

Policy: Employee Conduct

Policy Number: HR06

Effective Date: 1/24/14

Board Approved: 1/24/14

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ELCFV strives to maintain a culture of openness, trust, and integrity throughout the Coalition. The Board of Directors is dedicated to working with employees, volunteers, partners, vendors and clients to provide leadership and foster partnerships to optimize a quality early learning environment for children through child care, Voluntary Pre-Kindergarten and parent education. ELCFV is committed to conducting all of the Coalition's affairs and activities with the highest standards of ethical conduct.

The Coalition's Code of Ethics is built on the Coalition values. As such, we acknowledge our individual responsibility to ensure our collective success by practicing and promoting the following values. These values reflect a shared view of how we want to operate and be seen by others.

The Coalition is committed to provide a work environment that values diversity among its volunteers and employees. Employees are provided opportunities regardless of race, color, religion, gender, national origin, sexual orientation, marital status, age, veteran status, or disability. These policies apply to both applicants and employees in all phases of employment including, recruiting, hiring, placement, training, development, transfer, promotion, demotion, performance reviews, compensation, benefits, and separation from employment.

We are dedicated to 100 percent client satisfaction. We are devoted to developing "client enthusiasm" and are passionate about exceeding client expectations. We dedicate ourselves to anticipating the changing needs of clients and creating timely, innovative and superior programs and services.

ELCFV is committed to providing a work environment that is free of discrimination and unlawful harassment of any kind. Actions, words, jokes or comments based on an individual's sex, race, ethnicity, age, religion or any other legally protected characteristic will not be tolerated. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct that interferes with work performance or creates an intimidating, hostile or offensive work environment.

ELCFV is dedicated to ensuring compliance with the confidentiality provisions and the record retention requirements of sections 119.021, 411.011, 456.057, and 1002.72, Florida Statutes, where applicable. This includes the confidentiality and privacy of ELCFV employees.

ELCFV is committed to ensuring all staff members are aware of their obligations under Florida law (F.S. 415 and 985 regarding abuse reporting).

It is the policy of The Early Learning Coalition of Flagler and Volusia Counties, Inc. to build healthy and safe communities for children; a smoke-free workplace setting is a progressive step in that direction. The Executive Director authorizes Human Resources to develop and maintain procedures that seek to create a healthier environment for all who come here by removing the presence of smoking.

As of July 1, 2011 ELCFV will be a smoke free workplace which means employees are not permitted to smoke during ELCFV work hours. Guests and clients are not permitted to smoke at any time on the premises of any ELCFV owned or leased property or buildings, including garages, picnic areas and parking lots.

There has been a lot of research in the last few years on the effects of passive smoke on children. Passive smoke is known as involuntary breathing of smoke from the air, environment, objects, clothes etc. There is absolutely no risk-free level of exposure to passive smoke.

Employees who violate this policy will be subject to the ELCFV Progressive Corrective Action Policy.