

SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section: **Workplace Practices**
Standard: **EMPLOYEE STANDARD OF CONDUCT**
Section #: D20
Effective: May 13, 2008 (Revised 7/1/15)

See Also: Safety; Security; Corrective Action; Formal Discipline; Misconduct

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.

GUIDELINES

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.

SPECIFIC STANDARDS

❑ 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 in writing by the President & CEO.
- 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, or use Authority property or equipment unless authorized to do so by appropriate management.
- Consume or be under the influence of any narcotic, or controlled substance while on assignment or on Authority property, excepting lawfully prescribed medication. Unlawfully possess, manufacture, distribute, dispense, sell or offer to sell a narcotic, controlled substance,

prescription drug or intoxicant on Authority property, on job assignment, or when operating an Authority vehicle.

- Consume or be under the influence of alcoholic beverages while on job assignment or on Authority property without appropriate management authorization.
- Be insubordinate.
- Gamble on Authority property.
- Enter any restricted area of Authority not related to one's regular duties without proper authorization.
- 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 conflict of interest rules.
- Disclose or use confidential information or propriety information without authorization.
- Engage in outside employment without prior notification and written approval of the Authority.

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 standards 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.

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.