



Affiliate Standards of Conduct and Acknowledgment

An AFFILIATE is a staff person who works with or for a Federal government agency, in this case the United States Department of Agriculture - Natural Resource Conservation Service (NRCS). The AFFILIATE staff is **not** an employee of the Federal government, but is employed with a partnering entity, Capital Resource Conservation & Development Council (Capital RC&D).

As a way of keeping our AFFILIATES informed about employment policies and practices, a website has been developed – www.affiliates-pa.com. We expect each AFFILIATE to look over, be aware of, and use this website as a reference for understanding your job.

The following Standards of Conduct and the website should be regarded as management guidelines, which may require changes from time to time. Capital RC&D reserves the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to both the AFFILIATES and Capital RC&D. Capital RC&D will update AFFILIATES as changes are made to either the Standards of Conduct or Website - www.affiliates-pa.com.

These Standards of Conduct and the Website - www.affiliates-pa.com supersede any prior verbal or written policy statements

Our professional ethics require that each AFFILIATE maintain the highest degree of confidentiality when handling client matters. To maintain this professional confidence, no AFFILIATE shall disclose client information to other clients, friends or members of one's own family. AFFILIATES will abide by all policies, procedures, statutes and laws concerning security of Personal Identifiable Information (PII) and protected information.

Attendance & Punctuality: To maintain a safe and productive work environment, Capital RC&D expects you to be reliable and punctual in reporting for scheduled work, and to start work at the assigned time. Absenteeism and tardiness disrupt the orderly operations of Capital RC&D and place a burden on other AFFILIATES and on working operations.

Conflict of Interest/Code of Ethics: Capital RC&D's reputation for integrity is our most valuable asset and is directly related to the conduct of its AFFILIATES. Therefore, AFFILIATES must never use their positions with Capital RC&D for private gain to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities.

Capital RC&D adheres to the highest legal and ethical standards applicable in our business. Capital RC&D's business is conducted in strict observance of both the letter and the spirit of all applicable laws, and the integrity of our AFFILIATES is of utmost importance.

AFFILIATES shall conduct their personal affairs such that their duties and responsibilities to Capital RC&D are not jeopardized and/or legal questions do not arise with respect to their association or work with Capital RC&D.

Non-Solicitation and Distribution: We request that AFFILIATES follow the non-solicitation and distribution restrictions of their assigned worksite.

Personal Property: Capital RC&D is not responsible for loss or damage to personal property. Valuable personal items, such as purses and other valuables should not be left in areas where theft might occur.

Personal Phone and Internet Use During Business Hours: All AFFILIATES should observe office rules concerning personal internet use and personal telephone calls.

Scheduling: AFFILIATES will be assigned an official duty station, with an NRCS supervisor. All AFFILIATES will adhere to the following:

- Maintain a timesheet of work activities
- A daily/weekly work schedule must be approved by NRCS supervisor.
- If five (5) hours or more are worked in a day, a minimum of a 30-minute, nonpaid lunch break must be taken.
- All lunch breaks will be non-paid.
- There is no ability to work an alternate work schedule (i.e., 4, 10-hour days.)
- There is no eligibility to accrue additional hours such as credit time, or compensatory time.
- If additional hours are needed in a pay period, prior written approval will be obtained from the supervisor, ASTC and NRCS state office. Hours will be reconciled within the pay period to ensure the pay period total approved hours are not exceeded.
- Overtime is never authorized.
- Telework is authorized only if approved by NRCS supervisor and will follow the NRCS ad-hock telework policy for field staff. Telework is only available after 6 months of employment.

Social Media: Capital RC&D may also have an interest in your electronic communications placed on your own time with co-workers, vendors, suppliers, competitors, and the general public. Inappropriate communications, even if made on your own time using your own resources, may be grounds for discipline up to and including immediate termination. We encourage you to use good judgment when communicating via blogs, online chat rooms, networking internet sites, social media sites, and other electronic and non-electronic forums (collectively called “social media.”). Nothing contained herein shall preclude an AFFILIATE from engaging in conduct protected by Section 7 of the National Labor Relations Act.

Standards of Conduct: Each AFFILIATE has an obligation to observe and follow Capital RC&D’s policies and to maintain proper standards of conduct at all times. If an individual’s behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken.

AFFILIATE ACKNOWLEDGMENT

I recognize that my employment with Capital Resource Conservation & Development Council (Capital RC&D) is an “at-will” relationship that has no specific duration. This means that I can resign my employment at any time, with or without reason or advance notice, and that Capital RC&D has the right to end my employment at any time, with or without reason or advance notice.

I acknowledge that I am aware of Capital RC&D’s Equal Employment Opportunity practice and its Harassment Policy prohibiting workplace and sexual harassment.

I acknowledge that I have been advised about the Affiliates Website – affiliates-pa.com, and have reviewed that site.

I acknowledge that I have read and understand the USDA Section 1619 Compliance Agreement, as listed above

I acknowledge that I understand that the policies, practices, and procedures contained in Capital RC&D Affiliate Standard of Conduct and the website – www.affiliates-pa.com Neither of these are not in any way to be interpreted as an employment contract between Capital Resource Conservation & Development Council and myself.

I further hereby acknowledge that I understand that the website - www.affiliates-pa.com and Affiliate Standards of Conduct supersede and replace all prior or existing manuals, written policies, oral policies, or practices. I understand that the information on the website may be changed, and Council will notify me of changes as they are made.

Please print name

Signature

Date