

# CODE OF CONDUCT/EXPECTATIONS WHILE WORKING FOR BCCC

## CONDUCT:

The following acts will subject the offender to immediate termination of assignment:

- Any act of violence or threat of violence.
- Any act of sexual or personal harassment.

*Sexual harassment is conduct including, but not limited to:*

- Sexual flirtations, unwelcome or inappropriate touching, advances or propositions;
  - Verbal abuse of a sexual nature (i.e., swearing, jokes or comments of a sexual nature, etc.);
  - Graphic or suggestive comments about an individual's dress or body;
  - Using sexually degrading words to describe an individual;
  - Displaying sexually suggestive objects or pictures in the work place, including photographs, posters or electronic media;
  - Demeaning comments or actions based upon sexual orientation.
- Any unlawful act committed while on Broome County Council of Churches grounds or in a Council vehicle.
  - Any use of alcohol or illegal drugs while on BCCC property or arriving under the influence of drugs or alcohol.
  - Theft of money or food from individuals, the warehouse or BCCC.

**The following acts will not be tolerated and will result in punitive action up to and including termination of assignment:**

- Use of foul language or offensive language.
- Failure to observe safety regulations in handling food and operating equipment, including BCCC vehicles.
- Refusal to perform work assigned by supervisor or other BCCC staff.
- Tardiness or missing assigned days without notification.

## EXPECTATIONS:

You are assigned to the Broome County Council of Churches. All Broome County of Churches staff and volunteers are expected to behave in a respectful and mature manner. Due respect should be shown to supervisors as well as other staff and volunteers. Cooperation between all personnel is expected at all times. The Broome County Council of Churches and the CHOW program seek to ensure a safe and pleasant work place for all staff, volunteers and workers. All staff, volunteers and workers should remember that they represent the Broome County Council of Churches when engaged in activities of the Council.

## SIGNATURES:

Assigned worker: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_