

**Policy Title: Personal Conduct Policy**

**Policy No: 1102.07**

St. Maries Joint School District No. 41 employees should follow the following personal conduct policies:

1. Each employee must understand and observe the safety rules and safety measures outlined in the District's Safety Policy and Loss Prevention Directive. Employees will be required to read and sign the Safety Information Acknowledgement and the Management Policy Directive;
2. Each employee should follow the specific safety instructions provided by his or her supervisor;
3. Each employee is responsible for his or her own safe conduct and must do everything possible to safeguard all co-workers;
4. Each employee should be constantly alert to unsafe conditions and report them immediately to his or her supervisor;
5. Each employee must use common sense in all of his or her daily activities and at no time do anything he or she knows could result in an accident or injury to themselves or others;
6. Employees must not attempt to do a job when his or her physical condition or mental attitude will not permit safe performance of that job;
7. Employees must take care of any tools, equipment, or vehicles placed in his or her charge, and report any needed repair or replacement necessary for a safe operation to his or her supervisor; and
8. Employees should not attempt to operate, repair, or otherwise tamper with tools, equipment, or vehicles without specific authorization.

**Policy Cross Reference:**

**Legal Reference:**

**Policy History:**

Adopted: 08/10/1987  
Reviewed: 12/03/2008