

**RESOLUTION**  
**(3-2014)**

Whereas it is in the interest of the District Attorneys Association of the State of New York, Inc. (hereinafter "the Corporation") to adopt a policy regarding staff code of conduct, and

Whereas Article III, Section 1 of the Corporation's bylaws grants the Board the general power and authority to control and manage the affairs of the Corporation, be it:

**RESOLVED** that the Corporation adopt the appended staff code of conduct policy and cause said policy to be distributed to all individuals employed by the Corporation.

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The undersigned hereby certifies that he/she is the duly appointed and qualified Secretary and the custodian of the books and records of the District Attorneys Association of the State of New York, Inc., a corporation duly formed pursuant to the laws of the state of New York and that the foregoing is a true record of a resolution duly adopted at a meeting of the Board of Directors and that said meeting was held in accordance with state law and the Bylaws of the above-named Corporation on July 10 2014, and that said resolution is now in full force and effect without modification or rescission.

In witness whereof, I have executed my name as Secretary of the above-named Corporation this 14th day of July, 2014.

[Signature]  
Secretary

District Attorneys Association of the State of New York, Inc.

Staff Code of Conduct Policy  
Promulgated by Board Resolution 3-2014

To ensure orderly operations and provide the best possible work environment, the District Attorneys Association of the State of New York, Inc. (DAASNY) expects its employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. Conduct, personal appearance, and the appearance of work areas are a direct reflection of the quality of the services provided. Professional conduct includes cooperation for the common good and mutual respect for each other's position and responsibilities.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including immediate termination of employment:

1. Failing to meet established job performance standards.
2. Falsification of employment records, employment information, or other records.
3. Recording the work time of another employee, allowing any other employee to record your work time, or allowing falsification of any time card, whether your own or another employee's.
4. Theft or the deliberate or careless damage of any DAASNY property or the property of any employee.
5. Removing or borrowing DAASNY property without prior authorization.
6. Unauthorized use of DAASNY equipment, time, materials, or facilities.
7. Possessing, distributing, selling, transferring, using, or being under the influence of, alcohol or illegal drugs in the workplace or while on DAASNY business.
8. Fighting or threatening violence during working hours, on premises owned or occupied by DAASNY, or towards any coworker, member of management, or third party doing business with DAASNY.
9. Participating in horseplay or practical jokes on DAASNY's time or on premises owned or occupied by DAASNY.
10. Carrying firearms or any other dangerous weapons, at any time, on premises owned or occupied by DAASNY.
11. Engaging in criminal conduct whether or not related to job performance.
12. Causing, creating, or participating in a disruption of any kind during working hours or on premises owned or occupied by DAASNY.
13. Insubordination, including but not limited to failure or refusal to obey the orders or instructions of any manager or member of management, or the use of abusive or threatening language toward any manager or member of management.
14. Failing to notify the appropriate manager when unable to report to work.
15. Unreported absence of a scheduled workday.
16. Failing to obtain permission to leave work for any reason during normal working hours.
17. Failing to observe working schedules, including lunch periods.
18. Abusing paid time off.

19. Sleeping or malingering on the job.
20. Making or accepting excessive personal telephone calls, e-mails or text messages during working hours.
21. Working overtime without authorization or refusing to work assigned overtime.
22. Wearing extreme, unprofessional, or inappropriate styles of dress or hair while working.
23. Violating any safety, health, or security policy, rule, or procedure of DAASNY.
24. Committing a fraudulent act or a breach of trust in any circumstance, including the unauthorized disclosure of proprietary business information or other confidential information.
25. Illegal gambling (*e.g.*, bookmaking, running numbers).

Employees traveling in the course of their duties are expected to follow rules of conduct that will protect the interests and safety of all employees and the organization. The conduct of DAASNY employees while in travel status is a direct reflection on DAASNY.

DAASNY does not have a formal progressive discipline policy requiring a set number of warnings or counseling sessions. Instead, each case is considered based on its own facts. In the case of misconduct or violation of DAASNY's policies, immediate termination may be appropriate depending on the facts.

This statement of prohibited conduct does not alter or limit DAASNY's policy of employment at will. Either you or DAASNY may terminate the employment relationship at any time for any reason, with or without cause or without notice.