer to sell any illegal narcotic, controlled substance, prescription drug, or intoxicant on Authority property, while working, or when operating an Authority vehicle
- Consume any alcoholic beverage while working or on Authority property unless at an event pre-approved by the President/CEO.
- Be under the influence of any alcoholic beverage when working, while on Authority property, or while operating an Authority vehicle.
- Be insubordinate
- Gamble on Authority property.
- Enter any restricted area of Authority not related to one's regular duties without proper authorization.
- In an unauthorized manner, slow, restrict, or interfere with other employees' work or Authority business.
- Post or remove material from Authority bulletin boards unless authorized to do so by appropriate management.
- Refuse to cooperate with law enforcement authorities while on Authority property or on Authority business.
- Refuse or fail to properly perform work as assigned by a supervisor.
- Walk off the job without the permission of one's manager or supervisor.
- Act insubordinate to one's supervisor or manager.

- Participate in any unlawful or improper conduct that adversely affects an employee's relationship to the job, to coworkers, or to an employee's supervisor or that in any way discredits the Authority's reputation or goodwill in the community.
- Photograph, videotape, audiotape or record any Authority operation or employee without Authority authorization and without the consent of each affected employee.
- Use abusive or profane language.
- Sleep on the job or leave the job or assigned work location without authorization.
- Violate any conflict of interest rule.
- Disclose or use confidential information or proprietary information without authorization.
- Engage in outside employment without prior notification

As an employee of the Authority, employees must:

Maintain acceptable work performance as determined by the Authority.

Observe all safety and health rules and practices.

Maintain acceptable attendance and punctuality as determined by the Authority.

Comply with reasonable grooming and dressing habits conducive to a business atmosphere.

Observe the Authority's employee practices, rules, and procedures.

Report to the Authority, within five days, any conviction under any criminal drug statute for a violation occurring in the workplace.

Note: This list is not intended as all-inclusive. Employees are also subject to other reasonable rules of conduct as specified or communicated by their supervisor and/or the Authority.

### ***GUIDELINES AND PROCEDURES***

A manager, only after consulting with a representative of the Human Resources Department, should initiate the appropriate disciplinary process when standards of conduct are violated.

A manager initiating the disciplinary process must do so with the advice of a representative of the Human Resources Department. By doing this, the Authority minimizes the risk by administering discipline in a non-uniform manner throughout the organization.

A manager intending to discipline an employee must discuss and advise the Department Director and Division Vice President, if appropriate, of the intent to discipline.

The manager and the Human Resources will work together to implement discipline appropriate to the circumstance and in accordance with discipline administered to other Authority employees for similar violations.