**CODE OF CONDUCT**

**Date Created:** [XX.XX.XXXX]

**Purpose:**

To provide employees and volunteers a code of conduct for any time spent performing duties on behalf of Next Step Farms.

**Policy:**

It is important to understand that all of our employees volunteers represent and can positively, or negatively, impact Next Step Farm’s reputation. Next Step Farms strives to have a respectful, productive, efficient, and professional environment for our clients. In order to achieve this, certain rules of conduct are necessary. Each employee and volunteer has an obligation to understand and follow all Next Step Farms’ policies and procedures and to maintain proper standards of conduct at all times. Conduct or behavior that interferes with the orderly and efficient operations of Next Step Farms, discredits Next Step Farms, or is offensive to any stakeholder will not be tolerated. Inappropriate behavior will result in corrective and disciplinary action, up to and including termination.

As discussed in more detail below, disciplinary action may include a verbal warning, written warning, suspension without pay, job reassignment, and/or termination of employment. The appropriate disciplinary action imposed will be determined by Next Step Farms in its sole discretion. Next Step Farms does not guarantee that one form of action will necessarily precede another.

Examples of inappropriate behavior, include, but are not limited to the following:

* Violation of any company rule.
* Violation of security or safety rules or failure to observe safety rules or Next Step Farms safety practices.
* Tampering with Next Step Farms equipment or safety equipment.
* Negligence or any careless action that endangers the life or safety of another person.
* Being intoxicated or under the influence of a controlled substance while at Next Step Farms or the use, possession or sale of a controlled substance in any quantity while onsite. Use of controlled substances prescribed by a physician that do not impair an individual’s ability to perform his/her job will not be a violation of this policy.
* Unauthorized possession of dangerous or illegal firearms, weapons or explosives on company property or while on duty, except as allowed by federal or state law.
* Engaging in criminal conduct or acts of violence, or making threats of violence, toward anyone on company premises or when representing Next Step Farms.
* Fighting, or provoking a fight on company property, or negligent damage of property.
* Insubordination or refusing to obey instructions properly issued by the Executive Director or immediate supervisor pertaining to your work; refusal to help out on a special assignment.
* Threatening, intimidating, or coercing fellow employees, volunteers, or clients on or off the premises at any time, for any purpose.
* Striking, shaking, pushing, yelling at, or otherwise negatively interacting with a client.
* Negligently causing the destruction or damage of Next Step Farms property, or the property of fellow employees, volunteers, clients, or visitors in any manner.
* Theft, unauthorized possession, or unauthorized removal of Next Step Farms property, including documents, or the property of fellow employees, volunteers, or clients.
* Unauthorized use of Next Step Farms equipment or property for personal reasons.
* Dishonesty, alteration of company records or documents, or falsifying any report or other data requested by Next Step Farms.
* Disclosing confidential information in violation of the Confidentiality Policy.
* Spreading malicious gossip and/or rumors, engaging in behavior which creates discord and lack of harmony, interfering with another employee’s or volunteer’s job duties, or restricting work output or encouraging others to do the same.
* Unsatisfactory or careless work.
* Any act of harassment, sexual, racial or other, telling sexist or racist jokes, or making racial or ethnic slurs.
* Leaving before the scheduled end of a workday or volunteer shift without approval of your supervisor and/or not being ready to work at the start of a workday; or stopping work before the end of your scheduled shift without prior approval.
* Sleeping or loitering during working hours.
* Any use of personal devices, including cell phone, except for use during approved breaks.
* Failure to report an absence or late arrival.
* Excessive absence or lateness unless otherwise approved.
* Obscene or abusive language toward any employee, volunteer, or client; indifference or rudeness toward a fellow employee or volunteer or client; any disorderly/antagonistic conduct on Next Step Farms property.
* Failure to immediately report damage to, or an accident involving, Next Step Farms equipment.

# Procedure: The Executive Director will oversee employee and volunteer conduct and shall be responsible for any disciplinary action, including termination. The Executive Director may delegate some or all of this authority to one or more individuals.

# Approved by:

Board President Date

# Person Responsible for Review:

[INSERT relevant Committee Chair] Date