



EMPLOYEE BEHAVIOR STANDARDS POLICY

1.13

Effective Date: 07/18

Purpose: The purpose of this policy is to outline rules and regulations regarding employee behavior as necessary for efficient business operations and for the benefit and safety of all employees, including complying with all applicable federal, state, and local regulations regarding smoking in the workplace.

Failure to Comply: Employees who fail to comply with this policy will be subject to disciplinary procedures. Agency failure to comply could result in violation of federal, state or local regulations.

Policy: The agency recognizes that smoking in the workplace can adversely affect employees. Accordingly, smoking is prohibited at all facilities, on any agency property, and in all agency-owned vehicles. This smoking prohibition includes any and all types of tobacco and E-cigarettes. Smokers who wish to quit are encouraged to contact the Population Health branch for information on smoking cessation options available to them.

Employees are expected at all times to conduct themselves in a positive manner in order to promote the best interests of the agency. Appropriate employee conduct includes (this list is not all inclusive):

1. Treating all patients, customers, visitors, and coworkers in a courteous manner;
2. Refraining from behavior or conduct that is offensive or undesirable, or which is contrary to the agency's best interests;
3. Reporting to management suspicious, unethical, or illegal conduct by coworkers, patients, customers, or suppliers; cooperating with agency investigations;
4. Complying with all agency safety and security regulations;
5. Wearing clothing appropriate for the work being performed;
6. Performing assigned tasks efficiently and in accordance with established quality standards;
7. Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time;
8. Giving proper advance notice whenever unable to work or report on time;
9. Smoking only at times and in places not prohibited by agency rules or local ordinances;

10. Eating meals only during meal periods and only in the designated eating areas;
11. Maintaining cleanliness and order in the workplace and work areas.

In accordance with [902 KAR 8:100](#), the following conduct is prohibited and individuals engaged in it will be subject to discipline, up to and including termination (this list is not all inclusive):

1. Carrying a concealed, deadly weapon at work:
 - a) Without a license;
 - b) In violation of a prohibition established by a local government unit pursuant to [KRS 237.115\(2\)](#),
 - i) A copy of the license must be given to the HR manager.
2. Fighting or assaulting a coworker, patient, or customer
3. Threatening or intimidating coworkers, customers, patients, or guests
4. Engaging in any form of sexual or other harassment
5. Reporting to work under the influence of alcohol, illegal drugs, or narcotics; or using, selling, dispensing, or possessing alcohol, illegal drugs, or narcotics on agency premises
6. Disclosing confidential agency information
7. Falsifying or altering any agency record or report, such as an employment application, medical reports, time records, expense accounts, absentee reports, or shipping and receiving records
8. Stealing, destroying, defacing, or misusing agency property or another employee's or customer's property
9. Abuse or misuse of agency communications systems, including electronic mail, computers, Internet access, and telephones
10. Refusing to follow management's instructions concerning a job-related matter or being insubordinate
11. Failing to wear assigned safety equipment or failing to abide by safety rules and policies
12. Soliciting or distributing in violation of agency policies
13. Smoking where prohibited by local ordinance or agency rules
14. Using profanity or abusive language
15. Sleeping on the job without authorization
16. Gambling on agency property
17. Wearing improper attire or having an inappropriate personal appearance

All of the examples listed above are not intended to be an all-inclusive list. At management's discretion, any violation of the agency's policies or any conduct considered inappropriate or unsatisfactory may subject the employee to disciplinary action. Questions about this policy should be directed to the human resources department.

Forms: None

References: [902 KAR 8:100](#), [KRS 237.115\(2\)](#), federal, state, and local smoking regulations

Contact Person: Human Resources Manager

Policy Origination, Revision, and Review Tracking

Policy Number	Origination Date	Description of Revision or Reviewer Name
1.13	12.14.2017	HR Manager-Policy Creation
1.13	9.25.2020	HR Manager-replaced Community Health Promotion with Population Health Team