

PARTNERS FOR AFFORDABLE HOUSING
CODE OF CONDUCT

STANDARDS GOVERNING CONDUCT OF OFFICERS, EMPLOYEES AND AGENTS OF THE ORGANIZATION

Officers, Employees and Agents are expected to be responsible, dependable, and accountable. Conduct which will not be tolerated and maybe considered ground for dismissal include, but is not limited to:

1. PAH prohibits the solicitation and acceptance of gifts or gratuities by officers, employees, and agents for their personal benefit.
2. Attempt to defraud PAH by drawing pay for time not worked, falsification of expense or travel voucher, sale of PAH property, the receipt of kickbacks, failure to report errors in payment, drawing pay from another source for work paid for by PAH or any other such act which results in a personal monetary gain.
3. Repeated refusal to follow management directives when such directives do not require the employee to violate a law, regulation, or PAH policy.
4. Conviction of a misdemeanor or felony act, which impairs the employee's ability to perform his/her job.
5. Drinking alcoholic beverages or gambling during working hours or the use of or possession of illegal drugs while at work.
6. Breaking of confidentiality.
7. Abuse of a guest or staff member.
8. Unprofessional relationship with guests.
9. Personal business transactions with guests.

Conduct which is unacceptable and subject to disciplinary action includes but is not limited to:

1. Failure to perform job duties as outlined in the job description or failure to meet those expectations.
2. Tardiness or absence without proper notice, absence without appropriate circumstances.
3. Misuse or abuse of PAH property or equipment.
4. Failure to follow instructions, procedures, or established policy.
5. Failure to carry on a compatible working relationship with PAH guests.

6. Making public appearances or statements on behalf of PAH which may be damaging to PAH.
7. Discrimination in the provision of service based on race, color, creed, religion, ancestry, national origin, sex, disability or other handicap, age, marital status, status with regard to public assistance, or affect ional preference.
8. Working in the facility while under the influence of alcohol or illicit drugs.

Disciplinary actions may include any of the following based on the severity of the cause:

1. Oral corrections
2. Written recommended correction
3. Suspension without pay
4. Discharge

Employees dismissed for a violation of the Standards of Conduct will not receive a two-week notice. The dismissal will be effective immediately and all property belonging to PAH must be returned before a final check will be issued.

Employees who are subject to discharge may grieve such actions provided the appeal is made within ten calendar days. An employee's discharge during the initial probationary period shall not be grievable.

GRIEVANCE PROCEDURE

The grievance procedure is established to allow employees to appeal decisions in which they feel they have been treated unfairly with regard to application of the Personnel Policies and Procedures and /or employment.

Grievances of employees shall be handled as follows:

1. Employees will explain and discuss the grievance with staff/ executive committee.
2. If the grievance cannot be satisfactorily resolved, employee may request a special meeting with the Executive Committee. Such a request shall be submitted in a written form, with statements by both employee and staff. The decision on the Executive Committee is final.