

## GUIDE FOR EMPLOYEE CONDUCT

The purpose of the following list is to provide employees with examples of the types of conduct which would reflect adversely on the adequacy of their performance level in Peace Corps. It is not meant to be exhaustive, but is intended to serve as a guide for employees and management officials in conducting themselves and supervising their subordinates. The list is a compilation of offenses typical in the Federal Service as a whole and not necessarily meant to reflect past or anticipated offenses in Peace Corps. The offenses may individually, or in combination, be considered sufficient cause for disciplinary action. Discipline is normally progressive with first infractions of a less serious nature resulting in lesser penalties, e.g., a reprimand or short suspension. Only first infractions of the most serious nature should result in removal. In determining a proposed penalty, the supervisor will consider the factors set forth in paragraph 7.3. Disciplinary action may be considered for any of the following:

- Failure to comply with time and attendance requirements.
- Violation of and/or failure to comply with the provisions of the Peace Corps Employee Standards of Conduct, and related statutes and regulations.
- Violating traffic regulations, reckless driving, or improper operation of government vehicles (30-day suspension is mandatory for willful misuse of a government vehicle).
- Failure or delay in carrying out orders, work assignments, or instructions of superiors.
- Unauthorized possession of, loss of, or damage to Government property or the property of others.
- Disorderly conduct, fighting, threatening or attempting to inflict bodily injury to another, or resisting competent authority on the job.
- Reporting for duty or being on duty under the influence of intoxicants, narcotics, or controlled drugs; unauthorized possession of or attempting to bring same on Peace Corps premises.
- Selling intoxicants, narcotics, controlled drugs or contraband on Peace Corps premises.
- Failure to safeguard classified information.
- Making false and unfounded statements about other employees or officials.
- Disrespectful conduct, use of insulting, abusive or obscene language to or about other personnel.
- Falsification, misstatement, exaggeration, or concealing of material facts in connection with employment, promotion, and record, investigation, or other proper proceeding.
- Disobedience to constituted authority or deliberate refusal to carry out any proper order from any supervisor having responsibility for the work of the employee; insubordination.
- Unauthorized use of Government or leased vehicle.
- Use of Government property for personal reasons.
- Unauthorized absence.
- Discourteous conduct to the public.