



ORLAND CEMETERY DISTRICT

P.O. Box 424

Orland, Ca. 95963

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CODE OF CONDUCT

In order that the rights and safety of all employees and efficient operation of the District are protected, employee activities are governed by reasonable rules of conduct. The following acts are illustrative, and not exhaustive, of acts which are grounds for disciplinary and/or termination of employment with the Orland Cemetery District:

1. Failure to follow the lawful direction of a superior.
2. Stealing or willfully destroying or damaging any property of the District, its customers, visitors or personnel.
3. Disobedience or insubordination to superiors.
4. Disorderly, immoral, indecent or criminal conduct on or off the job.
5. Drinking alcoholic beverages and/or drug use on the job, or being in a condition from prior indulgence, making unsafe or impairing the ability to perform duties in an acceptable manner.
6. Fighting with fellow employees (being an aggressor or aggravator).
7. Entering time on another employee's timecard or requesting another person to enter time on your card.
8. Entering time in or out at time other than those authorized.
9. Discussing employees' personal problems with customers.
10. Soliciting or accepting tips or gifts for District services.
11. Disclosing anything of a personal nature concerning a customer or employee unless the specific work duties require the giving or exchanging of such information.
12. Violation of Federal, State or local law.
13. Discrimination in any form directed toward any employee or non-employee because of their race, religious creed, color, national origin, ancestry, medical condition, marital status, sex or age, sexual orientation, gender identity and gender expression, ancestry, genetic information or any other arbitrary discrimination. This includes the use of racist terms among any, and all employees under all conditions and circumstances. The law prohibits coworkers and third parties, as well as supervisors and managers, with whom the employee comes into contact from engaging in conduct prohibited by the California Fair Employment and Housing Act.
14. Attempt to intimidate or coerce other employees.
15. Failing to exercise proper custodial responsibility of District keys or property.
16. Permitting another person to use keys to enter District property without proper authorization.
17. Unauthorized possession of firearms or other weapons on District property or while on duty.

18. Willful or careless disregard of, or inattention to, working directions and instructions; refusal to comply with or violations of rules, safety or fire regulations, or sanitary rules and regulations.
19. Absence of three (3) working days without notifying the District office.
20. Excessive or unjustified absences or tardiness or failure to inform the District office prior to the time you are due to report by telephone or other means that you are unable to report for work.
21. Failure to notify the District office if you leave your job or premises during working hours.
22. Smoking in unauthorized areas.
23. Selling tickets or chances on pools or raffles, or gambling on District premises.
24. Unauthorized posting of notices or literature on District premises.
25. Soliciting, collecting funds, and/or circulating literature of any nature on District property during working hours without the approval of the District Manager.
26. Performing personal work on District time.
27. Using the District business phone for personal matters.
28. Taking more than the specified time for meals or rest periods.
29. Unauthorized attendance or participating in meetings or gatherings during work hours.
30. Discourteous conduct, abusive treatment or inappropriate language directed toward any customer, visitor, guest, employee or superior.
31. Inefficiency, inability or negligence in the performance of assigned duties.
32. Altering, falsifying or making willful misstatement of facts on any District record or chart, job or work record, employment application or any other District record, chart or report.
33. Misrepresenting reasons when applying for a leave of absence or for other time off from work.
34. Failure, without justification, to return to work on time from an authorized leave of absence or vacation.
35. Failure to withdraw from, or report to, outside activities or interests which conflict with, detract from, or adversely affect the interest of the District.
36. Unacceptable personal grooming.
37. Sleeping on the job, intentional slowdown of work, intentional disruption of the work force or loafing during working hours.
38. Failure to promptly report injury or illness.
39. Scheduling off-duty time or vacation without the express consent of the District Manager.
40. Conduct undermining authority or disruptive of District functions or detrimental to close working relationships among employees.
41. Conduct prejudicial to the good reputation of the District.

Employee's Signature:

Date:

District Manager's Signature

Date:

PASSED, APPROVED AND ADOPTED by the Board of Trustees of the Orland Cemetery District in a regular meeting held at its regular place of meeting this the _____.

Vote:

AYES: (0)

NOES: (0)

ATTEST: (0)

Staci Buttermore, Secretary
Orland Cemetery District

Rick Beale, Chairperson
Orland Cemetery District
Board of Trustees.