



## Standards of Conduct

The following sets forth examples of prohibited conduct that may result in disciplinary action, up to and including discharge.

### Employees May Not:

1. Engage in any hostile, violent, or physically aggressive behavior with or toward anyone, including clients and co-workers.
2. Report to work or working while using illegal or unauthorized controlled substances or alcohol.
3. Sell, distribute, possess, manufacture, solicit, purchase, transfer or use any illegal drug or controlled substance during work hours.
4. Falsify Agency, client or employee records or commit other acts of fraud or dishonesty.
5. Engage in sexual contact of any kind with a client, regardless of whether said contact was consensual.
6. Steal or willfully damage or abuse the Agency's property or another employee's property.
7. Fail to formally inform a supervisor of any suspicion of client abuse.
8. Drive a client in a vehicle owned by a staff member.
9. Disclose one's own home phone number, or that of another staff member to any non-staff member without authorization.
10. Engage in any unapproved financial transaction with a client.
11. Engage in conduct that is disloyal to **CHOICE**.
12. Use any proprietary/confidential information of the Agency or its clients or employees for personal gain or to the detriment of **CHOICE**.
13. Be rude or discourteous to clients or **CHOICE's** employees or agents.
14. Engage in insubordination, including refusal of a job assignment.
15. Violate any agency policy.
16. Have excessive absenteeism or lateness.
17. Use agency resources (including email and the Internet) other than for their intended business purpose.

18. Engage in any other conduct which reflects adversely on the agency.
19. Engage in any conduct which violates the agency's sexual or other harassment policies.
20. Engage in any other conduct that the agency deems unacceptable.