

## **EMPLOYEE CONDUCT GUIDELINES**

**PURPOSE:** To clarify guidelines for employee conduct

Employment with Wehr Constructors is "at will", which means it is subject to termination by either the Company or the employee at any time, for any reason. There are no contractual relationships between the Company and an employee, and letters, benefit or policy statements, performance appraisals, company handbooks or other employee communications should not be interpreted as such. No one has the authority to enter into any oral or written employment contract without the signed explicit written approval of the CEO of Wehr Constructors and no written employment contract will be valid without the signature of the CEO of Wehr Constructors. In order to monitor this "at will" relationship, Wehr Constructors has developed guideline methods to track performance.

**Employee Responsibility** - It is the duty and the responsibility of every employee to be aware of and abide by existing rules and regulations. It is also the responsibility of the employee to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established. Employees are encouraged to take advantage of all learning opportunities available and request additional instruction when needed.

**Management and Supervisory Responsibility** - The supervisor/manager must approach corrective measures in an objective manner. If the employee's performance of assigned task is the issue, the supervisor/manager should generally look to see that proper instructions, appropriate orientation and training have been given, and that the employee is aware of the job expectations. Not only single incidents, but patterns of poor performance should be of concern as it is indicative of overall performance. If misconduct is the issue, the supervisor/manager should take steps to make sure that the employee has been made aware of the company's policies and regulations regarding the infraction. If in either case appropriate instruction or information was not communicated, a plan for such should be immediately developed and reviewed with the employee.

### **EMPLOYEE CONDUCT**

Wehr Constructors supports the use of a process called "progressive discipline" to address conduct issues such as poor work performance or misconduct and to encourage employees to become more productive workers and conform their behavior to standards and expectations. Generally, warnings to employees are used to explain what behavior has been unacceptable. There are two types of warning, verbal and written.

A verbal warning is when a supervisor/manager counsels an employee about an issue of concern. A written record of the discussion noting the date, event, and recommended action is usually placed in the employee's file for future reference.

Written warnings are used for behavior or violations which a supervisor/manager considers serious or where a verbal warning has not helped to change unacceptable behavior. An employee should recognize the grave nature of the written warning.

Whenever an employee has been involved in a disciplinary situation which has not been readily resolved, or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the supervisor/manager may place the employee in a Performance Improvement plan. This status will last for a predetermined amount of time not to exceed ninety (90) days, and within this time period, the employee must

# Employee Conduct Guidelines

**Michael Rajnik**



## **Employee Conduct Guidelines:**

*Human Resource Management In Singapore - The Complete Guide, Volume E: Employee Conduct And Relations* Oun Hean Loh, Jacqueline Suet Peck Chin, 2025-05-20 This HR management series is timely It is written in the Singapore context guided by our local employment laws and tripartite guidelines and standards I commend the authors for their endeavour to produce such a first Lim Swee Say Former Minister for Manpower Former Secretary General National Trades Union Congress Human Resource Management in Singapore The Complete Guide covers a wide spectrum of human resource management topics in five volumes Employment Management Work and Remuneration Employee Benefits Performance and Development and Employee Conduct and Relations In every chapter the WHY WHAT and HOW are presented lucidly The books are a must have GPS for any human resource practitioner in Singapore Students academics and bosses into human resource management as well as overseas human resource practitioners will also find the books helpful and instructive Volume E on Employee Conduct and Relations brings readers through the important and sensitive subjects of employee communication and engagement employee grievances workplace discrimination and workplace harassment General code of conduct and disciplinary management framework for misconduct embodying the principles of natural justice and rule of impartiality are covered comprehensively As organisations are made up of people who have motives habits and weaknesses people risks must be accorded importance and managed proactively The last eight chapters focus on industrial relations trade unions union membership union representation union recognition collective bargaining and industrial disputes and employment claims management packed with lucid case examples and industry practices drawn from the authors hands on experiences Employee Conduct Standards United States. General Accounting Office, 1992 **Code of Federal Regulations** ,1995 **The Code of Federal Regulations of the United States of America** ,2003 The Code of Federal Regulations is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government *L.S.A., List of C.F.R. Sections Affected* Internal Revenue Service, United States. National Archives and Records Service, United States. National Archives and Records Administration, 1980 *Decisions and Orders of the National Labor Relations Board* United States. National Labor Relations Board, 2015-08 **Promotion Fitness Examination Study Guide** ,2003 **Federal Register** ,2003 United States Air Force Supervisory Examination, Etc., Study Guide, Air Force Pamphlet 36-2241, Volume 2, July 1, 2003 ,2003 *Code of Federal Regulations, Cfr Index and Finding AIDS, Revised as of January 1, 2011* ,2011-05-18

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