

STONEWOOD TOWERS PROCEDURE NO. 29
EMPLOYEE CODE OF CONDUCT & PROGRESSIVE DISCIPLINE

PROGRESSIVE DISCIPLINE: Each employee who has completed their one month probationary period should have the skills to meet the job accountabilities, and have become very familiar with the Code of Conduct. The following guidelines will be administered by the Condominium Manager or the President of the Board of Administration.

First time performance or conduct deficiencies will be addressed through training, informal discussions, or counseling. The disciplinary process outlined below will be followed if performance deficiencies still persist after the initial training, informal discussion or counseling.

PROGRESSIVE DISCIPLINE PROCESS

1. **Verbal Warning** - Employees may be given the opportunity to correct problem and will be informed that failure to meet performance or conduct expectations will result in further disciplinary action. This step, while informal, will be documented.

2. **Written Warning** - Further unsatisfactory job performance or conduct may result in immediate termination.

In all cases, the employee will be advised of the reasons for the written warning.

3. **Termination** - Unsatisfactory job performance or conduct following Step 2, will result in termination.

The employee is subject to immediate termination if he/she violates any rules listed in the Association's Code of Conduct (see below).

Violation of certain policies or job accountabilities may be serious enough to warrant skipping one or more of the disciplinary steps.

CODE OF CONDUCT

The following, while not intended to be all inclusive, are examples of employee conduct which are not permitted and will subject an employee to disciplinary action --- which can include immediate dismissal.

- a. Unauthorized possession or removal of Association property, or property of another employee or resident.
- b. Destruction of, or damage to, Association property or property of another individual or resident.
- c. Possessing or being under the influence of illegal drugs or alcohol.
- d. Failing to report to work on three consecutive workdays without adequate justification or proper notification.
- e. Falsification of Association records.
- f. Insubordination.
- g. Discussion of any work related grievances with residents.
- h. Feeding of free roaming animals within Stonewood Property.
- i. Behavior violating any Stonewood House Rules or Policy.
- j. Any behavior which involves the violation of any Federal, State, or Local Regulation;
- k. Possession of firearms or lethal weapons while engaged in Association work or on Association property.
- l. Posting or removal of any material on bulletin boards on Association property at any time unless specifically authorized.
- m. Neglect or refusal of defined job accountabilities and assignments.
- n. Fighting, assault, or other disorderly conduct during working hours, whether or not such conduct takes place on Association property.
- o. Abusive, profane, harassing, or other threatening language toward another employee, resident, guest, or any person while on duty.
- p. Inappropriate use of Association funds.
- q. Excessive absenteeism or tardiness.

FOR THE BOARD OF ADMINISTRATION