



# **Volunteer/Intern/Trainee**

## **Rules of Conduct**

To ensure orderly operations and provide the best possible work environment, PIDF expects Volunteers/Interns/Trainees to follow rules of conduct that protect the interests and safety for all and the organization.

It is not possible to list all forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination:

- Theft or inappropriate removal or possession of property;
- Falsification or dishonesty in completing any reports or records;
- Working under the influence of alcohol or illegal drugs;
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment;
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage or loss of employer-owned, customer-owned or employee-owned property;
- Insubordination or other disrespectful conduct, including interference with other employees' duties;
- Violation of safety or health rules;
- Smoking in prohibited areas;
- Sexual or other unlawful or unwelcome harassment;
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace;

- Excessive absenteeism or any absence without notice;
- Unauthorized absence from work station during the workday;
- Unauthorized use of telephones, mail system, or other employer-owned equipment;
- Failure to report fraud, waste and abuse, accidents, loss, breakage, or damage to the property of PIDF, co-employees, or others;
- Unauthorized disclosure of business “*secrets*” or confidential information; and
- Violation of personnel policies