8A. **Workplace Rules and Prohibited Conduct**

Any violation of the rules or prohibited conduct in this policy may result in discipline, up to and including termination. This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, employee welfare and Morrow County's operations, some of which are described elsewhere in this Handbook, may also be grounds for discipline, up to and including termination.

- Falsification of employment or other Morrow County records.
- Recording of work time of another employee or allowing any other employee to record another employee's work time or allowing falsification of any time sheets (personal or another employee's).
- Theft or the deliberate or careless damage or destruction of any Morrow County property, or the property of any other employee, citizen, vendor or third party.
- Unauthorized use of Morrow County equipment, materials or facilities.
- Provoking a fight or fighting during work hours or on Morrow County property.
- Engaging in criminal conduct while at work.
- Causing, creating or participating in a significant or substantial disruption of work during working hours on Morrow County property.
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward another Morrow County employee, customer or vendor.
- Failure to notify a supervisor when unable to report to work, or when leaving work during normal working hours without permission from a supervisor to do so.
- Failure to observe work schedules, including rest breaks and meal periods. Employees are expected to be at work on time, remain until the workday ends, and perform the work assigned to or requested.
- Sleeping or malingering on the job.
- Excessive personal telephone calls during working hours.
- Unprofessional appearance during normal business hours.
- Failing to attend scheduled work sessions and related activities at conferences, workshops, or educational events that are paid for by Morrow County.
- Misrepresentation of Morrow County policies, practices, procedures, or your status or authority to enter into agreements on behalf of Morrow County. Employees may not use Morrow County's name, logo, likeness, facilities, assets or other resources of Morrow County for personal gain or private interests.
- Violations of the Ethics Policy or Oregon's Ethics laws.
- Violation of any safety, health, security or Morrow County policy, rule or procedure. Employees are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by Morrow County or outside regulatory or legislative bodies.
- Harassment or discrimination that violates Morrow County policy.

This statement of prohibited conduct does not alter Morrow County's policy of at-will employment. Except for employees subject to a collective bargaining agreement or contract of employment, Morrow County remains free to terminate the employment relationship at any time, with or without cause or notice.