



### **3-11 POLICY ON WORKPLACE WRONGDOING**

SYCAMORE PARK DISTRICT does not tolerate workplace wrongdoing on SYCAMORE PARK DISTRICT premises, property, SYCAMORE PARK DISTRICT sponsored events, or while acting within the scope of employment.

SYCAMORE PARK DISTRICT does not tolerate theft of property, whether from the SYCAMORE PARK DISTRICT patrons or staff. Employees should seek permission before removing SYCAMORE PARK DISTRICT materials, tools, or other items, including damage goods, scrap material, or any other material. Any employee who violates this policy may be subject to disciplinary action, up to and including dismissal.

SYCAMORE PARK DISTRICT prohibits false information on any expense account sheet, time sheet or on any insurance claim submitted under SYCAMORE PARK DISTRICT's health care benefits or workers' compensation benefits program.

SYCAMORE PARK DISTRICT prohibits fighting on its premises. An employee, who instigates physical violence or threatens physical violence, may be subject to disciplinary action, up to and including dismissal.

SYCAMORE PARK DISTRICT prohibits horseplay, practical jokes, and pranks. Any employee who violates this policy may be subject to disciplinary action, up to and including dismissal.

SYCAMORE PARK DISTRICT prohibits embezzlement or stealing of SYCAMORE PARK DISTRICT funds, including but not limited to, stealing money from a SYCAMORE PARK DISTRICT account, stealing postage, or unlawful use of telephone privileges. Any employee who violates this policy may be subject to disciplinary action, up to and including dismissal.

Adopted on:

Revised on: October 2021