ORANGE COUNTY SOCIAL SERVICES AGENCY

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Subject:Rules of ConductNumber: C 32Approved:Signature on fileDate: 05-19-09

POLICY

The Agency goals and standards require the highest level of responsible service to the community and the workplace. SSA employees shall carry out their duties and responsibilities with integrity, honesty, sound judgment, courtesy, efficiency, and cultural sensitivity. Failure to follow the directives in this Policy and Procedure may result in disciplinary action including discharge