



AGENCY RULES

Approved by the Board of Directors – September, 2024

The orderly and efficient operation of Sunshine Village requires that employees always maintain discipline and proper personal standards of conduct, which are necessary to protect the health and safety of all clients and staff, to maintain uninterrupted services and jobs, and to protect the goodwill and property of Sunshine Village. Employees who fail to maintain proper standards of conduct or who violate any of the following rules shall be subject to corrective action up to, and including, termination. Following is a list of examples of agency rules and examples of conduct that could result in corrective action, up to immediate dismissal. The list is not exhaustive. It only contains examples and it is not to be construed as limiting those instances which may result in discharge nor limiting the agency's right to take corrective action or discharge employees for offenses not contained in the listing of examples:

Attendance: Employees must be at their appointed workplaces, ready to work at the regular starting time, and shall remain at such work places and at work until the regular quitting time.

Reporting Absences: Any employee who is unable to report for or perform work due to illness or other justifiable reason are required to report the absence and give the reasons for such inability to work to their Supervisor or designee, as outlined in the Attendance Policy. It is the responsibility of each employee to understand and follow this protocol.

Continued Operations: In the event that Sunshine Village operations are continued beyond normal business hours for any reason, employees shall not leave their post at the end of their shift until they are replaced or until they are relieved by their Supervisor.

Safety Protection: Employees must always wear and use the safety articles and any protective equipment provided for use in designated areas and immediately report any injury or accident to their supervisor or the Human Resources Director.

Safeguarding Property: Employees shall be responsible for all supplies, equipment, Agency funds, petty cash / client funds and property assigned to or requisitioned by him/her or in his/her custody and care. Misuse, theft or destruction of property will not be tolerated. Employees shall not take Agency records, materials or other property from the premises without permission from their supervisor.

Accuracy in documentation: Falsification of records or documents or knowingly making false statements is prohibited.

Insubordination: Refusal to carry out job duties or non-compliance with job requirements as directed is prohibited.

Parking Facility: Where provided, employees shall use only the parking facility designated for their use.

Personal Data: Employees are required to update their personal data in the electronic system and notify the Human Resources Department of a change in status with their driver's license.

Physical Condition: Employees are required to report for and remain at work at all times in a state that is fit for duty. Alcohol, drugs, or other disabling substances are prohibited. Reporting to work under the influence of intoxicants and using intoxicants during working hours is prohibited.

Work Assignment: Employees must be available and report for work as scheduled or overtime work as required or assigned.

Personal Conduct: Employees shall refrain from using profane or abusive language. Abuse, neglect and/or mistreatment of clients, disrespect to clients and families is unacceptable. Harassment, in all its forms, is not tolerated.

Posting of Notices: Employees shall refrain from posting notices on the premises without prior written approval from the Executive Director or the Director of Human Resources.

Dress Requirements: All clothing should be neat and clean, and appropriate to the work being performed. Based upon the needs of the program, and in consideration of safety requirements, restrictions may apply to certain programs and/or positions. Please refer to the Dress and Grooming Policy.

Firearms or Any Kind of Weapons on any Sunshine Village Property: Employees must not bring firearms or any kind of weapons onto any premises owned or rented by Sunshine Village. If an employee finds a firearm or other weapon on Sunshine Village property, they are not to touch it and are to notify a supervisor immediately. The supervisor will secure the area where the weapon has been found and notify the proper authorities.