



Code of Conduct Employee Policies and Procedures

For any employed staff member, teacher or
substitute

"In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

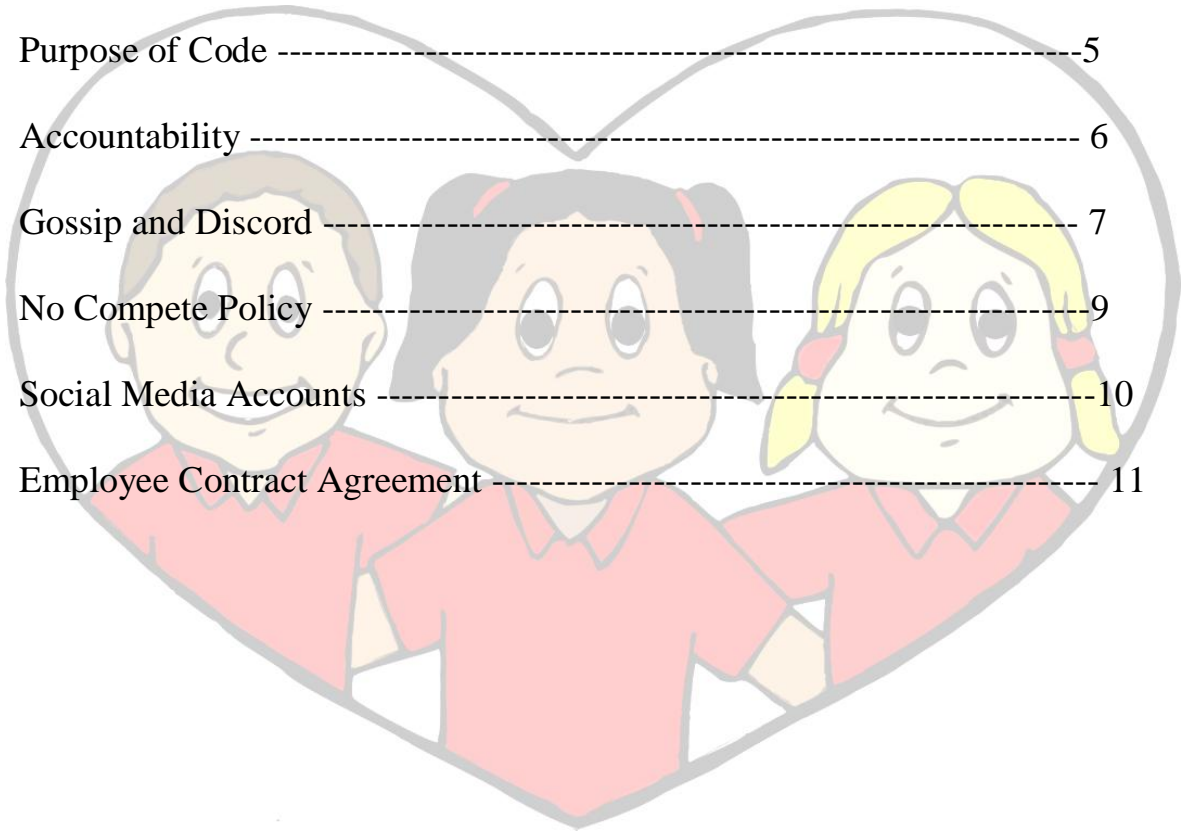
This manual can also be found on our Employee Training Website at:
www.love2learncobb.com



