

## Employee Conduct

The following list of rules and regulations, while neither exhaustive nor all-inclusive, applies to all employees and provides examples of the kind of unacceptable conduct, which may lead to discipline and/or discharge:

- A. Dishonesty, including any deliberate falsification or misrepresentation, misleading, or incorrect information in connection with the preparation of Bristol Warren Regional School District records;
- B. Stealing, sabotage, willful damage, abuse, or destruction of Bristol Warren Regional School District property or equipment, or the property or equipment of another employee, or failure to report any of the above;
- C. Possession or consumption of intoxicating beverages or illegal drugs at work or the sale of illegal drugs at work or reporting to work under the influence of intoxicating beverages or illegal drugs;
- D. Insubordination including, but not limited to, refusal to perform work required by the Superintendent or by the employee's supervisor;
- E. The use of abusive or threatening language;
- F. Fighting or threatening bodily injury to others, or any conduct which is harassing or disrespectful of the rights and dignity of others;
- G. Sleeping during assigned work hours;
- H. Carelessness or recklessness in the performance of one's job, concealing mistakes or damaged material or continued unsatisfactory performance of one's job;
- I. Excessive or pattern of absenteeism, tardiness, or early departures without permission;
- J. Unauthorized or unreported absences;
- K. Unauthorized overtime;
- L. Unauthorized access, use, or disclosure of Bristol Warren Regional School District's confidential information;
- M. Failure to follow safety rules or procedures;
- N. Use of Bristol Warren Regional School District's time or resources for personal gain;
- O. Unlawful harassment of any kind;
- P. Unauthorized access, use, or disclosure of any sensitive, claims-related information, specifically including, but not limited to, personal medical information about claimants/ employees, the status of settlement negotiations or claims management strategy;
- Q. Circumventing the chain of command and undermining the authority of a supervisor;
- R. Carrying a weapon or firearm while conducting personal business on District property or District work time.
- S. Using the employee's employment title, stature, or influence to gain any personal favors during the time of employment.

Adopted: October 14, 2025

Bristol Warren Regional School District, Bristol, Rhode Island