

uncluttered. Unauthorized persons are not permitted to drive District vehicles.

While operating a vehicle on work time, SIHD requires that the driver's cell phone/mobile device be silenced/turned off, and/or stored in an appropriate area as to not distract the driver. If you need to make or receive a phone call while driving, pull off the road to a safe location unless you have hands-free equipment for the device that is in compliance with applicable state laws.

6. PERFORMANCE, CONDUCT

6.1. Standards of Conduct

While it is impossible to list everything that could be considered misconduct in the workplace, or in a work-related situation, below is a brief summary of some types of conduct that may result in discipline, up to and including immediate termination of employment.

Examples of inappropriate conduct include:

- Violation of any District policy or procedure, expressly including but not limited to its policy prohibiting unlawful harassment or discrimination, and its policy on drugs and alcohol.
- Providing inaccurate, incomplete, or misleading information on any District document including, but not limited to job applications, personnel files, performance review documents, timekeeping records, intra-District communications, expense records, etc.
- Taking or destroying SIHD property, or property of another, without authorization.
- Possession or bringing onto SIHD premises firearms or other weapons.
- Fighting, bullying, threatening, engaging in workplace violence.
- Unauthorized disclosure of SIHD proprietary and confidential sensitive information.
- Unsatisfactory performance
- Unsatisfactory attendance.
- Misconduct

6.2. Drug- and Alcohol-Free Workplace

SIHD is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of SIHD to maintain a drug and alcohol-free workplace. Moreover, as a federal contractor, SIHD complies with the requirements of the Drug-Free Workplace Act. Compliance by employees with this policy is a condition of employment. Accordingly, being under the influence of alcohol, drugs, or other substances while on the job may pose a serious health and safety risk and is not tolerated.

Prohibited Conduct. SIHD expressly prohibits employees from engaging in the following activities when they are on duty, conducting SIHD business, or otherwise on SIHD premises (whether or not they are working):