



# ERIE WATER WORKS

## CODE OF CONDUCT

### Section A

The purpose of this policy is to identify, for employees, the minimum standards of conduct which are expected of all Erie Water Works (EWW) employees. Employees are expected to follow reasonable and normal rules of conduct whether or not specifically listed in these work rules. Employees may be subject to disciplinary action for violating these rules of conduct.

The types of violations which may lead to immediate suspension or discharge, including but are not limited to:

#### Article

1. **Bringing, possessing, or using alcoholic beverages or controlled substances (or medications that impair driving or equipment operation) on or in EWW property; being under the influence of these substance during work hours. Failure to adhere to the Erie Water Works Drug and Alcohol Policy.**
2. **Making a false statement on an employment application; falsification of or tampering with any records, including but not limited to falsifying time records or punching another employees time card, or knowingly permitting another employee to punch your time card in or out.**
3. **Conviction of a crime, which directly affects the employees ability to perform assigned duties.**
4. **Sexual harassment or any form of harassment based on race, sex, age, religion, disability, national origin, or other protected status.**
5. **Possession of a fire arm or any prohibited offensive weapon on or in EWW property, or while on duty regardless of location.**
6. **Sleeping on duty.**
7. **Gross insubordination or deliberate failure to carry out company policies, or failure to follow a supervisor's direct oral or written instruction.**
8. **Fighting, dangerous horseplay, or any conduct that causes, or is likely to cause injury to another employee or member of the public.**
9. **Theft or intentional destruction of EWW property, or that of another customer or employee.**
10. **Job Abandonment; absence without notice to a supervisor for three consecutive days or longer.**
11. **Repeated tardiness or unexcused absences, or willful violation of rules relating to absence.**
12. **Intentional violation of safety rules or unauthorized removal of safety equipment.**
13. **Unauthorized absence from work area, or unauthorized use of EWW property, including but not limited to vehicles.**
14. **Incompetence, defined as: repetition of an avoidable mistake, to a point that the mistakes demonstrate a willful disregard for the employer's interest.**

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### **Section B**

**Following are types of violations that will normally result in a warning or suspension, although repeated offenses may lead to termination:**

#### **Article**

- 1. Poor performance/failure to fulfill the requirement of a position**
- 2. Tardiness**
- 3. Absenteeism**
- 4. Abuse of rest period, lunch period, or early quit; failure to put in a full day's work**
- 5. Abusive language, or vulgar language, particularly where such language offends a fellow employee or member of the public**
- 6. Any unprofessional demeanor towards or in the presence of a customer or member of the public**
- 7. Unauthorized operation of EWW equipment, machinery, or vehicles.**
- 8. Gambling on EWW premises.**
- 9. Failure to observe smoking policy, including smoking in non-smoking area.**
- 10. Carelessness or negligence with EWW property.**
- 11. Neglect of duty: negligence in the performance of duties.**
- 12. Failure to observe any EWW policy or procedure.**
- 13. Any other conduct at work or in the capacity of an EWW employee which reflects poorly on the EWW or otherwise causes the EWW loss of time or money.**
- 14. Using the EWW's time, material or equipment for personal gain.**
- 15. Soliciting funds or conducting anything other than EWW business on EWW premises, without specific approval.**
- 16. Political campaigning, including the distribution of literature, petitions, written or printed matter of any description in work areas during work hours.**
- 17. Posting notices or signs in any form without specific authority, other than official union communications by authorized representatives on proper bulletin boards.**



**Erie Water Works**

**CODE OF CONDUCT POLICY**

**Your signature on this form indicates that you have received a copy of, and understand, the Erie Water Works CODE OF CONDUCT POLICY.**

**I hereby acknowledge that I have been informed of, understand, and received a copy of the Erie Water Works CODE OF CONDUCT Policy.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Updated 5/6/2024**