Show Me Love Learning Academy is an Equal Opportunity Employer

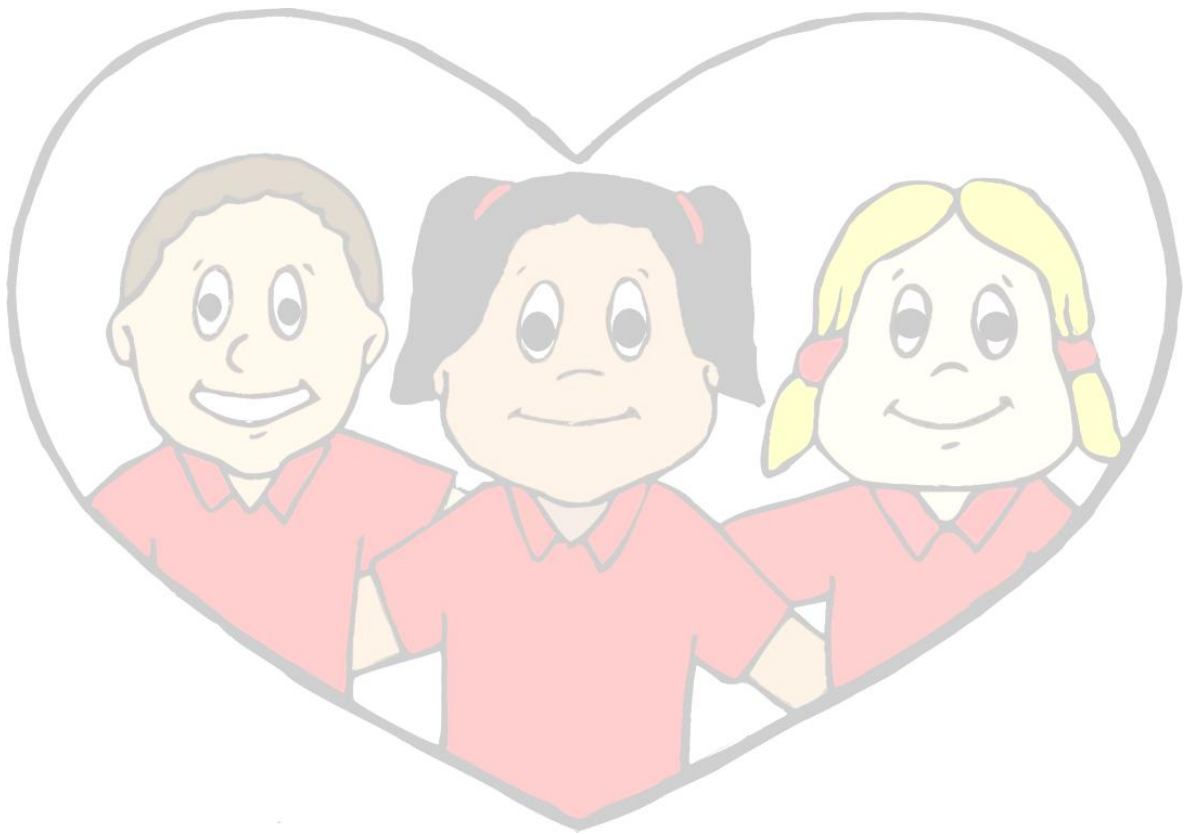
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RECORD OF REVISIONS

REVISION NUMBER	REVISION DATE	PAGE(S)/SECTION(S) AFFECTED	REVISION DESCRIPTION
INITIAL RELEASE	None	ALL	ORIGINAL RELEASE



DEFINITIONS AND ACRONYMS

The following definitions apply to all related information in the manual.

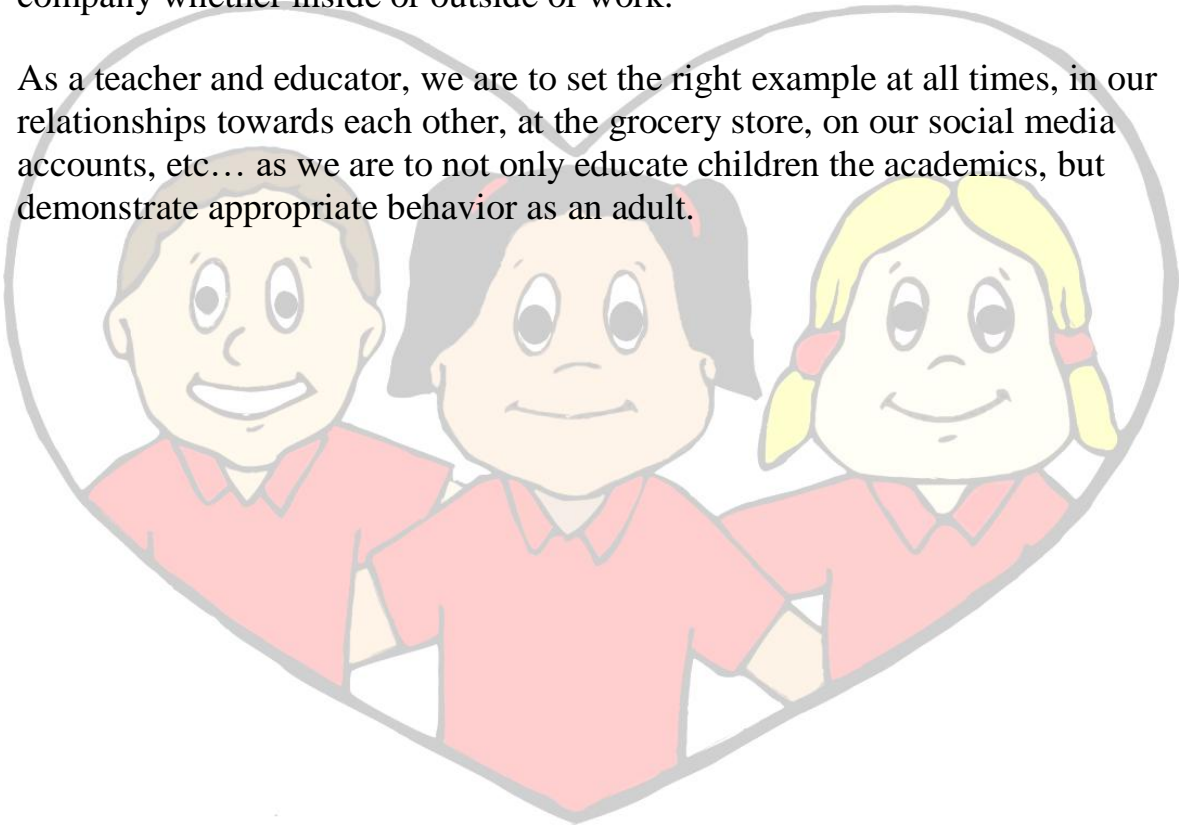
TERM	DESCRIPTION
PROFESSIONAL	One who behaves in an ethical manner representing the childcare well.
GOSSIP	Rumor or talk of a personal, sensational or intimate nature. A person who habitually spreads intimate or private rumors or facts. Trivial, chatty talk, whispers or writing.
SOWING DISCORD	Being the cause of or stirring up others to have disagreements and tensions and strife amongst staff members
CONFLICT OF INTERESTS	When a personal relationship, decision or actions interferes with an employee's duties and responsibilities to the company
CONFIDENTIALITY	Distributing private information given or obtained about another for personal gain or attention from others.

