

EMPLOYEE CONDUCT AND WORK RULES 701*Effective Date: 02/01/2016*

To ensure orderly operations and provide the best possible work environment, Cass County expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. While it is not possible to list all the 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 of employment:

- Theft or inappropriate removal or possession of property
- Unethical, immoral, or criminal conduct in or outside of the workplace
- Dishonesty or misrepresentation including, but not limited to, falsification of timekeeping records, misrepresentation on employment applications, or dishonesty in an investigation
- 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 tools and equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Failure to comply with written doctor restrictions or statements
- Failing to report injuries timely
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism or any absences without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of computers, telephones, mail system, or other employer-owned equipment or networks
- Unauthorized disclosure of business “secrets” or confidential information
- Inappropriate words, actions, or conduct, inside or outside of the workplace that may reflect poorly upon, or cause harm to, Cass County. This prohibition applies even to employees’ words, actions, or conduct that occur completely on personal time, including on Internet social networking sites.
- Unsatisfactory performance or conduct
- Violation of personnel policies

In short, good conduct is expected of Cass County employees both in and outside of the office. It is the responsibility of each employee to maintain his/her own positive image as well as that of

Cass County. Dignity, poise and respect, especially in the presence of customers and co-workers is just good common sense and should be maintained to enhance our image as a public agency.

Employment with Cass County is at the mutual consent of Cass County and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

Social Service employees will follow the disciplinary procedures as established by the North Dakota Human Resources Department's Administrative Rules.