



## STANDARDS OF CONDUCT

TFRM-OPS-003, Rev. 1

Effective Date: September 15, 2019

### 1.0 PURPOSE AND SCOPE

All volunteers are encouraged to treat their team members and co-volunteers with the kind of respect, courtesy, and consideration that all Fathers' Rights Movement members, volunteers, and associated personnel deserve. Accordingly, these Standards are intended to provide each volunteer with notice of behaviors, acts, omissions, or failures of performance that may result in disciplinary actions. This is not intended to be an all-inclusive list, but is descriptive of behaviors, acts or performance that will be addressed to keep our organization a safe, pleasant, productive and desirable place to work. All volunteers are expected to abide by these Standards of Conduct covered in this policy.

Though this policy does not list every act of misconduct that might require disciplinary action, the following provides a basic pattern for such action:

#### A. EXTREMELY SERIOUS MISCONDUCT

Any of the following types of actions are considered extremely serious misconduct and may result in immediate discharge:

1. Insubordination, including, but not limited to, failure to carry out definite instructions or assignments. This includes the unjustified refusal to comply with requests or instructions of supervisors.
2. Taking, receiving, and/or using for personal reasons without authorization, property belonging to the organization, fellow volunteers, associates, vendors, the government, or others.
3. Improper use of or deliberate damage to TFRM property, vendor property, or the property of another volunteer. This includes, but is not limited to, computers (including the internet), vehicles, facsimile machines, pagers, copies, cellular phones, tablets, and personal digital assistants (PDAs).
4. Falsification of records or reports. This includes conduct that demonstrates a disregard or indifference to whether a document, report, or other written documents or statements contains false or materially misleading information.
5. Violations of any criminal or civil law which could likely have an impact on the organization's relationship, the workplace, or the image/reputation of the organization. This includes acts of behaviors that are determined to be harassment, intimidation, retaliation or discrimination toward an individual or which result in an impact on the organizational environment.
6. Possessing, passing, using, or threatening to use weapons, incendiary devices, or explosives, or conspiring to take such actions against any member, volunteer, or any other person.
7. Any violation that jeopardizes the proper control of organizational property or other information. This includes, but is not limited to, the unauthorized disclosure, use, or disposition of sensitive information or any unauthorized use of Social Media.



## THE FATHERS' RIGHTS MOVEMENT

### STANDARDS OF CONDUCT

**TFRM-OPS-003, Rev. 1**

Effective Date: September 15, 2019

8. Fighting, assaulting, bullying, or other threatening and intentionally disruptive verbal or physical misconduct. This includes disorderly conduct, such as the use of abusive, humiliating, or threatening language directed toward another volunteer, member, vendor, or other personnel, by the volunteer, volunteer's family, or friends.

#### **B. SERIOUS MISCONDUCT**

The following types of actions are considered serious misconduct. The first infraction may result in at least a 3-day suspension from the organization. A second infraction, not necessarily of the same type, may result in progressively more severe discipline up to and including discharge:

1. Producing non-compliant, unacceptable, or defective work through carelessness or negligence.
2. Causing a disruption in the organization that includes, but is not limited to, gestures, verbal comments, written or electronic communications.
3. Failure to follow operational policies/procedures or other applicable procedures.

#### **C. MISCONDUCT**

The following types of actions are considered misconduct. The first infraction may result in a written warning or documented verbal warning. A second infraction, not necessarily of the same type, may result in at least a 3-day suspension. A third infraction, not necessarily of the same type, may result in progressively more severe discipline up to and including discharge:

1. Posting of unauthorized notices, defacing organizational property, or tampering with TFRM social media accounts.
2. Careless waste of materials, equipment, or abuse of TFRM platforms.
3. Unsatisfactory performance with the organization.