**Standards of Conduct**

**General**

All employees are expected to behave appropriately as a function of accomplishing their job. Appropriate dress, punctuality, courteousness, and diligence are all indications that an employee is accomplishing his or her job. Insubordination, disrespect, substance abuse, tardiness, dangerous or distracting attire, incompetence, lack of productivity or other conduct detrimental to the operation of IM Pools Management, Inc. or to the well being of any other employee, or community member, guest can lead to disciplinary action.

Discipline may include verbal or written reprimands, suspension without pay, or discharge, as well as, other appropriate disciplinary measures.

NOTE: Any Employee arrested for any criminal offense by any federal, state or local authority must notify the President of IM Pools Inc. within 24 hours in person or in writing.

**Unlawful Harassment**

IM Pools Management, Inc. strives to provide a safe, positive working climate for its employees. Therefore, it shall be the policy of IM Pools Management, Inc. to maintain an employment environment in which harassment in any form is not tolerated.

IM Pools Management, Inc. prohibits all forms of unlawful harassment of employees and third parties and by all contracted individuals, vendors, and volunteers. IM Pools Management Inc. encourages employees and third parties who have been harassed to promptly report such incidents to the designated administrators (President and Vice President).

IM Pools Management, Inc. directs that complaints of harassment shall be investigated promptly, and corrective action taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with IM Pools Management, Inc. legal and investigative obligations.

No Reprisals nor retaliation shall occur as a result of good faith charges of harassment.

**Harassment** shall consist of verbal, written, graphic or physical conduct relating to an individual’s race, color, national origin/ethnicity, sex, age, disability, sexual orientation, creed, religion or any other legally protected classification when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual’s ability to perform job functions or creates an intimidating, threatening or abusive work environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individuals work performance.
3. Otherwise adversely affects an individual’s employment opportunities.

For the purposes of this policy, **sexual harassment** shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Acceptance of such conduct is made, explicitly or implicitly; a term or condition of an individual’s continued employment.
2. Submission to or rejection of such conduct is the basis for employment decisions affecting the individual.
3. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose of effect of substantially interfering with the employee’s job performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual’s dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with an employee’s ability to work or creates an intimidating, hostile or offensive working environment.

In order to maintain a work environment that discourages and prohibits unlawful harassment, IM Pools Management, Inc. designates the Vice President of operations as the Compliance Officer.

Each employee shall be responsible to maintain a working environment free from all forms of unlawful harassment.

**COMPLAINT PROCEDURE**

1. An employee or third party who believes he/she has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the Compliance Officer.
2. All complaints by an employee or third party who asserts that he/she has been subject to conduct that constitutes a violation of this policy shall be made in writing and then made available to the Compliance Officer.
3. Complaints shall be filed within thirty calendar days, after any alleged incident, unless special circumstances exist which justify a later filing.
4. Even if no formal written complaint has been filed by or on behalf of a person who alleges he/she has been subjected to conduct that constitutes a violation of this policy, any employee who receives a report of a possible violation of this policy shall cause an informal investigation to be made, and take all necessary interim actions reasonably calculated to prevent any violations during the period before the completion of informal and formal procedures under this policy.
5. If the informal investigation suggests that there has been a violation of this policy the Compliance Officer shall be informed. The Compliance Officer shall review the matter, conduct such further investigation and he/she deems appropriate, and if he/she concludes that there has been a violation of this policy, the Compliance Officer shall take prompt, corrective action to ensure that conduct violating this policy ceases and will not recur, and to remedy any effects of the violation for which IM Pools Management, Inc. is responsible. The Compliance Officer shall initiate such disciplinary procedures as he/she deems appropriate.

Steps 1-5 above begins the process and is considered the reporting phase.

See IM Pools Management (Compliance Officer) for more information in regards to the next steps below:

 Step 6 – Investigation

 Step 7 – Investigative Report

 Step 8 – Appeal

 Step 9 – IM Pools Management, Inc. Action

**Tobacco Use**

Use of tobacco or tobacco products is prohibited as follows:

At all times and by all employees of IM Pools Management, Inc. while on the job or on the premises and not working.

This includes all buildings, property, and vehicles owned by, leased by, and/or under the control of IM Pools Management, Inc.

Use of tobacco and tobacco products includes, but is not limited to, the smoking of tobacco or tobacco products and the use of smokeless tobacco in any form. Smoking includes, but is not limited to, the possession of a lighted cigarette, cigar, pipe, or any other smoking equipment or apparatus.

**General Safety Rules**

It is the responsibility of every employee to personally practice safety at all times. Compliance with the following general safety rules will help achieve this objective:

1. Follow instructions, don’t take chances. If you don’t know, ask.
2. Immediately report conditions or activities you think might cause injury.
3. Put everything you use in its proper place. Disorder causes injury and wastes time, energy and materials.
4. Us the right tools and equipment for the job. Don’t take shortcuts.
5. Whenever you are involved in an accident, regardless of how minor, report it immediately. Get first aid promptly.
6. When lifting, bend your knees, grasp the load firmly, then raise the load using your arm and leg muscles, not our back. Get help with heavy loads.
7. Obey all rules, signs, and instructions.
8. Know the location of fire/safety exits and evacuation procedures.
9. Keep all emergency equipment such as fire extinguishers, fire alarms, fire hoses, exit doors and stairways clear of obstacles.
10. Never leave an unsafe condition unguarded or unmarked, even temporarily.
11. Report concerns about safety and/or security to a supervisor.