



3-10 POLICY ON CARELESSNESS

SYCAMORE PARK DISTRICT does not tolerate carelessness, substandard or hazardous work practices within its facilities, on its property, or while conducting SYCAMORE PARK DISTRICT business.

SYCAMORE PARK DISTRICT expects that its employees perform their employment duties with care and attention to our patron's needs, the safety and welfare of fellow employees, and to SYCAMORE PARK DISTRICT quality standards and requirements. Employees who are careless or negligent in performing their job duties will be subject to disciplinary action up to and including immediate dismissal. Employees who fail to respond to SYCAMORE PARK DISTRICT's efforts to correct carelessness may be subject to disciplinary action, up to and including dismissal.

If you are aware of a careless or negligent act or behavior, you must report the act or behavior to your immediate supervisor. If you feel uncomfortable doing so, or if your supervisor is the source of the problem, condones the problem, or ignores the problem, report the act or behavior to the supervisor's supervisor or the Executive Director.

If neither of these alternatives is satisfactory to you, then you can report the situation by following the grievance procedures as outlined in the personnel manual. You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed.

Adopted on:

Revised on: October 2021