

## **PERSONAL CONDUCT**

The following list of on-the-job acted out behaviors that can lead to dismissal is non-inclusive and does not alter the at-will nature of employment.

### **Behaviors that may lead to immediate discharge:**

- Use or possession of illegal drugs or alcohol on the site or job. For staff living in a camp owned residence, no alcohol is to be used outside of the residence or shared with under aged staff or camper.
- Abusive behavior towards employees or clients of Camp Mack.
- Unauthorized use of Camp Mack phones, equipment, vehicles or other property.
- Theft of funds or property of others or Camp Mack.
- Sexual harassment of employees or guests of Camp Mack.
- Falsification of information on employment documents.
- Sexual relations with another person outside of a marriage relationship on the camp property including camp owned residences.
- Underage use of alcoholic beverages, on or off site.
- Failure to respond with corrective behavior as stated in counseling statements.
- Failure to follow policies which maintain the safety standards for employees and which make the camp a safe place for guests.
- Insubordination or refusal to obey reasonable orders of a supervisor or the Executive Director or Designee in charge.
- Bringing firearms or dangerous weapons onto Camp Mack property.

### **Behaviors that may lead to discharge if not corrected:**

- Use of profanity, harassing, and inappropriate language.
- Abusive behavior toward the site, facilities and furnishings of Camp Mack.
- Inappropriate behavior towards employees or guests of Camp Mack.
- Tardiness and no-show at work, including drug or alcohol induced hangovers.

### **Behaviors that may lead to discharge if flagrantly abused and not corrected:**

- Issues/complaints that are not taken to supervisor but shared with other staff.
- Clothing that is immodest or inappropriate.
- Leaving your work area without authorization, during working hours.

### **Unacceptable uses of the Internet/e-mail on camp owned computers that may lead to loss of computer use privileges by the employee or to disciplinary action up to dismissal from employment shall include, but not be limited to:**

- Use that compromises privacy of users and their personal data.
- Activities that are for a personal profit.
- Use that damages the integrity of the computer system, data, or programs stored on the system.
- Use that interrupts the computer system or its resources.
- Using or copying proprietary software or information without authorization.
- Accessing other computer systems in an unauthorized way.
- Uploading, downloading, modifying or removing files for which such action is unauthorized.
- Viewing sites that contain abusive, obscene, profane, sexually oriented, threatening, offensive or illegal matter.