PURPOSE OF CODE

Show Me Love Strives to ensure a work environment, where each represented employee, represents the company in a professional and respectful manner. The purpose of this manual is to ensure a healthy work environment, and to outline, and make clear what is acceptable behavior and what is not.

As an employee of Show Me Love Childcare, Inc. each and every employee is responsible and accountable for how they represent the company whether inside or outside of work.

As a teacher and educator, we are to set the right example at all times, in our relationships towards each other, at the grocery store, on our social media accounts, etc... as we are to not only educate children the academics, but demonstrate appropriate behavior as an adult.



ACCOUNTABILITY

Each and every employee, should hold accountability for their actions, and how their actions affect the image of Show Me Love Learning Academy. They are to respect and follow all policies and procedures, and support the decisions and directions of the Boards of Directors, Owners, Directors, Supervisors, and the authorities that operate the organization.

Employees are also held accountable, for the interactions with families whether currently enrolled or past enrolled families of the company, and ensure that their behavior does not bring a negative image to Show Me Love Learning Academy. This includes conversations, relationships on social media accounts, and any other interactions.

Employees will be held accountable and are never to disclose their personal feelings that would put the company in a bad “light”. Expressing your disagreement about company’s policies, procedures, or the decisions of the authorities that operate the organization to enrolled or past enrolled families, that show your lack of support for Show Me Love Learning Academy.

If one is an employee of Show Me Love Learning Academy. you are still accountable for your “Off the clock” behavior which can still be monitored and disciplinary actions can be taken, if one’s behavior does not adhere to policies and procedures of this manual or any other manual of Show Me Love Childcare, Inc

NO GOSSIP AND DISCORD POLICY

Show Me Love Learning Academy having recognized the harm of behaviors such as gossip and breach of confidentiality, and sowing of discord to our common good, have proclaimed that we wish to reject any behavior that is described below commonly referred to as 'gossip' 'backstabbing' 'sowing discord' or 'loss of confidentiality'. We collectively believe this rejection of such behavior will improve our ability to serve in our chosen lifework as early childhood professionals. In addition we collectively agree to remind one another of this agreement should any of us fall in to negativity patterns again.

In our workplace, gossip and breach of confidentiality are activities that drain, distract and destroy our job satisfaction. We all have participated, yet we say we don't like it. In order to create a more professional workplace, we the undersigned are making a commitment to change our atmosphere to be free of these activities.

Gossip Rumor or talk of a personal, sensational, or intimate nature. A person who habitually spreads intimate or private rumors or facts. Trivial, chatty talk or writing that has the potential to harm another.

Gossip always involves a person who is not present or involved
Unwelcome and negative gossip involves criticizing another person
Gossip can be conjecture that can injure another's reputation
Gossip often involves opening up old wounds and negative history

Confidentiality Distributing private information given or obtained about another for personal gain or attention from others.

