# Staff Code of Conduct

## Introduction:

At The Marie Equi Institute, we are committed to fostering a supportive and respectful work environment where every staff member feels valued and empowered. Our Staff Code of Conduct is designed to outline expectations, promote accountability, and encourage continuous growth and improvement.

## Core Principles:

1. Respect and Dignity: All staff members are expected to treat each other with respect, kindness, and dignity, regardless of role, position, or background.

2. Open Communication: We value open and honest communication among staff members, fostering an environment where ideas, concerns, and feedback are welcomed and addressed constructively.

3. Collaboration and Teamwork: Collaboration and teamwork are essential to our success. We encourage staff to work together,

share knowledge, and support each other to achieve our collective goals.

4. Commitment to Mission and Values: Staff members are expected to uphold the mission, vision, and values of The Marie Equi Institute in all aspects of their work and interactions.

## Expectations:

1. Professional Conduct: Staff members are expected to conduct themselves professionally at all times, adhering to ethical standards and organizational policies.

2. Accountability: Staff members are accountable for their actions and responsibilities, including meeting job expectations, deadlines, and quality standards.

3. Conflict Resolution: In the event of conflicts or disagreements, staff members are encouraged to seek resolution through constructive dialogue and/or mediation, utilizing available resources and support networks.

4. Continuous Learning: We encourage staff members to engage in continuous learning and professional development opportunities to enhance their skills, knowledge, and effectiveness in their roles.

Restorative Action and Coaching:

At The Marie Equi Institute, we believe in a non-punitive approach to addressing issues and challenges within our team. We view mistakes and missteps as opportunities for growth and learning, rather than grounds for punitive action. Our focus is on understanding the root causes of issues, providing support and guidance, and collaboratively finding solutions that promote individual and organizational improvement.

## Resolution Process:

1. Informal Resolution: When concerns arise regarding a staff member's conduct or performance, efforts will be made to resolve the issue through informal discussions and constructive feedback.

2. Supportive Interventions: In cases where additional support or resources are needed, staff members may be offered coaching, reasonable accommodations, mentoring, or access to professional development opportunities tailored to their needs.

4. Empowerment and Growth Pathway (EGP): If issues persist, an Empowerment and Growth Pathway (EGP) may be developed collaboratively between the staff member and their supervisor. The EGP will outline clear objectives, support

mechanisms, and timelines for improvement.

5. Progress Monitoring and Review: Progress towards meeting the objectives outlined in the EGP will be regularly monitored and reviewed in a supportive and non-judgmental manner, with opportunities for feedback and adjustments as needed.

6. Paid Day Off Consideration: If expectations are still not met after the completion of the EGP, the staff member may be provided with a paid day off to consider if the position aligns with their career goals and aspirations. This time off allows for autonomous reflection and decision-making.

7. Termination Process: If the staff member decides to continue in their role and performance issues persist, a termination process may be initiated. This process will involve clear communication, documentation of performance issues, and efforts to support the staff member in transitioning out of the organization with dignity and respect.

## Work rule violations that may result in Restorative Action:

1. Attendance and Punctuality:

- Chronic tardiness or unauthorized absences without proper notification.

- Failing to adhere to scheduled work hours or taking extended breaks without authorization.

2. Performance Standards:
- Consistently failing to meet job performance expectations or quality standards.
- Neglecting assigned duties or responsibilities without valid reasons.

3. Workplace Conduct:
- Engaging in disrespectful, discriminatory, or harassing behavior towards colleagues, clients, or stakeholders. - Violating workplace safety protocols or engaging in reckless behavior that compromises the safety of oneself or others.

4. Misuse of Resources:
- Misappropriating company funds, property, or resources for personal use without authorization.
- Unauthorized disclosure of confidential or proprietary

information.

5. Ethical Violations:

- Engaging in conflicts of interest or unethical behavior that undermines the integrity of the organization.
- Violating the organization's code of ethics or professional standards.

6. Insolence or Insubordination:

- Refusing to follow reasonable instructions from supervisors or management.
- Disruptive behavior or insubordination that undermines the authority of supervisors or disrupts the work environment.

7. Breach of Policies and Procedures:

- Violating organizational policies and procedures related to technology usage, data security, or workplace conduct. - Failing to comply with regulatory requirements or legal obligations applicable to the organization's operations.

## Work rule violations that may lead to termination

**without Restorative Action:**

1. Violations of Regulations:

- Engaging in illegal activities such as theft, fraud, embezzlement, or violence in the workplace.
- Possession, use, or distribution of illegal substances or weapons on company premises.

2. Serious Safety Violations:
- Reckless disregard for workplace safety protocols, resulting in severe injury or endangerment of oneself or others.
- Intentionally sabotaging safety equipment or procedures that jeopardize the well-being of employees or the public.

3. Gross Misconduct:
- Sexual harassment, racism, discrimination, or other forms of egregious misconduct that violate company policies, ethical standards, or the law.
- Deliberate destruction of company property or sabotage of essential operations.

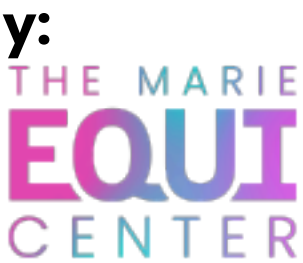
4. Breach of Trust:

- Breaching confidentiality agreements or disclosing sensitive information that compromises the organization's reputation or security.

- Engaging in actions that betray the trust of clients, stakeholders, or the public, such as fraud or misrepresentation.

5. Repeated Violations Despite Prior Warning:
- Repeated and deliberate violations of company policies or work rules, especially after receiving formal coaching or restorative action.
- Failure to adhere to legal or regulatory requirements essential to the organization's operations, despite previous interventions or training.

6. Ethical Breaches:
- Engaging in behavior that fundamentally contradicts the organization's values, mission, or code of conduct, undermining its integrity or public trust.
- Engaging in conflicts of interest or unethical behavior that compromise the organization's reputation or interests.

## Confidentialit 


All discussions and interventions related to the Staff Code of Conduct will be treated with the utmost confidentiality, respecting the privacy and dignity of all involved parties.

## Conclusion:

At The Marie Equi Institute, our Staff Code of Conduct reflects our commitment to fostering a culture of respect, accountability, and continuous improvement. By embracing non-punitive practices and providing opportunities for reflection and growth, we strive to create an environment where every staff member can thrive and contribute to our shared mission and vision.