701 Employee Conduct and Work Rules

Effective Date: 10/03/2002
Revision Date: 06/23/2012
Effective Date: 09/01/2012
Last Reviewed: June 2022

Purpose: To provide the best possible work environment, Pine Haven Christian Communities, expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in corrective action, up to and including termination of employment. The list is not intended to be exhaustive:

- Violation of Pine Haven policies
- Theft or inappropriate removal or possession of resident or Pine Haven property
- Working under the influence of alcohol or illegal drugs; Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace
- Fighting, threatening violence, disruptive activity (including gambling) in the workplace
- Insubordination or other disrespectful conduct, including inappropriate language
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment to residents, visitors, or co-workers
- Unauthorized absence from department or Pine Haven property during the workday
- Unauthorized disclosure of resident or employee confidential information
- Soliciting from residents, residents' family members, co-workers, or business contacts
- Falsification of Pine Haven records, including but not limited to applications, other employment documents, timekeeping records, or resident records
- Unsatisfactory performance or conduct