

## **LIST OF POSSIBLE REASONS FOR DISCIPLINARY ACTION**

Disciplinary action may be taken for any conduct not in keeping with the agency's standards. The reasons set forth below are included as an illustration only and do not constitute exclusive grounds for disciplinary action including discharge.

- Failure to meet reasonable standards of work, morality and ethics to the extent that an employee is deemed unsuitable for employment.
- Failure to follow agency policies, procedures and guidelines.
- Failure to follow program policies, procedures and guidelines.
- Abuse, theft or destruction of People's Place property.
- Incompetence, inefficiency or negligence in the performance of duty.
- Insubordination.
- Unauthorized absences/excessive absenteeism/abuse of sick leave privileges/excessive tardiness.
- Acceptance of personal gifts, monies, etc...which are given with the expectation of influencing the employee in the performance of his or her duties.
- Falsification of records.
- Use of official position for personal advantage.
- Consumption of intoxicating beverages or illegal drugs on People's Place property or in People's Place vehicles, being under the influence of alcohol or illegal drugs on People's Place property or in vehicles belonging to People's Place or during scheduled work hours.
- Sexual Harassment
- All other forms of harassment, including intimidation, hostility and offensive behavior.
- Profane, obscene or insulting words toward others.
- Sleeping while on duty.
- Unauthorized access to computer files or other agency files.
- Distributing of any client information without specific client authorization, or violation of any federal or state laws governing client confidentiality or violation of any confidentiality regulation in the ethical statements governing the program.
- Providing unauthorized or potentially damaging agency information of any kind to persons outside the program and agency chain of command without that information first being available to all appropriate supervisory levels, including the Executive Director.
- Behavior that jeopardizes the safety and welfare of others.