



STANDARDS OF CONDUCT

New Haven's first priority and is the health and safety of our resident youth. Always! If your responsibilities include direct care to our youth, supervision of these youth is also your primary responsibility. How you do that as well as how you conduct yourself personally while at work are closely tied to the health and safety of our residents as well as other employees. So, it is critical that you understand our policies and procedures. We have identified some examples of conduct that is prohibited and will not be tolerated by New Haven. We want you to understand your responsibilities and what is expected of you above and beyond doing your work assignment. **Please read these policies fully.** Again, this list of prohibited conduct is illustrative only - other types of conduct that threaten security, personal safety, employee welfare and/or our operations also may be prohibited. Nothing herein is intended to change the "at will" relationship between you and New Haven.

Examples of Prohibited Conduct are:

- Any and all forms of child abuse, neglect, or endangerment.
- Carrying firearms or any other dangerous weapons on New Haven premises at any time;
- Being under the influence of alcohol or any illegal substance while on the work site, or providing any other staff member or resident with same.
- Engaging in criminal conduct whether or not related to job performance;
- Provoking a fight or fighting during working hours or on New Haven property;
- Violating any safety, health, security or New Haven policy, rule, or procedure;
- Committing a fraudulent act or a breach of trust under any circumstances; and
- Committing of or involvement in any act conduct which may be construed to be of unlawful harassment, discrimination and retaliation whether or not the conduct is in the workplace or in any work-related setting outside of the workplace (such as business-related social events) .
- Willingly failing to report any staff member committing violations that pose a risk to the safety of our youth, employees, and/or the integrity of our programs.
- Disclosing HIPPA protected, confidential information regarding a child.
- Participating in disruptive horseplay or practical jokes on New Haven time or premises;
- Causing, creating, or participating in a disruption of any kind during working hours on our property;
- Theft or deliberate or careless damage or destruction of any New Haven property, or the property of any employee or customer we serve;
- Negligent or reckless operation of an agency vehicle. (This may also apply to the use of your personal vehicle if on company time or under our direction.)
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management;
- Using abusive language at any time on New Haven premises;
- Failing to report to work as scheduled without notification and/or without adequate explanation;
- Failure to properly supervise youth under your care (note that you may have to stay on-duty until relieved, regardless of whether or not your shift is over, if your replacement has not arrived) – under no circumstances can youth be left unsupervised!;
- Failing to obtain permission to leave work during normal working hours and/or to observe your work schedule;
- **Sleeping (or giving the illusion of sleeping) or malingering on the job;**
- Falsifying employment records, employment information, or other New Haven records of yourself or another employee (including recording or work time);

Other unacceptable standards of behavior include:

- Wearing disturbing, unprofessional or inappropriate styles of dress or hair while working;
- Removing or borrowing New Haven property without prior authorization;
- Unauthorized use of New Haven equipment, time, materials, or facilities.

This statement of prohibited conduct does not alter the New Haven's policy of at-will employment. Either you or New Haven remain free to terminate the employment relationship at any time, with or without reason or advance notice.

I acknowledge that I have read, understand, and will follow the above policy. Should I have or need further clarification, now or in the future, I will discuss with my supervisor and/or any New Haven Director.

Print Name: _____

Employee

Date

Overnights –
Please initial!