

Claverack Free Library

Employee Code of Conduct Policy

Approved: April 2018

Employees in any organization are expected to observe certain standards of job performance and acceptable conduct. While the Claverack Free Library cannot list every possible area of unacceptable conduct, set forth below are examples of conduct which would not be acceptable in the work environment and in the case of gross misconduct, may result in immediate termination on the first offense.

Job Performance

1. Below average work quality or quantity.
2. Excessive absenteeism or tardiness.

Gross Misconduct

1. Insubordination.
2. Failure to follow safety policy or procedures.
3. Dishonesty.
4. Rudeness or lack of cooperation with employees, patrons, or vendors.
5. Theft of company property or the personal property of others.
6. Falsifying or altering Claverack Free Library records including employment application, time sheets or medical documents.
7. Altercations, fighting, threatening, or intimidating others.
8. Violation of the Claverack Free Library's policy against discrimination and harassment.
9. Retaliating against any employee who makes a complaint or participates in an investigation relating to the Claverack Free Library's policy against discrimination and harassment.
10. Being under the influence of, using, possessing or selling alcohol or illegal controlled substances on Claverack Free Library property or while conducting business for the Claverack Free Library.
11. Gambling on Claverack Free Library property or while conducting Claverack Free Library Association business.
12. Sleeping during working hours.

13. Possessing a firearm or other dangerous weapons on Claverack Free Library property or while conducting Claverack Free Library business.
14. Being convicted of a crime that indicates unfitness for the job or raises a threat to the safety or well being of Claverack Free Library employees.
15. Disclosing company confidential or proprietary information to unauthorized persons.
16. Not following the documented Claverack Free Library policies, operating instructions or procedures.

The listing of possible areas of unacceptable conduct does not alter the “at-will” nature of employment. Either the employee or the Claverack Free Library may terminate the employment relationship at any time, for any reason with or without cause or prior notice.