

Guidance on Conduct and Dress Code
Transmission Business Line
Community High School Outreach Program (CHSOP)

Conduct Policy:

Employees and/or volunteers are expected at all times to conduct themselves in a positive manner in order to promote the best interest of Bonneville Power Administration and the Transmission Business Line. Conduct that interferes with the operations of TBL discredits the Agency, or is offensive to customers or coworkers will not be tolerated.

Appropriate conduct includes:

1. Treating others in a courteous manner.
2. Reporting to management any threat or potentially violent behavior by coworkers.
3. Complying with all of TBL safety and security regulations.
4. Wearing clothing appropriate for the work being performed.
5. Performing assigned tasks efficiently and in accordance with established standards.
6. Reporting to work punctually as scheduled and being at the proper workstation ready to work at the scheduled time.
7. Giving proper advance notice whenever unable to work or report on time.
8. Smoking only in places that are designated.
9. Eating meals only during meal breaks and in designated eating areas.
10. Maintaining the workplace and work areas clean and in order.

Inappropriate Conduct includes, but is not limited to:

1. Engaging in or threatening acts of workplace violence such as:
 - a. Possessing firearms or other weapons on BPA property
 - b. Fighting or assaulting anyone in the premises
 - c. Threatening or intimidating others in the workplace
2. Engaging in any form of sexual or other harassment
3. Reporting to work under the influence of any illegal substance.
4. Falsifying or altering any BPA record or report, such as employment application, medical reports, time and attendance records.
5. Stealing, destroying, defacing, or misusing BPA property or another's personal property.
6. Misusing Government property, such as the communications system, including email, computers, internet access, copiers, etc.,
7. Refusing to follow management's instructions concerning a job-related matter.
8. Failing to wear assigned or appropriate safety equipment or failing to abide by safety rules and policies.
9. Smoking where prohibited.
10. Sleeping on the job.
11. Gambling in government property.
12. Horse playing or pranks.

13. Wearing improper clothing or having an inappropriate appearance. This is not an all-inclusive list, and at management's discretion, any violation of BPA and/or TBL policies or inappropriate conduct may be subject to removal from the program.

Dress Code Policy:

Each employee and/or volunteer is responsible for appropriate attire, grooming, and personal hygiene. Appropriate clothing and shoes will promote a positive working environment and limit distractions caused by outrageous, provocative, or inappropriate dress. Attire will also ensure maximum safety while working in the utility industry. Employees and volunteers are expected at all times to have acceptable appearance and radical departures will not be permitted.

Appropriate dress code includes:

1. No suggestive attire such as low cut jeans, faded and ripped jeans, spaghetti straps, blouses that are low-cut or short where the midriff shows, baggy pants.
2. Clean hair and neatly trimmed.
3. Proper daily cleanliness, with little or no cologne as respect to those that may have allergies to scents.

Individuals that do not meet these standards may be asked to leave the premises, and/or may result in a disciplinary action.

Agreement

I have read and fully understand my responsibilities related to the conduct and dress code established as a requirement of acceptance into the CHSOP, and I agree to comply with them.

Student's Signature Date

Community High School Outreach Program Manager Date