



## ***MENTAL HEALTH ASSOCIATION IN ORANGE COUNTY, INC.***

### **MHA CODE OF CONDUCT**

#### **POLICY OBJECTIVE**

We must have certain rules of behavior, which we must observe as good citizens and good employees. No conduct, which is immoral, unethical or illegal, will be tolerated. Violations may lead to disciplinary action, based on the circumstances of the individual case. Decisions on disciplinary action to be taken will be up to and including suspension and/or discharge. The following are examples of unacceptable behavior:

- Insubordination, including disrespect, refusal, or failure to perform assigned work;
- Failure to notify Human Resources within 24 hours of any arrest or conviction on or off the job;
- Failure to notify Human Resources within 24 hours of any traffic tickets, accidents or moving violations that take place either on or off the job;
- Failure to report an accident or incident which jeopardizes the security or safety of program participants, visitors or employees;
- Dishonesty of any kind or nature, including theft, coercion and fraud;
- Forging, altering or deliberately falsifying any document, authorization, or record, including, but not limited to personal job application, time card, or any other document relied upon by the Agency;
- Forging, altering or deliberately falsifying any program documentation or records, including, but not limited to, program billing, case management notes and statistics;
- Foul or abusive language;
- Unauthorized use, possession or sale of intoxicants or illegal drugs, or working under their influence;
- Sleeping on the job;
- Fighting or the threat of bodily harm to others;
- Willful or careless destruction or damage to Agency's property or equipment or to that of another employee;

- Unauthorized use or removal of the Agency's or another's personal property;
- Insufficient or unacceptable work;
- Violation of safety or operating rules;
- Horseplay;
- Carrying or possessing weapons of any kind on the Agency's property;
- Disrespectful, disorderly, or abusive conduct toward co-workers, program participants, or visitors;
- Violation of MHA's Cultural Equity Policy, Equal Employment Opportunity Policy, Non-Harassment and Sexual Harassment Policies;
- Excessive or unexcused absenteeism and/or tardiness;
- Failure to accurately document the start and end of the work day;
- Performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but fail to report on your timesheet and/or ADP timecard;
- Performing overtime work without authorization;
- Failure to adhere to the Program Participants Boundaries policy;
- Smoking in "No Smoking" areas;
- Careless waste of materials or abuse of tools or equipment;
- Unauthorized use of Agency telephones, mail system, computer, email, or other Agency owned equipment;
- Unauthorized disclosure, use or theft of the Agency's confidential or proprietary information as defined in the Agency's Confidentiality policy.

This list is not all-inclusive, but serves as a guide to the conduct expected of MHA's employees. Of course, MHA will take appropriate disciplinary action depending on the circumstances of each case.

The Agency may consider an employee's job performance, prior violations or work rules and other relevant circumstances in determining whether to counsel, warn, suspend, or discharge an employee. It is up to the employee's supervisor and/or MHA management to decide whether corrective action, up to and including discharge, is appropriate.