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Professional Conduct

Statement

City of Vision Eye Care relies on employees to maintain a professional, businesslike manner during work hours, while on company property, or whenever representing the organization. Employees may also be accountable for behavior outside of work if it has an impact on their ability to perform their responsibilities at work or the potential to cause discredit or harm to the organization. Failure to adhere to City of Vision Eye Care's norms and standards of professional conduct may result in disciplinary action up to and including termination.

Procedure

Areas of conduct covered by this policy and standards of conduct include, but are not limited to the following:

- **Organization Resources & Personal Business**: Employees may not conduct personal business during work hours or use company resources for personal business. Unauthorized possession, misuse, reading or copying of organization documents or records or disclosure of information from such records to unauthorized persons is prohibited. Unauthorized use of telephone service, courier services, postage, office supplies, and other business equipment and supplies is prohibited.
- **Alcohol and Other Drugs**: Being under the influence of alcohol or illegal or controlled substances when reporting to work, while on the job, or in connection with carrying out organization responsibilities is prohibited. In addition, possessing or selling illegal or controlled substances while on the job, or in connection with carrying out organization responsibilities is also prohibited. This complements other City of Vision policies including those regarding the drug free workplace.
- **Dress**: Employees are expected to dress in a manner appropriate to their work environment and to the type of work performed. In instances of uncertainty, the supervisor should be consulted. All employees are expected to maintain acceptable levels of grooming and personal hygiene.

Responsibility

It is the responsibility of all City of Vision Eye Care employees to follow the procedures outlined above, other City of Vision Eye Care policies regarding employee conduct, and specific departmental guidelines.

Effective Date: 07/01/2017

Last Update: 07/14/2017