



CODE OF CONDUCT

All new employees, as part of new employee paperwork, must sign the Coalition's Code of Conduct acknowledging they have read and understand the following policy. This statement will be maintained in the employee personnel file.

- Ethical conduct in performing Coalition activities is an absolute essential. Staff must always be mindful that they represent the Board of Directors and share a professional trust with other staff.
- Staff shall decline individual gifts or gratuities that might influence the purchase of supplies, equipment, and/or services. Staff shall notify their immediate supervisor if they are offered such gifts.
- The Coalition expressly prohibits management from overriding any internal controls.
- Employee Grievances may be filed for specific reasons. (See Personnel Policy.)
- Employees who resign or otherwise terminate their employment in good standing are entitled to receive all earned pay, including all accrued PDO pay subject to limits established within the Coalition's Personnel Policy.
- Whenever possible, a request for PDO shall be submitted to the supervisor for review and approval not less than two (2) weeks prior to the first day of requested PDO.
- Office hours begin promptly at 8:00 a.m. By that time employees are expected to be at their desks ready to begin work.
- Office attire Monday through Thursday is business, meaning attire should be professional and businesslike. Fridays are business casual day, meaning jeans and more casual clothing are allowed, but attire must be appropriate for the workplace (i.e., no torn/ripped jeans, spandex pants, t-shirts, etc.)

Employee Name

Employee Signature

Date

Approved by Executive Committee:
November 16, 2016