

13. GUIDELINES FOR APPROPRIATE CONDUCT

A. Employees of TRLA are expected to accept certain responsibilities, to adhere to acceptable business principles in matters of personal conduct, and to exhibit a high degree of personal integrity at all times.

Types of behavior and conduct that TRLA considers inappropriate include, but are not limited to, the following:

1. Falsifying employment or other TRLA records.
2. Violating TRLA's nondiscrimination and/or sexual harassment policy.
3. Soliciting or accepting gifts or gratuities from clients in excess of minimal value.
4. Establishing a pattern of excessive absenteeism or tardiness.
5. Engaging in excessive, unnecessary, or unauthorized use of TRLA's supplies, particularly for personal purposes.
6. Reporting to work intoxicated or under the influence of illegal drugs.
7. Illegally manufacturing, possessing, using, selling, distributing, or transporting illegal drugs.
8. Using alcoholic beverages while engaged in TRLA business except where authorized.
9. Fighting or using obscene, abusive, or threatening language or gestures while engaged in TRLA business.
10. Stealing property from TRLA, TRLA employees, TRLA board members or clients of TRLA.
11. Having unauthorized firearms on TRLA premises or while on TRLA business.
12. Disregarding safety or security regulations while engaged in TRLA business.
13. Engaging in insubordination.
14. Failing to maintain confidentiality of TRLA or client information.
15. Violating any rules regarding conflicts of interest as set out in Article X, Section 9, Subsection I of the State Bar Rules.

Employees whose work habits, overall attitude, conduct, or demeanor becomes unsatisfactory in the judgment of TRLA, based on violations either of the above or any other TRLA policies, procedures, rules, or regulations, will be subject to disciplinary

action, up to and including dismissal.

B. Board members of TRLA are expected to accept certain responsibilities, to adhere to acceptable standards of personal conduct while engaged in TRLA Board business, and to exhibit a high degree of professionalism and ethics at all times.

Types of behavior and conduct that TRLA considers inappropriate for its board members include, but are not limited to, the following:

1. Falsifying TRLA records.
2. Violating TRLA's nondiscrimination and/or sexual harassment policy while engaged in TRLA business.
3. Soliciting or accepting gifts or gratuities from TRLA clients in excess of minimal value.
4. Establishing a pattern of excessive absenteeism or tardiness to TRLA board meetings or other required functions.
5. Engaging in excessive, unnecessary, or unauthorized use of TRLA's supplies, particularly for personal purposes.
6. Reporting to any TRLA board meeting intoxicated or under the influence of illegal drugs.
7. Illegally manufacturing, possessing, using, selling, distributing, or transporting illegal drugs.
8. Using alcoholic beverages while engaged in TRLA business except where authorized.
9. Fighting or using obscene, abusive, or threatening language or gestures while engaged in TRLA business.
10. Stealing property from TRLA, TRLA employees, TRLA board members or clients of TRLA.
11. Having unauthorized firearms on TRLA premises or while on TRLA business.
12. Disregarding safety or security regulations while engaged in TRLA business.
13. Engaging in disrespectful or disruptive behavior while engaged in TRLA business.
14. Failing to maintain confidentiality of TRLA or TRLA's clients' information.
15. Violating any rules regarding conflicts of interest as set out in Article X, Section

9, Subsection I of the State Bar Rules.

Board members violating any of the above guidelines for conduct of board members may be removed from the Board.