

**SECTION 5.01      GENERAL STANDARDS OF CONDUCT AND EXPECTED JOB RELATED BEHAVIOR**

**PUBLIC TRUST AND CONFIDENCE**

In order for Jefferson County Board of Developmental Disabilities (JCBDD) to effectively and efficiently operate, it is important that actions that have or may have the potential to cause a disruption of the organization, could have an adverse impact on JCBDD, or could create a negative image for JCBDD, be kept to a minimum. JCBDD, in an attempt to identify what it believes are standards of conduct, which if violated, may upset the organization and its goals, has set forth those standards and categorized them by degrees of importance. These standards are how employees should conduct themselves. These standards are not meant to be all inclusive nor concrete in the categories listed. Employees shall make every effort to conduct themselves professionally, treating everyone with respect, and with attention to **common courtesy and common sense**. Employees are expected to serve efficiently and with good behavior.

Individual or cumulative violations of these standards may result in discipline, based on the nature, severity, and consequences of acts.

**STANDARDS OF CONDUCT**

1. Employees shall show every courtesy and respect to the individuals, their families/ guardians, and coworkers.
2. Employees shall fully perform the duties of their position.
3. Employees shall commence duties at the beginning of assigned work periods and shall continue working until the end of the assigned work period.
4. Employees shall not leave the job or work area during regular working hours, unless necessary for the performance of duties or with authorization.
5. Employees shall refrain from preparing to leave or quit work without specific prior authorization before the lunch period, a break time, or scheduled quitting time.
6. Employees shall consistently and timely report for work and complete timecards.

7. Employees shall refrain from distracting the attention of others, unnecessary shouting, or other behavior that causes a demonstration or disruption on the job.
8. Employees shall refrain from mischief, horseplay, wrestling, or other undesirable childish, or unsafe conduct, including using profane or abusive language.
9. Employees shall not intimidate, coerce, or interfere with subordinates, individuals, coworkers, supervisors, or the general public.
10. Employees shall cooperate with all other employees.
11. Employees shall exercise reasonable care in the use of JCBDD property and equipment.
12. Employees shall avoid using or possessing another employee's equipment without authorization.
13. Employees shall observe official safety rules and common safety practices and maintain neat, clean, sanitary, and safe facilities.
14. Employees shall observe all agency rules and regulations.
15. Employees may not obligate JCBDD for any expense, service, or performance, unless authorized via a purchase order request.
16. Employees shall immediately report all accidents, injuries, and/or equipment damage.
17. Employees shall consistently, expeditiously, and accurately perform all job duties and responsibilities.
18. Employees shall attempt to perform the highest quality work in a timely fashion.
19. Employees shall not use the Employer's telephone, computers, cell phones, radios, etc., for anything other than business purposes unless authorized.
20. Employees shall only smoke in designated areas.
21. Employees shall not change or amend work schedules without prior consent.

22. Employees shall not sleep during working hours.
23. Employees shall always report to work fit for duty.
24. Employees shall not possess, use or be under the influence of drugs, including misuse or abuse of prescription drugs, or alcoholic beverages during working hours.
25. Employees shall not use department property or equipment without authorization.
26. Employees shall not perform private work or personal business on department time or with any JCBDD equipment, supplies, etc.
27. Employees shall report for overtime work as instructed by supervisors.
28. Employees shall not make or publish false, vicious, or malicious statements concerning employees, supervisors, their department, or JCBDD operations.
29. Employees shall give factual and honest testimony during conduct investigations, pre-disciplinary hearings, and complaint or grievance investigations or hearings and accident investigations.
30. Employees shall not post, remove, or change notices or signs on bulletin boards unless authorized.
31. Employees shall not solicitate, distribute or post any written or printed material on JCBDD premises unless first receiving authorization.
32. Employees shall not be present in work areas on JCBDD premises unless authorized.
33. Employees shall not disregard policies, procedures, rules, or regulations.
34. Employees shall follow the political activity policies of JCBDD policy and the Ohio Revised Code.
35. Unless specifically authorized, Employees shall not disclose or distribute any JCBDD records or reveal confidential information regarding individuals' personal information.

36. Employees shall comply with the Public Records policy and shall release records only if authorized to do so.
37. Employees shall report off work for any absence each scheduled workday, unless otherwise authorized.
38. Employees shall request the approval of the Superintendent for all preparation and distribution of materials to the program population or community concerning programs and changes in the operation of the programs or services prior to release.
39. Employees shall forward all requests from the news media to the Superintendent before releasing information/statements to the news media.
40. Employees shall not be negligent in the performance of assigned duties or in the care, use, or custody of JCBDD property or equipment, nor abusive, intentionally, negligently or deliberately be destructive in any manner of JCBDD property, tools, equipment, or the property of employees.
41. Employees shall sign/approve their own timecard or reporting forms.
42. Employees shall always be honest when questioned concerning accidents, when being investigated, and when handling JCBDD records, including performance and application records.
43. Employees shall not make false claims or misrepresentations to obtain JCBDD provided benefits.
44. Employees shall not gamble during business hours.
45. Employees shall not steal or act in a similar manner including destroying, damaging, or concealing others' property or JCBDD property.
46. Employees shall not use narcotics or alcohol or other illegal or controlled substances, nor sell such on the premises.
47. Employees shall not fight or instigate a fight or altercation nor attempt to cause injury to other employees, supervisors, or persons.

48. Employees shall not carry or possess firearms, explosives, or weapons in JCBDD facilities at any time without authorization.
49. Employees shall not conceal a communicable contagious disease.
50. Employees shall not misuse or remove JCBDD records or information without prior authorization.
51. Employees shall be honest and shall not commit any dishonest action. Some examples of what is meant by "dishonesty" or "dishonest action" are: theft, pilfering, opening desks assigned to other employees without authorization, making false statements to secure an excused absence or to justify an absence or tardiness from work.
52. Employees shall always follow written or oral, assigned work and/or instructions, from supervisors.
53. Employees shall not engage in unlawful harassment, including sexual harassment, or create a hostile work environment.
54. Employees shall not be convicted of a felony within the meaning of Ohio Revised Code 124.34 and shall not be convicted of any violation which may adversely affect the public's trust in the employees' abilities to perform the duties of the positions.
55. Employees shall maintain and/or report loss of required licenses, certifications and other qualifications required to perform assigned duties.
56. Employees shall maintain the highest possible ethical and moral standards and perform within state, federal, and local laws, rules, and regulations.