

Staff/Employee Interaction Policy

For

Chatham Trades, Inc.

February 2022

Staff/Employee Interaction Policy Record of Changes

Description of Changes	Date	Review/Revision by
Reviewed	8/10/2020	Jessica Godfrey
Reviewed	2/16/2021	Jessica Godfrey
Reviewed	2/9/2022	Jessica Godfrey

Policy:

To ensure that no questions of impropriety should arise no staff member is permitted to conduct personal financial transactions with, or accept gifts of any kind (including food, etc.) from, any employee. Violation of this policy could result in immediate dismissal.

Chatham Trades' employees have the right to be free from exploitation by staff and others. Chatham Trades' staff are strictly prohibited from the illegal or improper use or appropriation of an employee's personal possessions.

Staff are strictly prohibited from engaging in inappropriate romantic or sexual discussions or behaviors with, or requiring the same of, an employee or individual who has been an employee within the last three years.

Additionally, staff are prohibited from certain activities which involve an individual who is currently or has within the past three years been an employee of Chatham Trades, including, but not limited to, engaging in business transactions or borrowing assets or properties, requesting the individual to perform tasks or services for the staff or staff's family member, or giving or receiving gifts of a substantial nature.

Any activity not related to the delivery of services by Chatham Trades that could be perceived as inappropriate including, but not limited to, personal outings, overnight stays, or activity involving staff and employees not in the scope of normal business hours, including evenings and weekends, is strictly prohibited.

Violation of this policy will result in immediate dismissal.

**RECEIPT OF
STAFF/EMPLOYEE INTERACTION POLICY**

Please sign below acknowledging that you have received the Chatham Trades Staff/Employee Interaction Policy and that you have reviewed and understand the policy.

Keep the Chatham Trades Staff/Employee Interaction Policy for your records.

The provisions contained in the Chatham Trades Staff/Employee Interaction Policy will apply whether or not this receipt is returned.

I acknowledge I have read and understand the **Staff/Employee Interaction Policy**. I understand that it is my responsibility to ensure that any violation of this policy is reported immediately to the Executive Director, Assistant Director or President of the Board of Directors.

Employee Signature

Date