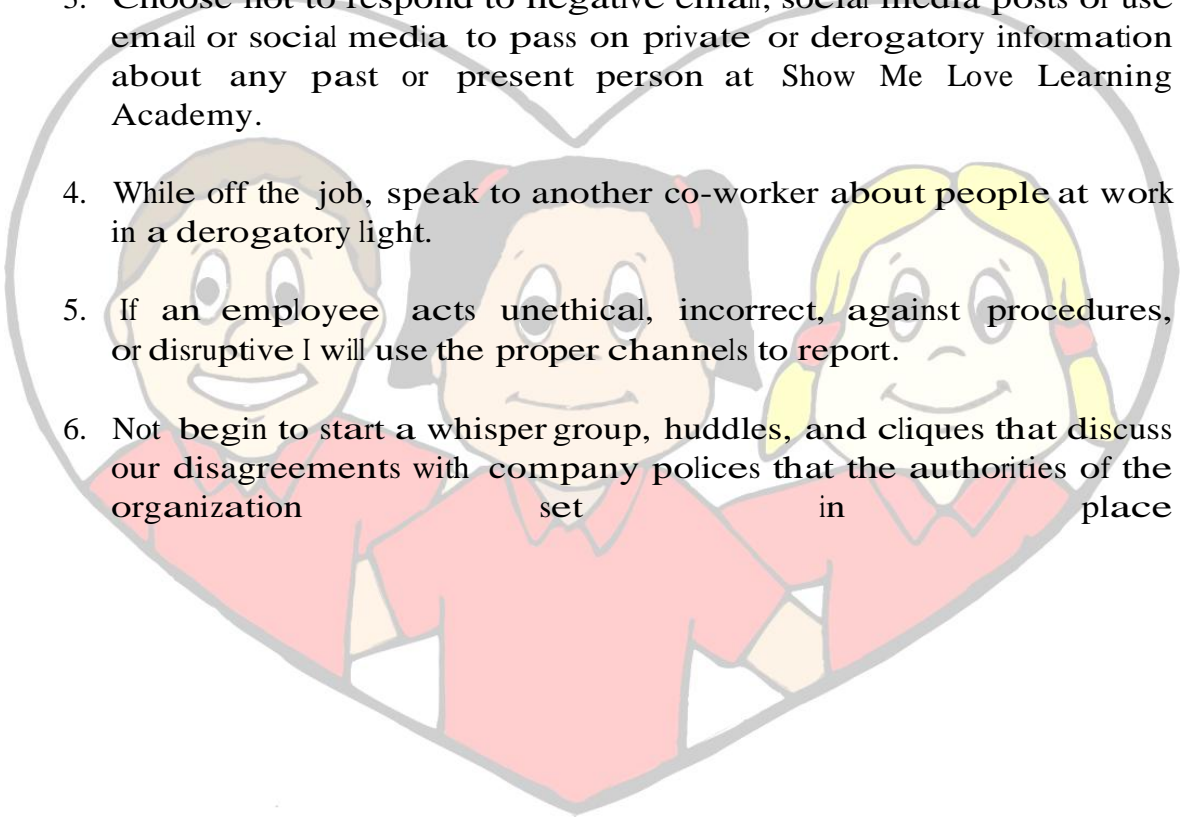
Information limited to persons authorized to use information such as a Supervisor, Trainer, and Administrator.

Spoken, written information that is private or secret offered between people of a personal nature indicating confidence, having another's trust or confidence, entrusted with private affairs.

Disclosing disciplinary actions placed upon a person to other employees or any conversations and information disclosed to a person from an owner, Director or supervisor.

In order to have a professional, gossip free workplace that honors confidentiality and avoids sowing discord we agree to:

1. Not speak *or insinuate* another person's name when that person is not present unless it is to compliment or reference regarding work. This includes a owner, Director or supervisor who is not present.
2. Refuse to participate when another mentions a person who is not present in a negative light.
3. Choose not to respond to negative email, social media posts or use email or social media to pass on private or derogatory information about any past or present person at Show Me Love Learning Academy.
4. While off the job, speak to another co-worker about people at work in a derogatory light.
5. If an employee acts unethical, incorrect, against procedures, or disruptive I will use the proper channels to report.
6. Not begin to start a whisper group, huddles, and cliques that discuss our disagreements with company policies that the authorities of the organization set in place



