



Top 10 Policies To Promote An Ethical Workplace

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Colleen J. McManus, SPHR
Senior Director of Human Resources
State Bar of Arizona

Top 10 Policies to Promote an Ethical Workplace

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Why It's Important

- To promote fair and ethical treatment of employees
- To ensure compliance with employment laws and guidelines
- To protect the organization and reduce the potential for litigation
- To practice what we preach to our members
- Other reasons?

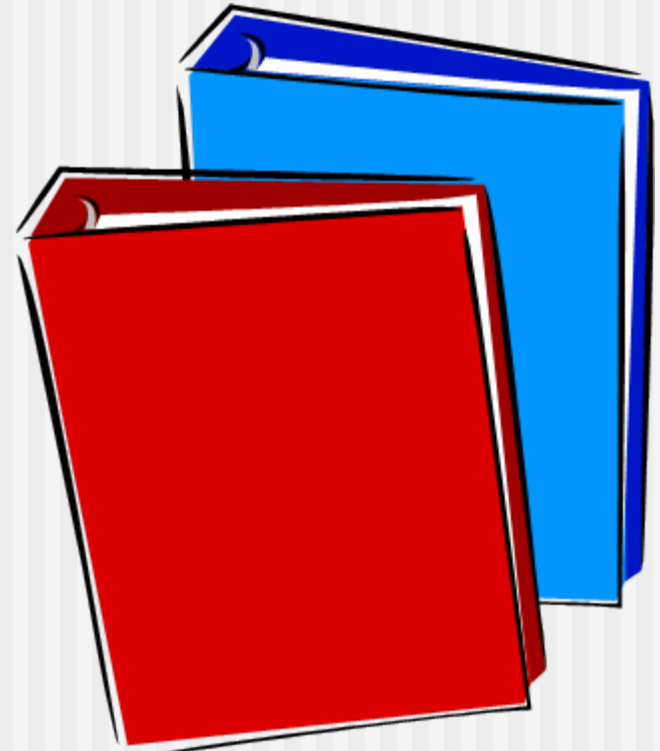
The Top Ten . . .



- Anti-Discrimination & Anti-Harassment
- Recruitment & Hiring
- Employee Conduct
- Employee Training
- Employee Benefits

More Top Ten . . .

- Financial
- Technology
- Outside Employment
- Performance Management
- Employee Concerns (Grievance)



Anti-Discrimination & Anti-Harassment

- Include definitions and examples of discrimination and harassment
- State organization's policy and expectations
- Zero tolerance only if you mean it!
- Responsibility to report
- Reporting avenues, including to board

Anti-Discrimination & Anti-Harassment

- Harassment by non-employees
- Non-retaliation language
- Response process
- Handling of discipline
- What goes in the files



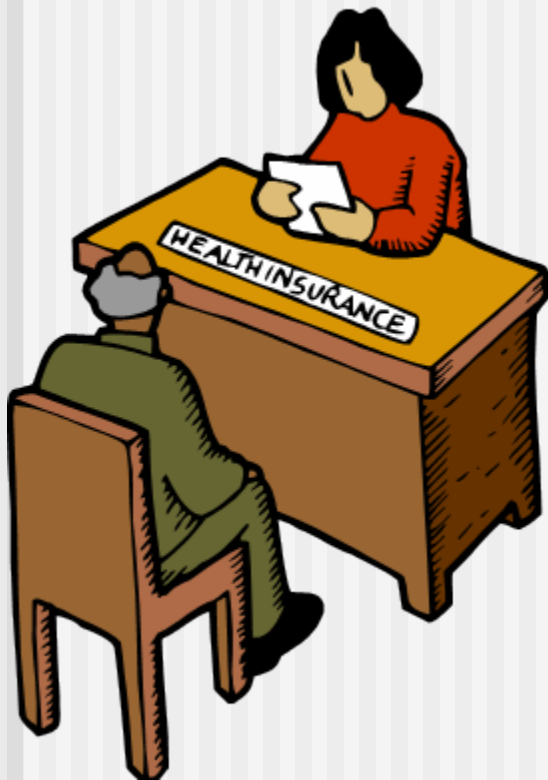
Recruitment & Hiring

- Generally describe the process
- Identify roles: hiring authority, management, HR
- Interview guidelines
- Ensure compliance with federal and state employment laws, guidelines and other directives
- Remember: consistency = fairness

Employee Conduct

- General expectations for conduct
- Ethics, including confidentiality and conflicts of interest
- Need for compliance with policies
- Grooming and dress
- Breaks and lunch periods
- Dating/romancing coworkers
- Nepotism

Employee Conduct



- Smoking
- Personal use of Bar property/supplies
- Solicitation
- Substance abuse
- Violence in workplace
- Others?
- Use cross-references

Employee Training

- Purpose is to develop, not necessarily promote employees
- Types of training required and offered
- How to apply or participate
- Expectations upon completion



Employee Benefits

- Includes paid time off and holidays
- Includes insurance and eligibility information
- Includes other benefits
- Keep insurance information general; refer to plans for specs, rates, etc.
- Consider a provision for exceptions by CEO/Executive Director

Financial

- Post Sarbanes-Oxley Act era
- Staff level
 - Expense Reimbursement
 - Travel and meals
 - Request, review and approval of expenditures
 - Budget: process and roles
 - Payroll



Financial

- Management Level
 - Accounting and audit functions
 - Budget: design, development and oversight
 - Procurement
 - Review and approval of expenditures
 - Levels of authority/checks and balances
 - Payroll administration
 - Taxes and filing
 - Reporting

Technology



- Equipment and software
- Organization's property
- Downloading
- Handling of equipment
- Internet access and use
- Email use and guidelines
- Skill level(s) required

Technology

- Laptops, loaned equipment
- BlackBerrys, cell phones
- Remote access
- Security requirements
- Training
- Etiquette
- Others?
- Use cross references

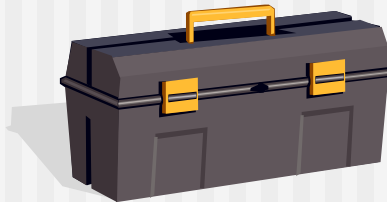


Outside Employment

- Should not interfere or conflict with the organization's operations
- Should not interfere with employee's ability to do the job
- Should not cause or appear to cause a conflict of interest
- Should not compromise the organization's reputation or credibility

Outside Employment

- Doesn't usually include hobbies, charitable activities
- Prior authorization should be required before engaging in outside employment



Performance Management

- Purpose and description of system
- Key definitions
- Expectations and roles of management and staff
- Documents and how they're used
- Key time frames, due dates
- Training requirements
- Others?

Employee Concerns

- Purpose
- Non-retaliation language
- Encouragement to resolve at lowest level
- Steps and time frames (if any)
- Elevation to board, when appropriate
(Have tandem policy for board)
- Response process

Employee Concerns

- Reporting of outcomes
- What goes in the files
- Use cross references

