



Judicial Administration Workplace Rules

Personal Behavior in the Workplace

All staff members are required to behave in a manner consistent with the professional work environment desired for the Judicial Administration. Any activity that jeopardizes the good work relations between the Administration, its employees, court users and customers is prohibited including:

- boisterous conduct, and verbally or physically threatening or intimidating other individuals
- failure or refusal to perform work assigned or to comply with proper instructions given by a Supervisor or others in authority
- reading material that is not related to your job assignment or using portable CD players during working hours
- personal calls whether on the work telephone or on personal cell phones and whether received or made by the staff member, within work hours should be of limited number and duration. An excessive number of personal calls or calls of lengthy duration are not acceptable.
- Staff members must **not** report for duty under the influence of alcohol or illicit drugs and may be required to take a blood test or other medical procedure to ascertain whether this situation exists at the discretion of their appointing officer.

Smoking

Judicial Administration is committed to providing a safe and healthy workplace and to promoting the health and well being of our staff members. The following smoking policies have been adopted and apply to all staff members:-

- Smoking or the taking of illicit drugs is prohibited in the workplace at all times.
- In accordance with the Tobacco Law smoking is prohibited 10 feet from the entrance(s) of the Court Building.

Staff is expected to be:

- courteous and display a helpful attitude to clients and customers of the Judicial Administration;
- courteous and respectful to each other and not behave in a manner that could be viewed by their colleagues as inappropriate or as a form of harassment; and
- endeavor to deal with the affairs of the public and court users sympathetically, efficiently, promptly and without bias or maladministration.

Use of Workplace Resources

Staff members must **not** use workplace resources (including stationery, computers, internet, photocopiers, and phones) for other than minimal personal or private purposes.

Workplace email is not to be used for other than minimal private email and is not to be used to send or forward chain letters, spam or junk mail.

The internet is to be used only if necessary for work purposes and not for private browsing. Under no conditions are inappropriate websites to be accessed.

Confidentiality

Staff members are required to keep the specific elements of their duties confidential to the work place.

Staff members **must** take care that court files and confidential documents are put away from sight when absent from their desk for anything other than a short period of time.

As a general rule work files (both hard and electronic) should not leave the workplace. If, in order to achieve work deadlines it is necessary to take documents from the work place (e.g. home to work on them) staff **must** obtain permission from their Supervisors to safeguard the security and confidentiality of those documents.

Staff members should not discuss matters relating to the specific elements of their duties with any persons (including other civil servants and family members) other than appropriate other staff members from within the Administration.

Attendance:

Your Supervisor or Line Manager must always be notified if you cannot come to work.

Work hours are from 8:30 am to 5 pm daily (unless on flex-time). Irregular attendance or tardiness will not be tolerated and may result in disciplinary proceedings resulting in dismissal. Attendance will be monitored on a daily basis and any attempts to falsify, alter or tamper with time records, or recording time for another employee will result in disciplinary action up to possible termination.

Staff members who will be late or absent from work **must** inform their **Line Manager/ Supervisor** at least one hour prior to normal starting time. This can be done by leaving a telephone voice message. **Leaving a message with another employee is unacceptable. Text messages are also not considered a reliable medium and should not be relied on.**

Supervisors and Managers must notify the HR Manager of all absences, to ensure proper record keeping. A general email to all court office users should be sent by Managers, Supervisors or H.R. Manager advising that the individual is not in office to ensure efficient and effective service.

Absence from Office

Staff members **must** obtain approval from their Line Managers//Supervisors before being absent from the office on personal matters, medical appointments or to attend a CICSA meeting. All absences must be recorded in the Time Management System, with clear notation.

Security

General Rules for Office Security

The Court environment can be dangerous not only for court users but for staff members as well. All necessary measures must be taken to ensure that this office is a safe environment not only for court users but for staff members as well.

Prevent access of unauthorized visitors. Do not allow tailgating or piggybacking.

- Tailgating occurs when an unauthorized persons enters a secure area by following closely behind an authorized cardholder.
- Piggybacking occurs when an authorized person gains access to a secure area and allows others to follow – by holding open a secured door
- Do not let anyone in if they cannot get in themselves;
- Under no circumstances should you prop open any exterior door; Although it may seem harmless and convenient you are endangering both yourself and everyone else. The exterior doors are locked for your safety; Neither should interior doors including fire doors be propped open. Doing so eliminates the effectiveness of the fire doors in preventing the spread of fire or smoke;
- Do not leave confidential data at photocopiers or fax machines;
- Do not leave your purse or valuables on your desks; if possible lock them away in a drawer;
- Do not leave your desk unattended if dealing with confidential data; put it away when leaving the desk;
- Report lost access tokens immediately;
- Do not lend the keys to your office or your access card to anyone;
- Court staff should be aware of possible security issues and report them to the Court Administrator.

Safety

- All staff members are expected to obey safety rules. Any noticed unsafe conditions must be reported to your immediate supervisor or the Court Administrator.
- Staff Members who violate safety standards, cause hazardous or dangerous situations, maybe subject to disciplinary action, up to and including termination of their employment.
- In the case of accidents that result in injury, regardless of how significant the injury may appear, staff members must notify their immediate supervisor or the Court Administrator. Such reports are necessary to comply with laws and initiate insurance.

Dress Code and Uniforms

Employees must wear their uniforms and are required to present a professional and well groomed appearance at all times. On casual Fridays employees who do not have court duties may wear their official polo shirts and pants that meet proper office attire requirements. Shorts, capris, jeans or clothes that expose the midriff, low-cut tops, mini skirts or similar items **are not**

acceptable. Employees are also expected to wear proper office footwear (no slippers or flip flops are allowed).

Meals in the Office

Staff members **must** not eat at their desks in the public areas or in the public view. It is unprofessional.

All users of the kitchen facilities are required to assist with maintaining the cleanliness of that area by ensuring they leave it tidy after each use.