

Hawkeye Area Community Action Program, Inc.	Policy # 224
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Actions Detrimental to Agency	Effective: April 28, 1983
	Revised: May 25, 2023
APPROVED BY: Board of Directors	

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 disparage the organization
4. Undercut the delivery of services
5. Treat clients, community partners or vendors discourteously
6. Adversely affect the agency in terms of public image while providing services to clients, communicating with funding sources, other agencies or the public.

Such behavior on the part of an employee is cause for disciplinary action up to and including termination.

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.