

INAPPROPRIATE OF INEFFECTIVE WORK BEHAVIOR – SAMPLE

As referred to herein, "inappropriate workplace behavior," or "ineffective workplace behavior" shall be subject to the following standards:

It is not possible to enumerate all the forms of unacceptable, inappropriate, and/or ineffective workplace conduct; the _____ expects its employees to use good judgment and to adhere to reasonable standards of conduct and work performance.

In general, and without limitation, employees are expected to (1) conduct themselves professionally in the workplace, (2) adhere to traditional standards of honesty, good faith, and cooperation, (3) put strong effort into performing the individual's job duties and perform one's job effectively; (4) demonstrate a constructive attitude, (5) strictly refrain from engaging in insubordination, (6) avoid tardiness or absenteeism, (7) ensure that s/he is not intoxicated in the workplace at any time or at any event while representing the _____ in a public setting, (8) abide with the _____'s alcohol/drug policy at all times, and (9) refrain from creating problems or disruption at work.

Any conduct that interferes with any employee's work (one's own or that of another person) or impedes the efficient and productive operation of the _____ will require review and consideration. Each situation shall be reviewed, and the _____ will take action that reflects the individual circumstances at hand, and the best interests of the _____.

It is the policy of the _____ to provide a safe work environment and encourage good personal health habits. The use or abuse of drugs or alcohol in a manner that adversely affects an employee's conduct or job performance is considered to be unprofessional and/or disruptive if not also an unsafe and unsound practice. The _____ reserves the right to require any employee to submit to a drug "reasonable suspicion" that the employee is engaging in the use of, or is impaired by, alcohol or drugs in the workplace or where the employee has been involved in a work- related accident/injury.

Employees do not have a reasonable expectation of privacy in the workplace. The _____ reserves the right to search an employee's workspace at any time, including locked desk drawers/closets. In addition, employees do not have a legitimate expectation of privacy in the use of social media, email etc., when using the employer's network or when using the employer's equipment.