

PUBLIC RELATIONS 2.4

All media releases and public speaking engagements before all groups, including various news media, concerning ABC and its services, must be approved by the executive director.

COMMUNITY STATUS 2.5

The general public tends to equate the character of an organization with the character of the employees of the organization. It is expected therefore, that you will manage your personal affairs in a manner that will not cause embarrassment to ABC. You are expected to maintain a good reputation with your creditors and to respect and abide by the laws of the community. Participation in public, church, and civic affairs is highly commendable, and encouraged. You must remain loyal to the nation as well as to ABC.

SPEAKING TO THE MEDIA 2.6

Staff members at ABC are not authorized to speak to the news media about ABC issues without first being cleared by the executive director. All inquiries from the media should be directed to the executive director.

Should representatives of the news media ask a staff member a question about the organization, that staff member should say, "I have no authority to speak to the media on behalf of ABC, but I will refer you to the ABC executive director."

TAPING CONVERSATIONS 2.7

It is fundamentally inconsistent with our employer / employee relationship for an employee to tape record any conversation with other employees, supervisors, or grievance hearings without the written permission of all parties.

"Taping" and "recording" under this policy includes the taping or recording of any conversation or communication, regardless of whether the conversation or communication takes place in person, over the phone, or via any other communication device or equipment, and regardless of the method used to tape or record (for example, tape recorder, video recorder, mechanical recording, or wiretapping equipment), and regardless of where the conversation or communication takes place (i.e., whether on or off the agency's premises).

PROPERTY ACCOUNTABILITY 2.8

Staff members are responsible for all items issued to them by ABC, including, but not limited to, the following:

- credit cards
- computer equipment
- keys
- protective equipment
- tools
- vehicles
- cell phones
- ID badges
- manuals
- security passes
- uniforms
- printed materials

Staff members must return all ABC property immediately on request and on termination of employment. Where permitted by law, ABC may withhold from the staff member's paycheck or final paycheck, the cost of any items that are not returned when required. ABC may also take all action deemed appropriate to recover or protect its property.