

Urban Pathways K-5 College Charter School

Board of Trustees Policy

EMPLOYEE CODE OF CONDUCT POLICY

When gathering together to achieve goals, rules of conduct are needed to assist people in working together efficiently, effectively, and harmoniously. It is the responsibility of each employee to hold both himself/herself and other Urban Pathways K-5 College Charter School (“Charter School”) community members accountable to the Charter School norms. Those accepting employment with the Charter School accept responsibility to behave in accordance with these norms and in support of the mission and vision of the Charter School.

Professional Educators are also subject to and must abide by the Charter School’s Professional Educator Code of Conduct Policy, in addition to this Employee Code of Conduct Policy.

The following are examples of conduct prohibited by this Charter School Employee Code of Conduct Policy. The following prohibitions are not intended to be complete and are subject to change at any time with or without notice. All decisions regarding disciplinary action will be at the sole discretion of the Charter School. While discipline for standard violations will follow a progressive disciplinary procedure, the Charter School reserves the right to implement discipline in accordance with the grievousness of the violation. The Charter School reserves the right to suspend any employee with or without pay to investigate violations of any of the referenced workplace behavior. Violations of these or any other Charter School policies may subject an employee to disciplinary action, up to and including immediate termination:

- Insubordination, or verbal or physical abuse of students, employees, guests, or volunteers.
- Endangering the well-being or safety of students, employees, guests, or volunteers.
- Theft, fraud, embezzlement, or other proven acts of dishonesty.
- Any harassment of another employee, student, parent, and/or vendor (verbal, physical, or visual), including sexual harassment such as offensive gestures, unwelcome advances, jokes, touching, or comments of a sexual nature made to or about another employee, student, parent, and/or vendor.
- Obtaining employment or promotion on the basis of false or misleading information.
- Soliciting or accepting gifts (money, services, or merchandise) in connection with Charter School business.

- Reporting for work under the influence of alcohol or any illegal substances; or possession, sale or distribution of alcohol or illegal substances while on Charter School premises or abusing such items while representing the Charter School or conducting Charter School business.
- Engaging in unauthorized employment elsewhere while on paid benefits related to illness or while on an extended absence.
- Assisting anyone, whom you know or suspect to be involved in, or committing any crime or engaging in any conduct which rises to the level of a crime.
- Disrupting the work environment.
- Excessive absenteeism or unacceptable patterns of absenteeism.
- Repeatedly failing to submit time sheet records.
- Job abandonment, meaning the failure to report to work without properly notifying one's immediate supervisor, or leaving a job assignment prior to completion of your responsibilities.
- Conduct that is likely to cause another employee, visitor, student, or parent embarrassment, loss of dignity, feelings of intimidation, or loss of opportunity, including all forms of discrimination and harassment.
- Unauthorized use of Charter School supplies, information, equipment, funds, or computer codes/passwords.
- Refusing to repay documented overpayment of any compensation.
- Possessing firearms or weapons while on Charter School premises or carrying them while on Charter School business; or threatening the personal safety of fellow employees, customers, or vendors.
- Committing any act, on or off the Charter School's premises, which threatens, or is potentially threatening to, the reputation of the Charter School or any of its employees, visitors, students, or parents.
- Refusing to follow the direction of, or complete tasks assigned by your supervisor, or other disrespectful conduct toward your supervisor, or CEO.
- Prolonged lunch or break periods.
- Unacceptable or inadequate job performance.
- Failure to comply with regulatory requirements or follow safety rules and regulations.
- Violation of student, parent, employee, or Charter School confidentiality.
- Smoking on Charter School property or during hours on duty.

- Attempts to disrupt or undermine the charter, mission, or business interests of the Charter School or to encourage others to do so.
- Any conduct on or off the job which the Charter School, in its sole discretion, believes will adversely affect the image of the Charter School.
- Other violations of Charter School policies.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.