

KANKAKEE COUNTY HOUSING AUTHORITY
185 N. ST JOSEPH
KANKAKEE, IL 60901

RULES OF CONDUCT POLICY



*Adopted: 6/28/05
Resolution # 05 - 50*

Effective Date: June 1, 2005

Rules of Conduct

Every employee of the Kankakee County Housing Authority (KCHA) is an ambassador. We occupy positions of public trust. Therefore, our actions should promote a spirit of cooperation and respect among all levels of public contact. The proper operation of Agency policy requires that all actions be impartial; that decisions and policy be made through the proper channels; that the office not be used for personal gain and/or personal business; and that the public have confidence in the integrity of the Agency.

The KCHA at all times is firmly committed to the principles of fairness and uniformity in the treatment of personnel. Each employee is expected to conduct himself or herself in a proper, mature and professional manner. Each employee shall perform his/her duties in a courteous manner, which will bring honor and credit to the KCHA; and, should do nothing during or after work hours which would bring shame or dishonor to the KCHA.

Employees are expected to discourage unofficial or social visitors while on duty. Other obvious disruptive behavior will be judged by each Department Head, who may recommend disciplinary action for the employee.

Each employee understands and accepts, as a condition of his or her employment, that he or she shall not engage in any of the following prohibited activities:

1. Insubordination and Neglect of duty, including, but not limited to refusal to obey orders, impertinence, disrespect, or contempt toward supervisors.
2. Fighting or creating a disturbance among fellow employees and/or tenants.
3. Any act of discrimination, intimidation or sexual harassment or failing to report any such act to the supervisor or Executive Director.
4. Carrying concealed weapons or other violations of criminal laws while on KCHA property.
5. Improper operation or misuse of KCHA vehicles or equipment.
6. Gambling or conducting gambling activities on KCHA property.
7. Drinking alcoholic beverages, using illegal drugs, or reporting to work under the influence of either, which impairs the employee's ability to completely and safely perform his or her job or which jeopardizes the safety of individuals or property.
8. Unauthorized absence, being any absence from work which has not been authorized by the proper authority by the start time on the day of the absence.
9. Malingering, being the willful avoiding of work, or other chronic failure to complete assigned tasks in a timely fashion.

10. The commission of a felony or any crime involving moral turpitude.
11. Unauthorized use, willful misuse, or deliberate damage of KCHA property.
12. Theft, concealment, misappropriation, or removal of another employee's property, KCHA property, or resident's property without permission.
13. Habitual tardiness or unauthorized absenteeism, including absence from work area without permission.
14. Immoral, indecent, slanderous or disgraceful conduct, including negative comments about the KCHA to tenants, vendors and other KCHA patrons.
15. Falsifying or changing official records, including signing, altering, or punching in/out of another employee's timecard.
16. Giving confidential KCHA information to unauthorized personnel.
17. Sleeping on the job or interfering with the work of other employees.
18. Failure to report an "on the job injury" on the day of occurrence.
19. Failure to observe safety and sanitary rules.
20. Failure to follow KCHA policies and procedures.
21. Unauthorized selling, soliciting, or canvassing, including solicitation or receipt of any fee, gift, or other valuable thing from residents or any other person which is given in hope or expectation of receiving as favor or better treatment than afforded to another person.
22. Discourtesy to tenants or KCHA patrons.

These statements or types of conduct prohibited, are not limited to the above offenses and will not prevent employee misconduct; but it will provide some guidance and understanding about the consequences of improper behavior. These statements or types of conduct prohibited, do not limit in any way, the KCHA's right to discipline or dismiss an employee for any reason it deems fit.

The Executive Director, is vested with the authority to commence any disciplinary action against any employee for violation of any of the above provisions, and to impose a discipline to the extent that the Executive Director deems appropriate. Such discipline may include oral warning, written warning, suspension without pay, or termination.

Management would hope that these statements will instill in each employee sensitivity to safety, consideration of tenants, respect for KCHA property and the knowledge that there will be no double standard in employee treatment.

End

**Kankakee County Housing Authority
Rules of Conduct Policy**

June 1, 2005

User Agreement

I have received a copy of the Rules of Conduct Policy. As an employee of KCHA, I understand that this policy applies to me. I have read KCHA's Rules of Conduct Policy and agree to follow all of its provisions, for the duration of my employment with the KCHA.

I am aware that any violation of this policy may subject me to disciplinary action, up to and including discharge from employment. If I have any questions regarding this policy, I will request clarification from my Supervisor or the Human Resource Administrator.

Employee Signature

Date

Employee Printed Name