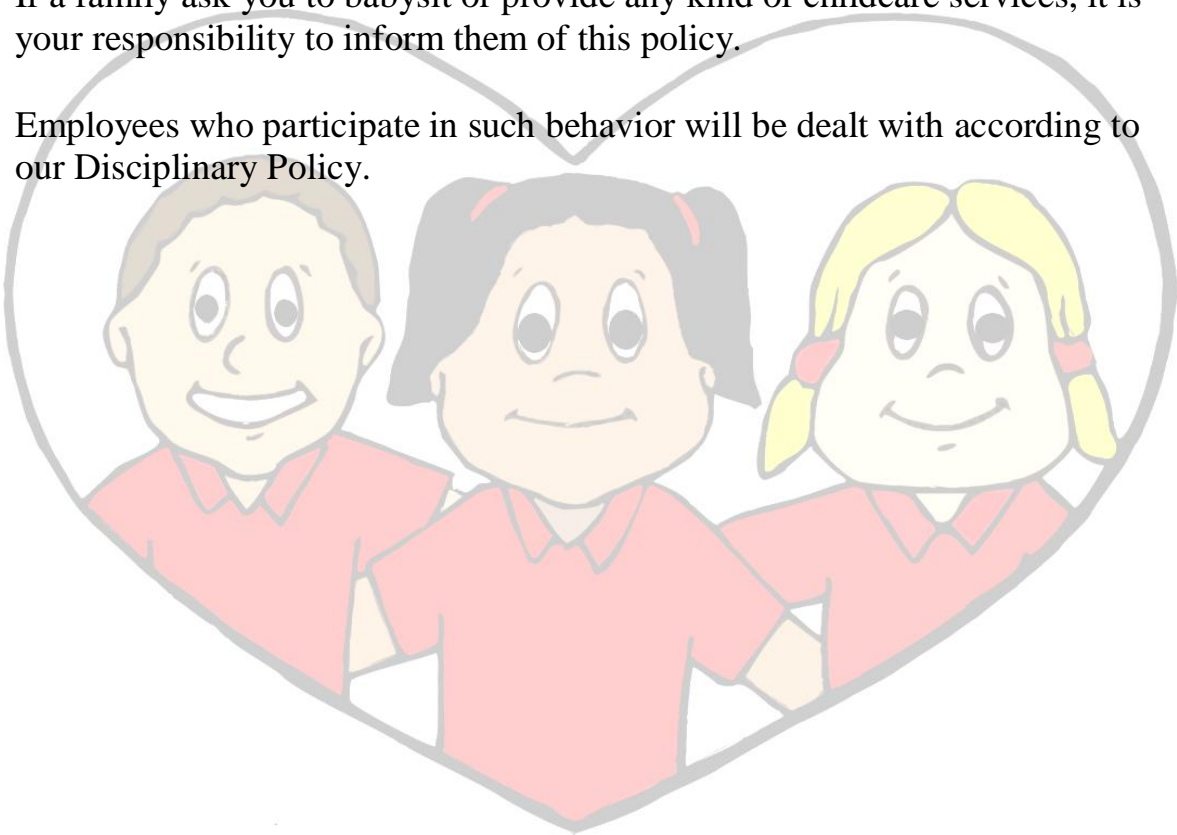
NO COMPETE POLICY

During employment employees are not allowed to compete with the company in regards to providing outside childcare services to current enrolled families or past enrolled families of Show Me Love Learning Academy.

This creates a conflict of interests, and is considered as unethical behavior. This would include babysitting for families, providing parent's night outs, or any kind of childcare services.

If a family ask you to babysit or provide any kind of childcare services, it is your responsibility to inform them of this policy.

Employees who participate in such behavior will be dealt with according to our Disciplinary Policy.



SOCIAL MEDIA ACCOUNTS

Your interactions on social media such as Facebook, Twitter, instagram etc...should never place Show Me Love Childcare, Inc's image in a bad "light". This includes pictures, posts, comments and replies.

Current employees are to not be friends on Facebook, twitter, Instagram, etc.. with current enrolled families of Show Me Love Childcare, Inc. as this creates a conflict of interests.

Following Separation of employment, current employee's interactions with and behaviors with past employees will be monitored. Please remember, that there is no privacy on social media, and things can get out. If you would not post it on the town hall's bulletin board, say it to the person directly, or would feel ashamed if your boss found out, you should avoid doing it.

Employees who participate in such behavior will be dealt with according to our Disciplinary Policy.

Employee's Code of Conduct Agreement Contract

I have received, read and understood the Code of Conduct Procedure Manual for and agree to abide by them. By signing this contract I agree to ensure that my behavior, attitudes, and actions adhere to this handbook. I also understand that it is also my responsibility to know any changes that have been made to this manual and abide by them. I also understand that I can be terminated at any time that I do not follow this manual and any other rules and regulations of Show Me Love Learning Academy.

By signing this contract, this states that I understand that this is part of a legally binding contract.

Employee's Signature _____ Date: ____/____/____

