

Employee Code of Conduct Policy

Policy Purpose

Our Employee Code of Conduct policy outlines our expectations regarding employees' and Board of Directors' behavior towards their colleagues, supervisors, members and overall organization.

We promote freedom of expression and open communication. But we expect all employees and Board of Directors to follow our code of conduct. They should avoid offending, participating in serious disputes and disrupting our workplace directly or via any type of social media. We also expect them to foster a well-organized, respectful and collaborative environment.

Scope

This policy applies to all our employees regardless of employment agreement or rank. This also includes CRA Board of Directors.

Policy Elements

Camelot Recreation Association employees are bound by their employment to follow our Employee Code of Conduct while performing their duties. We outline the components of our Code of Conduct below:

Compliance with law

All employees must protect our organizations legality. They should comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with our organization's finances, products, partnerships and public image.

Respect in the workplace

All employees should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization.

Protection of Company Property

All employees and Board of Directors should treat our organization's property, whether material or intangible, with respect and care.

Employees and Board of Directors:

- Shouldn't misuse CRA equipment or use it frivolously.
- Should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports etc.) Employees and Board of Directors should use them only to complete their job duties.

- Employees and Board of Directors should protect CRA facilities and other material property from damage and vandalism, whenever possible.

Professionalism

All employees and Board of Directors must show integrity and professionalism in the workplace.

Personal appearance

All employees must follow our dress code and personal appearance guidelines.

Corruption

We discourage employees from accepting gifts from clients or partners. We prohibit bribes for the benefit of any external or internal party.

Job duties and authority

All employees and Board of Directors should fulfill their job duties with integrity and respect toward customers, stakeholders and the community. Supervisors, managers and the Board of Directors mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

We encourage mentoring throughout our organization.

Absenteeism and tardiness

Employees should follow their schedules. We can make exceptions for occasions that prevent employees from following standard working hours or days. But, generally, we expect employees to be punctual when coming to and leaving from work.

Conflict of interest

We expect employees and the Board of Directors to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

Collaboration

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

Communication

All employees must be open for communication with their colleagues, supervisors or team members, including the Board of Directors.

Benefits

We expect employees to not abuse their employment benefits. This can refer to time off, insurance, facilities, subscriptions or other benefits our company offers.

Policies

All employees should read and follow our company policies. If they have any questions, they should ask their managers or the Board of Directors.

Disciplinary actions

Our organization may have to take disciplinary action against employees or Board of Directors who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

1. Demotion.
2. Reprimand.
3. Suspension or termination for more serious offenses.
4. Detraction of benefits for a definite or indefinite time.

By signing this document, I acknowledge that I have been provided a copy of the Employee Code of Conduct. I have read and understand the above document and agree to comply with the Employee Code of Conduct as outlined. Failure to do so may result in disciplinary action.

Name (PRINT): _____
Signature: _____

DATE: _____

Witness (PRINT): _____
Signature: _____

DATE: _____

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