



Code of conduct

The mission of the Centreville Labor Resource Center is to provide a safe atmosphere for both women and men to discuss work arrangements with homeowners and employers. Each worker is required to cooperate and commit to the Code of Conduct for the success of the mission of the CLRC.

The below Code of Conduct has been written and approved by the Worker Assembly. Date of last revision: October 13, 2014

At registration: Every new worker will have a probationary period of three months before he/she is made a full member. During this period a worker must participate in at least 10 educational or voluntary activities. These can include training workshops, committee meetings, resume help, flyer distribution for center publicity etc. Center staff has the responsibility to inform all new workers of participation opportunities during the hours of operation. Please inform staff of any change in contact information. Any worker who does not complete these requisites in 3 months will not be made a full member and will not be permitted to enter the job list until 10 activities are completed.

1. RULES OF JOB DISTRIBUTION

FIRST RULE: Workers arriving before 6:00 am are entered into a drawing to determine the order of the day's list. After 6:00 am, the list goes in order of arrival.

SECOND RULE: The Employer has the option to choose their preferred worker, or whoever has the best ability to complete the job.

THIRD RULE: The Employer has the right to call or send an electronic work order in advance.

FOURTH RULE: A worker may reject two jobs per day. A worker will be moved to the bottom of the work list if he/she rejects a third job without a valid reason. A worker will not be penalized for rejecting a job if it pays less than \$13 per hour or the worker does not have sufficient experience to complete the job.

The Employer has the right to personally contact a worker to work in advance and arrange a time to pick up the employee at the CLRC. In that case, it is the responsibility of the employee to reach the CLRC before the time fixed by the Employer. For your protection always sign a contract here at the Center. If working outside of the Center, please explain to the employer that you are working independently from the Center and therefore your expected hourly rates may be different.

All workers are entitled to distribution of work.

Every worker has the right to refuse a job.

Do not lie or exaggerate regarding jobs skills you do not possess. HONESTY is required of ALL workers.

2. CONSEQUENCES OF BEHAVIORAL VIOLATIONS:

- o Three violations of any of the rules of the code of conduct will result in the temporary or permanent suspension of the worker from using the center.
- o **CLRC staff will talk about each incident with the offender and shall state on the record of the worker. The process may result in the suspension of three months, six months or permanent suspension of the center and its activities. Every worker shall be reported to the competent authorities if necessary, according to the offense.**

Daily Operations: Monday to Saturday, 6:00 am-12:00 pm noon in the summer and 7 am to noon in the winter. You can adjust the time according to the season.

Employees and volunteer workers enrolled upon entering the CLRC. Employers will enroll and provide contact information and requirements of each job. Employees and volunteers CLRC quickly completed work agreements.

The Code of Conduct and Work Distribution Rules were prepared by the operating committee of the CIF and General Workers' Assembly, and are subject to regular review by the committee and by the General Assembly.

- Sign-in on the worker list every day, and stay inside the CLRC to receive job offers. Do not wait at the entrance of the CLRC, in the parking lot or inside car, or anywhere other than the designated waiting areas.
- Do not remain near the CLRC during or after hours of operation. Hours of operation: 6:00 a.m. to 12:00 p.m. noon, Monday to Saturday.
- Treat everyone with respect and equality. No discrimination. No racism.
- Complete cleaning tasks as they are assigned on the job board.
- Turn off computers during instructional time. No exceptions.
- Do not damage, destroy or steal equipment/tools of the CLRC or those of your peers.
- No fighting, horseplay or disorderly conduct.
- No physical or verbal harassment towards staff, employers, visitors and workers.
- No drugs or alcohol on CLRC property. Do not show up at CLRC under the influence of drugs or alcohol.
- Do not use threatening or offensive language when addressing another worker, an employer, or the staff/ volunteers of the CLRC.
- No smoking in the CLRC, on the sidewalk or under the breezeway in front of CLRC or neighboring businesses. To smoke, you must go across the parking lot, one person at any one time.
- Comply with health and safety rules. Do not stain walls. Place trash in its place, and contribute to the overall daily upkeep and cleaning of the CLRC.
- Do not use any equipment without authorization CLRC staff.
- Do not possess weapons or firearms of any kind.
- Do not listen to loud music. Use headphones.
- Please use the computers appropriately. These should be used for educational, informational or employment purposes only. (No graphic, violent or sexual inappropriate videos allowed)
- Show up presentable and ready to enter private homes. Do not come to the CLRC wearing indecent clothing with logos or other offensive expressions.
- Do not bet money or participate in any gambling.
- Notify the Director or Coordinator of any conflict or unusual situation

Remember that you are always representing the CLRC, both when you are working and when you are not. Your actions during and outside of work will reflect directly on the success of the CLRC.

3. RIGHTS AND RESPONSIBILITIES

Every worker, woman and man, has the right to:

- Be respected and treated with dignity.
- Participate in workshops and educational programs that are available.
- Get medical assistance as long as the service is available.
- Review and include other clauses in the Code of Conduct, provided they are for the benefit of the CLRC and analyzed by the General Assembly and the Director for modification.
- Receive fair wage for the work rendered.
- Get information about community services.

Every worker, regardless of gender is responsible for:

- Negotiating the terms of the employment agreement before starting to work.
- Accepting and obey the code of conduct of the CLRC.
- Ensuring the welfare of the CLRC.
- Complying with the cleanliness of the bathrooms, floors and garbage according to the daily needs.
- Always showing good manners with the employer: shake his hand and talk to him / her.
- Taking into account the cultural differences between you, the employer, and volunteers.
- Conduct yourself ethically and respectfully with all others.

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