



Policy Manual - HOGF

Personal Conduct Policy

2021

Welcome to our Policy Manual

Please take the time to familiarize yourself with these policies. Hopefully you will find them fair, easy to read, and understandable. Should you have any questions please ask.

You will always find the most recent version of this Policy Manual on the website.

Please complete the acknowledgement and return to me.

Many thanks.

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McClean Nortey
Executive Officer

Receipt and Acknowledgment of Policy Manual

I confirm that I have received and read a copy of our Policy Manual.

I understand that the policies described in it are subject to change from time to time.

I also understand that I will be consulted before significant changes are made and that I will have an opportunity to review and comment on these changes.

Name

Signature

Date

Personal Conduct Policy

Unacceptable conduct

In our workplace we agree that the following activities are unacceptable, and any employee engaging in any of these activities should be disciplined, up to and including summary dismissal:

- Any act of harassment, sexual, racial or other, telling sexist or racist jokes, making racial or ethnic slurs;
- Excessive use of a telephone for personal calls or messaging unrelated to your work;
- Obscene or abusive language toward, indifference or rudeness towards a customer or fellow employee, or any disorderly, antagonistic or indecent conduct on company premises;
- Dishonesty, falsification or misrepresentation on your application for employment or other work records, lying about sick or personal leave, falsifying reason for a leave of absence, deceptive alteration of company records or other company documents;
- Giving confidential or proprietary company information to competitors or another company or to unauthorized employees;
- Breaching confidentiality in relation to sensitive information about employees;
- Spreading malicious gossip or rumors, engaging in deliberately divisive behavior to create discord in the workplace;
- Violating security instructions, or workplace health and safety instructions without good reason;
- Tampering with company equipment, particularly safety equipment;
- Careless or neglectful action/s which endangers the life or safety of another person;
- Unauthorized possession of weapons or explosives on company property;
- Engaging in an act of violence, or making a threat of violence toward anyone on company premises or when representing the company;
- Fighting, or provoking a fight on company property, or negligent damage of property;
- Insubordination or refusing to obey instructions properly issued by your Executive Officer pertaining to your work;
- Threatening, intimidating or coercing fellow employees on or off the premises at any time, for any purpose;
- Engaging in an act of sabotage; negligently causing the destruction or damage of company property, or the property of fellow employees, customers, suppliers, or visitors in any manner, reckless or careless driving of company vehicles;

- Theft or unauthorized possession of company property or the property of fellow employees;
- Unauthorized possession or removal of any company property, including documents, from the premises without prior permission from management;
- Unauthorized personal use of company equipment or property;
- Use of a social media site, blog, or online chat in a way that reveals confidential company information, or in a way that may be construed as being defamatory or bullying, or results in action prejudicial to the outcome of company negotiation/s or operations;
- Establishing or maintaining a social media site, blog or online chat pertaining to represent the company without the express permission of the Executive Officer;
- Reckless or careless driving of vehicles owned, leased or hired-by the organization.

Disciplinary provisions

Staff members who don't follow this policy may be disciplined under the Staff Disciplinary Policy.