

ICANN
Policies & Procedures
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**SUBJECT: EMPLOYEE CONDUCT
AND WORK RULES**

SCOPE: Company Wide

Version 2.0

1. PURPOSE:

To define the Company's rules of conduct (work rules) in order to ensure the efficient and orderly operation of the business and to protect the rights and safety of all employees.

2. POLICY/PROCEDURE:

The Company has established certain guidelines to govern the personal conduct and work relationships of its employees. The Company considers work rules to be an important responsibility and a necessary part of managing its business. These rules apply to all employees.

Violation of any of these rules could result in disciplinary action, ranging from oral and/or written warnings to suspension and/or termination of employment. Although it is impossible to provide a complete list, examples of unacceptable conduct include, but are not limited to:

- Violation of a Company rule or policy, including security and safety rules and the Company's Policies and Procedures Manual.
- Negligence or intentional conduct that endangers the life or safety of another person, or causes injury to another person or damage to Company Property or the property of others.
- Being intoxicated or under the influence of illegal drugs or other controlled substances on Company Premises while on duty, or while driving a Company vehicle (except medication prescribed by a physician that does not impair work performance or create a safety hazard).
- Possession, use, manufacture, purchase or sale of illegal drugs on Company Premises, while on duty, or while driving a Company vehicle, or at other times if it would tend to affect the Company's reputation.
- Possession of firearms, weapons or explosives on Company Premises, or while on duty.
- Engaging in criminal conduct or acts of violence, or making threats of violence, on Company Premises.

- Fighting or horseplay on Company Premises.
- Insubordination toward a Company supervisor or manager, either by refusing to obey instructions or by abusive or disrespectful language.
- Threatening, intimidating or coercing a supervisor or a fellow staff member.
- Engaging in any act of sabotage or willfully or through gross negligence causing damage to Company Property, or the property of staff members, customers, suppliers, or visitors.
- Theft of Company Property or the property of other staff members; unauthorized possession or removal of any Company property, including documents, from the premises, or unauthorized use of a Company computer or other Company equipment for personal reasons.
- Dishonesty, falsification or misrepresentation on your application for employment or other work records, falsifying the reasons for sick leave or a leave of absence, or alteration of Company records or documents.
- Violating the Company's Confidentiality Policy; giving confidential or proprietary information to competitors or to another person or organization, or to an unauthorized ICANN employee, working for a competing business while an ICANN employee, or breach of confidentiality of personnel information.
- Engaging in malicious gossip or spreading rumors.
- Interfering with another employee's work, or willfully restricting work output or encouraging others to do the same.
- Immoral conduct or indecency on Company Premises or while on duty.
- Unsatisfactory or careless work, or failure to meet production or quality standards.
- Any act of sexual or other harassment in violation of the Company's policy prohibiting harassment.
- Leaving work before the end of a workday, or not being ready to work at the start of a workday, without approval of your supervisor.
- Sleeping on the job, or loitering or loafing during working hours.

- Excessive use during working hours of a Company telephone for personal calls.
- Posting, removing or altering notices on any Company bulletin board without the permission of management.
- Excessive absence or lateness, or failure to report an absence or late arrival in a timely manner.
- Rudeness or using obscene or abusive language toward any customer or fellow employee.
- Careless driving of a Company vehicle.
- Failure to immediately report damage to, or an accident involving, Company equipment.
- Solicitation or distribution of literature in violation of the Company policy regulating such conduct.
- Failure to enter the correct time on your time card; alteration of your time card or another employee's time card, or causing someone to alter you time card.
- Working unauthorized overtime or failing to work assigned overtime.
- Failure to abide by rules for lunch or breaks as required by law.

In addition, of course, employment at ICANN is 'at-will', which means the employment relationship can be terminated at any time, either by the employee or the Company, with or without cause or advance notice. The nature of the discipline imposed will depend upon the seriousness of the problem and the record of prior performance, behavior problems or safety violations.

ICANN has the right to determine what disciplinary action is appropriate based on the facts of each case. Not all available forms of discipline are appropriate to every disciplinary situation.