

### **315: Employee Conduct and Work Rules**

To ensure orderly operations and provide the best possible work environment, CSC expects employees to follow rules of conduct that will protect the interests and safety of all employees and the Club.

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

- Transportation of a student-athlete in a non-club vehicle, without expressed written permission of the parent or legal guardian. Expressed written permission can be a hand written note, club form, e-mail etc...
- Participating in, endorsing or covering up activities defined as hazing (see Appendix D for Hazing Prevention Policy).
- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working while showing the signs of alcohol or illegal drug use
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of employer-owned or club-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Failure to maintain certification with USA Swimming (coaches only)
- Smoking in prohibited areas
- Inappropriate conduct with swimmer
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or tardiness or any absence without notice
- Unauthorized absence from work during the work hours
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of business "secrets" or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Making false or malicious statements about co-workers, supervisors, members, suppliers, etc.
- Use of Club property for personal purposes or advantage
- Misuse, abuse, damage or destruction of Club or facility property

### **320: Business Ethics and Conduct**

We expect CSC employees to be ethical in their conduct. It affects our reputation and success. CSC requires employees to carefully follow all laws and regulations, and have the highest standards of conduct and personal integrity.

Our continued success depends on our members' trust. Employees owe a duty to CSC, our members, and community to act in ways that will earn the continued trust and confidence of the public.

As an organization, CSC will comply with all applicable laws and regulations. We expect all employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to not do anything that is illegal, dishonest, or unethical.

If you use good judgment and follow high ethical principles, you will make the right decisions. However, if you are not sure if an action is ethical or proper, you should discuss the matter openly with your supervisor. If necessary, you may also contact the Board of Directors for advice and consultation.

It is the responsibility of every CSC employee to comply with our policy of business ethics and conduct as outlined on this page. Employees who ignore or do not comply may be subject to disciplinary action, up to and including possible termination of employment.