

Vermont Catholic Charities, Inc.
Residential Care Homes Policies and Procedures

SUBJECT: Workplace Behavior Guidelines & Corrective Actions	Policy Number HR 00015
	Section: Human Resources
	Sub-Section: Employment
	Approved Date: March 1, 2010 Updated: 10/1/2017; 02/15/19

INTRODUCTION

Vermont Catholic Charities, Inc. has developed “Standards of Behaviors” that are consistent with the philosophy and environment of the Organization. Behaviors outside of those that do not support or promote the Organization environment and work ethic are prohibited on Organization premises or while on Organization assignments.

VCCI has established general guidelines to govern the conduct of its employees. No list of rules can include all instances of conduct that can result in discipline and/or termination therefore; the examples below do not replace sound judgment or common-sense behavior.

POLICY

The following violations of our workplace behavior are extremely serious and can be subject to disciplinary action, up to and including termination or immediate termination. This list of violations is not intended to be all-inclusive. The seriousness and extent of the behavior will dictate the level of disciplinary action or immediate termination for violations other than those listed below:

1. Illegal drugs, alcohol, marijuana, marijuana products or weapons of any type or employees found to be under the influence of alcohol, illegal drugs or non-prescription drugs will not be allowed in the Organization or on Organization property.
2. False statements on employment applications and false statements made during investigations.
3. Fighting or attempting to injure others.
4. Indecent behavior on Organization property or while conducting Organization business.
5. Personal, sexual or other forms of harassment. Harassment includes using profane or abusive language, threatening or intimidating fellow employees, supervisors, or residents.
6. Stealing—this may also include removal of Organization or Resident property or products from the premises without permission.
7. Destruction or defacing of Organization or employee property.
8. Sleeping on the job.
9. Insubordination or refusal to accept job assignments from supervisor.
10. Removal of Resident medication or falsification of medication administration records.
11. Failure to comply with Federal and/or state regulations in regard to level three care facilities.
12. Violation of Resident Rights.
13. Unexcused absence and/or not showing up for scheduled shift(s).
14. Rudeness to employees, residents, customers, and/or vendors.
15. Violation of VCCI policies and Standards of Behaviors.

The following types of violations will normally result in the employee receiving disciplinary action. This list of conduct violations is not intended to be all-inclusive. Depending on the seriousness of the conduct, employees may be subject to dismissal for other types of violations, which may not be listed below:

1. Raffles or selling of merchandise without prior approval from the Administrator and Human Resources Director.
2. Petitions or solicitations on Organization property and during working hours.
3. Personal appearance and dress code outside of Organization policy.
4. Smoking and tobacco chewing in areas other than those designated for that purpose.
5. Engaging in an outside business which constitutes a conflict of interest with the Organization.

Vermont Catholic Charities, Inc.
Residential Care Homes Policies and Procedures

SUBJECT: Workplace Behavior Guidelines & Corrective Actions	Policy Number HR 00015
	Section: Human Resources
	Sub-Section: Employment
	Approved Date: March 1, 2010 Updated: 10/1/2017; 02/15/19

6. Gambling of any kind on Organization property.

PROCEDURE

1. If any employee is found to have violated the Organization’s workplace policy and the “Standards of Behavior” the employee’s supervisor, in consultation with the Human Resources Department, will investigate the situation and decide the appropriate course of discipline (if necessary).
2. The employee will receive notification of the violation during a discussion with the Administrator and their supervisor. The description of the disciplinary action and its impacts will also be explained during this discussion.
3. Further violations would cause further disciplinary actions up to and including termination.
4. All discussions will be documented, dated, signed by the employee and other parties involved in the meeting, and placed in the employees file. A copy of the signed and dated documentation must also be given to the employee.

EMPLOYEE RESPONSIBILITY

It is the duty and the responsibility of every employee to be aware of and abide by existing rules, standards and regulations.

It is also the responsibility of the employee to perform his/her duties to the best of his/her ability, and to the standards set forth in his/her job description, or as otherwise established.

Employees are encouraged to take advantage of all learning opportunities available and request additional instruction when needed.

EMPLOYEE CONDUCT

Vermont Catholic Charities, Inc. supports the use of progressive discipline to address conduct issues such as poor work performance or misconduct, and to encourage employees to become more productive workers and conform their behavior to Organization standards and expectations.

Generally, a supervisor gives a warning to an employee to explain behavior that the supervisor has found unacceptable. There are two types of warnings, verbal and written.

A verbal warning is when a supervisor verbally counsels an employee about an issue of concern. A written record of the discussion, noting the date, event and recommended action, is usually placed in the employee's file for future reference. A copy of this signed and dated written record must also be given to the employee.

Written warnings are used for behavior or violations which a supervisor considers serious or where a verbal warning has not helped to change unacceptable behavior. An employee should recognize the grave nature of the written warning.

Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the Supervisor/Administrator, in consultation with the Human Resources Department or designate, may place the employee on a performance improvement plan.

Vermont Catholic Charities, Inc.
Residential Care Homes Policies and Procedures

SUBJECT: Workplace Behavior Guidelines & Corrective Actions	Policy Number HR 00015
	Section: Human Resources
	Sub-Section: Employment
	Approved Date: March 1, 2010 Updated: 10/1/2017; 02/15/19

Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the employee will either be returned to regular employee status or, if established goals are not met, dismissal may occur.

Vermont Catholic Charities, Inc. reserves the right to administer appropriate disciplinary action for all forms of disruptive and/or inappropriate behavior. Each situation will be dealt with on an individual basis.

**This policy replaces, revokes, and rescinds all former policies including HR 017, therefore, any modifications or changes to the utilization and administration of those policies is superseded by this new plan.*

Attachment: Standards of Behavior