

## **Brentwood Baptist Personnel Manual**

### SECTION V – EMPLOYEE CONDUCT

#### 5.01 Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, BBC expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Insubordination or other disrespectful conduct
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism or any absence without notice
- Unauthorized disclosure of business "secrets" or confidential information (violation of confidentiality policy)
- Disorderly conduct on church property including fighting or attempted bodily injury or the use of profane, abusive, or threatening language toward others or possession of a weapon
- Unsatisfactory performance or conduct
- Any misuse of BBC resources and assets.

Additionally, conduct outside the workplace including but not limited to violation of the law and/or actions that may involve material risk to BBC operations and/or potential damage to the organization's reputation/good standing in the community may give rise to discipline, up to and including termination of employment. Therefore, it is your responsibility to inform BBC immediately of convictions of any criminal offenses. Failure to notify the organization may subject the employee to disciplinary action, up to and including termination of employment. The employees of Brentwood Baptist Church shall only officiate, host and/or solemnize marriages between one biological man and one biological woman, and shall not foster any activity contrary to God's ordained definition of marriage. Interpretations, clarifications, or concerns should be taken to the Executive Pastor who works in conjunction with the Staff Resource Team. Employment with BBC is considered to be "at will" and at the mutual consent of BBC and the employee. Either party may terminate that relationship at any time, with or without cause, and with or without advanced notice.

#### 5.02 Drug and Alcohol Use

It is BBC's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on BBC premises and while conducting business-related activities off BBC premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. An employee who is taking prescription drugs or other medication which may affect his or her work safety or the safety of others must notify his or her supervisor of the impairment before beginning work. Failure to report such impairment may subject the employee to disciplinary action, up to and including termination. Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or

the HR Director to receive assistance or referrals to appropriate resources in the community. Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program through BBC's health insurance benefit coverage. We reserve the right to require drug/alcohol screens as a condition of continued employment if reasonable suspicion exists that an employee's work performance or safety is impaired by the use of drugs or alcohol. Upon observation of the employee by two members of management, if they agree there is reasonable suspicion, authorized BBC representatives or agents may: 1) require employees to submit to testing for intoxicants as a condition of continued employment, and/or 2) conduct searches of personal effects, vehicles, lockers, desks and rooms for intoxicants and related paraphernalia as a condition of continued employment. Items discovered through such search may be turned over to law enforcement authorities. Reasonable suspicion for believing an employee is under the influence or impaired by the use of an intoxicant includes, but is not limited to: abnormal conduct, appearance, behavior, speech or odor; detection of a prohibited substance in the area where an employee has been working; an unexplained decline in work performance or attendance; or a workplace accident or safety violation. Employees who test positive for drugs or alcohol may be subject to disciplinary action, up to and including termination. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences. Employees with questions on this policy or issues related to drug or alcohol use in the workplace are to raise their concerns with their supervisor or the HR Director without fear of reprisal.

### 5.03 Sexual and Other Unlawful Harassment

BBC is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes. • Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.
- Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
  - (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment;
  - (2) submission or rejection of the conduct is used as a basis for making employment decisions; or,
  - (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment. If an employee experiences, or

witnesses, sexual or other unlawful harassment in the workplace, it is to be reported immediately to a supervisor.

If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee is to immediately contact the HR Director, the Associate Executive Pastor, or Executive Pastor. Any employee can raise concerns and make reports without fear of reprisal or retaliation. All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, the confidentiality of the reporting employee and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the employee will be informed of the outcome of the investigation. Any supervisor who becomes aware of possible sexual or other unlawful harassment must immediately advise the HR Director or any member of management so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment. Because of the seriousness and the sensitive nature of this type of discrimination, false accusations will also result in disciplinary action.

#### 5.04 Attendance and Punctuality

To maintain a safe and productive work environment, BBC expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness places a burden on other employees and on BBC. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they are to notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Failure to call in and report an absence may result in disciplinary action. Three consecutive days of unreported absence will be considered a voluntary resignation (unless substantiated reason is provided and approved). Poor attendance and excessive tardiness are disruptive and may lead to disciplinary action, up to and including termination of employment.

#### 5.05 Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image BBC presents to the community. During business hours or when representing BBC, all employees are expected to present a clean, neat, professional, and tasteful appearance. Employees are to dress and groom themselves according to the requirements of their positions and accepted social standards. Immodest clothing is considered inappropriate attire and is not to be worn. Management reserves the right to make determinations as to the appropriateness of employee appearance and will do so in a nondiscriminatory manner. An employee's supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job performed. Employees are to consult the HR Director if they have questions as to what constitutes appropriate appearance.

#### 5.06 Return of Property

Employees are responsible for all BBC property, materials, or written information issued to them or in their possession or control. All BBC property must be returned by employees on or before their last day of work.

#### 5.07 Progressive Discipline

The purpose of this policy is to state BBC's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels. BBC's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future. Although employment with BBC is based on mutual consent and both the employee and BBC have the right to terminate employment at will, with or without cause or advance notice, BBC may use progressive discipline at its discretion. Disciplinary action may call for any of four steps—verbal warning, written warning, suspension with or without pay, or termination of employment—depending on the severity of the problem and the number of occurrences.

There may be circumstances when one or more steps are bypassed. Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment. BBC recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps. While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules Policy (Section 5.01) includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline. By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and BBC.