Handout #1: *SAMPLE STUDENT RESPONSES*

Understanding Policies

| Policy | Summarize this policy. | What are the employee and employer responsibilities related to this policy? | How does this policy protect the employee and the employer? |
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| STANDARDS OF CONDUCT | This policy promotes the well-being of employees by defining expectations for high standards of work performance and professional conduct. | Employees covered by this policy are expected to conduct themselves in a manner deserving of public trust. The policy includes a list that illustrates the minimum expectations for acceptable workplace conduct and performance.Corrective actions, whether informal or formal, must depend upon the nature, consequences, or potential consequences of the employee’s conduct or performance and the surrounding circumstances and mitigating factors, if any. Employer should apply corrective actions consistently, while taking into consideration the specific circumstances of each individual case. | The ultimate goal of this policy and its procedures is to help employees become fully contributing members of the organization and to support the organization’s overall effectiveness. |
| TELEWORK | It is the policy of the Commonwealth to promote general work efficiencies by permitting agencies to designate employees to work at alternate work locations for all or part of their workweek. | The total number of hours that employees are expected to work will not change, regardless of work location. Employees agree to apply themselves to their work during work hours.The employer has sole discretion to:• Develop telework programs that support their business cultures and missions;• Designate positions that are eligible for fulltime, intermittent, or occasionaltelework; and• Designate and approve employees for telework. | This policy promotes telework as a means of achieving administrative efficiencies (e.g., reducing office and parking space), reducing traffic congestion and transportation costs, supportingContinuity of Operations Plans, and sustaining the hiring and retention of a highly qualified workforce by enhancing work/life balance. |
| USE OF ELECTRONIC COMMUNICATIONS & SOCIAL MEDIA  | The policy ensures the appropriate, responsible, and safe use of electronic communications and social media by employees. | When using electronic communications tools and social media, users should:* Follow all applicable commonwealth policies.
* Be responsible and professional in their activities.
* Exercise the appropriate care to protect the agency’s electronic communications tools against the introduction of viruses, spyware, malware, or other harmful attacks.
* Be respectful of the organization, other employees, customers, vendors, and others when posting and communicating information.

Employees should not expect privacy in any message, file, image or data created, sent, retrieved, received, or posted in the use of the commonwealth’s equipment and/or access. Agencies have a right to monitor any and all aspects of electronic communications and social media usage at any time, without notice, and without the user’s permission.Agencies are responsible for ensuring employees have access to, read, understand, and acknowledge this policy and any related policies. | This policy ensures that all electronic communications taking place in the workplace support the organization’s mission and are respectful of the organization as well as individuals.  |
| WORKPLACE HARASSMENT | This policy supports a workplace free from harassment and/or retaliation against employees who either complain of harassment or aide in the investigation of such a complaint. | Employees and third parties should report incidents of workplace harassment as soon as possible after the incident occurs.Employees and applicants for employment seeking to remedy workplace harassment may file a complaint with the agency human resource director, the agency head, their supervisor(s), or any individual(s) designated by the agency to receive such reports.Employers are required to• stop any workplace harassment of which they are aware, whether or not acomplaint has been made• express strong disapproval of all forms of workplace harassment• intervene when they observe any acts that may be considered workplaceharassment• take immediate action to prevent retaliation towards the complaining party or any participant in an investigation• take immediate action to eliminate any hostile work environment where there has been a complaint of workplace harassment. | By upholding standards against workplace harassment, the employer is protected because it is in compliance with relevant laws governing workplace harassment; the employer is also protected in that a workplace free from harassment is more likely to be productive and in alignment with the organization’s mission.The employee is protected because the policy discourages harassment and also protects those who report any such behavior in the workplace. |