

Hawkeye Area Community Action Program, Inc.	Policy # 224
Actions Detrimental to Agency	Page 1 of 1
	Effective: April 28, 1983
APPROVED BY: Board of Directors	Revised:

Policy Statement

Employees of HACAP are entitled to freedoms provided by the Constitution of the United States including the right to free speech. However, no employee shall:

1. Undercut agency policy and procedures
2. Generate outside criticism
3. Publicly complain outside normal grievance or appeal processes
4. Undercut delivery of services
5. Treat clients discourteously
6. Adversely affect the agency in terms of public image or services to clients, to funding sources, other agencies or the public.

Such behavior on the part of an employee is cause for disciplinary action.

An employee having problems or aware of problems should bring such to the attention of their supervisor.

Process Manager

This policy was written by the Human Resource Department for use by all HACAP operations. Questions regarding this policy should be directed to the Human Resources Department at 319-393-7811.