

STANDARDS OF CONDUCT

1. Alcoholic Beverages and Drugs

Experience Unlimited members are prohibited from having alcoholic beverages or illegal drugs of any kind on State premises. They are also prohibited from participation while under the influence of alcohol and/or illegal drugs.

2. Computer and Internet Usage

The Job Service Site will designate specific computers that are for EU member use. These are the only machines that should be used by members and use is restricted to employment search activities and for activities related to EU chapter business. Entry to application modes other than those directly related to job search or EU is strictly prohibited. Section 502 of the Penal Code makes unauthorized entry or malicious damage to hardware, software or data a criminal offense.

The state reserves the right to monitor and/or log all network activity with or without notice, including e-mail and all web site communications. EU members should not expect to have privacy in the use of these resources.

EDD has provided proprietary software according to a standard complement identified by Information Technology Branch (ITB). Downloading non-standard, proprietary software from the Internet requires approval from ITB.

Users of public domain software not directly provided by EDD shall take all reasonable and prudent precautions to ensure the software is free from viruses and that its use will not degrade or disrupt network performance, interfere with the work of others, or threaten network security.

3. Confidential Information

Confidential information provided to EDD is protected by law, regulation, and policy. EU members shall not access, use, or disclose confidential information for private gain or advantage, or disclose confidential information to persons to whom issuance of this information has not been authorized. Confidential information includes, but is not limited to; individual name, address, telephone number, birth date, social security number, and employment history, employer name and address, account number, and wage data. Do not give out any information without verifying that it can legally be furnished.

Along these lines, it is inappropriate to mention to family or friends that you have seen an acquaintance at the EDD office as the inference may be drawn the individual is out of work or drawing Unemployment Insurance.

4. Courtesy and Appearance

The actions, behavior and appearance of EU members have an important effect upon the success of this and other agency programs. All members should give courteous, prompt and efficient service to all other members as well as EDD staff. Abusive language, profanity, and hostile physical acts directed at the public, EDD employees, or EU members are prohibited and are grounds for immediate termination of EU participation.

EU members are also required to maintain personal cleanliness, good grooming, appropriate dress and appearance, consistent with guidelines established in chapter by-laws and site policy.

5. Discrimination

EU members are prohibited from any discriminatory practice based upon race, religion, creed, color, age, sex, disability, marital status, pregnancy, national origin, sexual orientation, or ancestry in any EDD/EU activities.

6. Fund Raising

The following information from EDD's legal office clarifies the conditions under which these activities may occur:

With respect to the actual fund raising, to avoid the appearance of any impropriety, such solicitations may only be done outside of the parameters of the EU chapter. In other words, the name Experience Unlimited or the Employment Development Department, or the State of California may not be used when soliciting gifts or donations from third parties. In addition, if any activities are engaged in, neither the State of California, the Employment Development Department, nor Experience Unlimited may be referenced with respect to the activity. This will avoid any liability attached to the State or the Department should injury or loss of property occur due to the fund raising activity. In other words, members of Experienced Unlimited chapters may at their own initiative be engaged in fund raising activities as long as it is made clear that Experienced Unlimited, the State of California, or the Employment Development Department are not sponsoring or supporting the fund raising activity. However, fund raising by active members to active members is acceptable with the consensus of the general membership.

7. Gifts, Gratuities or Considerations

EU services are to be made equitably and impartially available to all persons in accordance with law. For this reason, the acceptance of any sort of money or consideration from employers or others for acts performed as part of the duties of a EU member is prohibited. This prohibition also applies to the endorsement or recommendation of any commercial product or service in the name of the Department or one's official capacity. In this same regard, members may not solicit or accept gifts, money or favors from any person, concern or organization. (See "Fund Raising")

8. **Sexual Harassment Policy**

It is the policy of EDD to provide a working environment that is free from sexual harassment. EU members are expected to adhere to a standard of conduct that is respectful and courteous to other members, EDD employees, applicants for employment with EDD, and clients of EDD.

Definition of Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, demands for sexual favors and other verbal or physical conduct of a sexual nature that occurs under any of three circumstances:

- Submission is made either explicitly or implicitly a term or condition of membership or receipt of EU services.
- Submission or rejection by a member is used as a basis for decisions affecting the member.
- Such conduct has the potential to affect a member's chapter performance positively or negatively and/or create an intimidating, hostile or otherwise offensive environment.

9. **Telephone Usage**

Active EU members may use designated EDD telephones for job search and interview purposes within the guidelines below:

- No out of state calling allowed.
- No personal calls are to be made from any EDD office telephone.

10. **Time and Facilities**

EU members may not use EDD/EU time, facilities, equipment, supplies, identification, business cards, prestige or influence for any private gain or advantage other than locating employment.

The California State Employment Development Department (EDD) is a recipient of federal and state funds, is an equal opportunity employer/program, and is in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA).