



STANDARDS OF CONDUCT

PURPOSE

To establish standards for all LADD employees, which provide for a respectful, safe, efficient and positive environment and are accessible and available so that all employees are fully informed of expectations and their responsibilities.

SCOPE

This policy applies to all LADD employees.

POLICY

It is the policy of LADD to set acceptable behavior expectations and to maintain standards for guiding all employees on acceptable behavior expectations. The following represents only a partial list of unacceptable behaviors and conduct; a complete list of all possible violations would be impossible to write.

STANDARDS AND DEFINITIONS

Honesty and integrity are employment requirements. Violations will lead to corrective action up to and including separation from employment.

BREACHES OF STANDARDS OF CONDUCT

1. Abuse, mistreatment, or neglect of the people we support.
2. Borrowing items or money from the people we support and/or their guardian
3. Violating the boundary between employee and person(s) supported in any way. (Including but not limited to inappropriate names, touching, etc.)
4. Falsifying documentation for services, employment application, time keeping, personnel, or other company documents or records.
5. Unauthorized possession or use of people-supported, company or employee property.
6. Gambling, carrying weapons or explosives, alcohol, drugs, or violating criminal laws on company premises and/or during work hours while providing support services at any location
7. Fighting, throwing things, horseplay, practical jokes, or other disorderly conduct, which may endanger the well-being of any person, supported, employee, or company operations.
8. Engaging in acts of dishonesty, fraud, waste, abuse, theft, or sabotage.
9. Being under the influence of or possession of alcohol or illegal substances on company property and/ or during work hours while providing support services at, at any location.
10. Using the company vehicle for personal use.
11. Engaging in sexual intercourse or other sexual behavior while on company property and/ or during work hours while providing support services at any location.
12. Threatening, intimidating, coercing, using abusive or vulgar language, or interfering with the performance of other employees or person(s) receiving support services.
13. Insubordination or refusal to comply with instructions or failure to perform reasonable duties that are assigned by a member of Management.
14. Unauthorized use of company material, time, equipment, or property.
15. Damaging or destroying company property or a person's supported property through careless or willful acts.
16. Conduct that the company feels reflects adversely on the employee or company or violates the Mission, Vision and Values.
17. Performance that, in the company's opinion, does not meet the requirements of the position.
18. Engaging in such other practices as the company determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the company, its employees, or the people we support.
19. Negligence in observing fire prevention and safety issues at any location where services are provided.
20. Other circumstances for which the company feels that corrective action is warranted.

21. Witnessing or signing legal documents without the direction of a supervisor.
22. No employee of LADD is permitted to write a letter of reference for another employee (current or past), regardless of whether it is on official LADD letterhead or not. This standard is in place to prevent any potential misunderstandings or misinterpretations. When you endorse a coworker, it may be perceived as an official stance taken by LADD, either as the current or past employer. Such endorsements can carry significant implications for both the employee being recommended and the organization's reputation. To uphold the integrity and professionalism of LADD, all employees must refrain from writing references for one another; this includes members of Management. References are only to be completed by the Human Resources Director.

This list is intended to be representative of the types of activities that may result in corrective action. It is not intended to be comprehensive and does not alter the employment-at-will relationship between employees and the company.

PROCEDURE

There is no progressive discipline policy.

1. Corrective action will be determined on a situational basis and approved by Administration.
2. The Employee Code of Conduct Handbook provided is available for review of employment expectations.
3. LADD Employee Policies and Procedures are available for review for employment expectations.
4. Separations from employment are approved only by the Executive Director.

