POLICY

All employees shall conduct themselves professionally in the execution of their job responsibilities. This policy provides the standard of expected behavior.

GUIDELINES

A. GEO employees shall:

1. Conduct themselves in a manner that creates and maintains respect for themselves as well as GEO in all their activities, personal and official, they should always be mindful of the high standards of behavior expected of them;

2. Avoid any action(s) which might result in, or create the appearance of, adversely affecting the confidence of the public in the integrity of the facility and the company;

3. Discuss with their supervisor and/or supervisors any problems arising in connection with matters within the scope of this policy.

B. It is essential to the orderly running of a facility that employees conduct themselves in a professional manner. In the section below dealing with Personal Conduct are several types of behavior that cannot and will not be tolerated within the work environment:

1. Conduct towards those monitored or in the care, custody or control of GEO

   a. Employees shall not show favoritism or partiality toward those monitored or in the care, custody or control of GEO, or become emotionally, romantically, physically, or financially involved with those monitored or in the care, custody or control of GEO. This includes those convicted of a felony and serving terms or under parole, probation, halfway house, home-monitoring or other supervision. This refers to those individuals housed in any GEO, GEO Care, or other privately contracted facility as well as any local, county, state, or federal facility.

   b. Sexual harassment of those monitored or in the care, custody or control of GEO by employees is strictly prohibited. This includes but is not limited to sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature.
c. An employee shall not offer or give those currently or formerly monitored or in the care, custody or control of GEO any article, favor, or service, in the performance of the employee's duties. Neither shall an employee accept any gift, personal service or favor from those currently or formerly monitored or in the care, custody or control of GEO.

d. An employee who becomes involved in a set of circumstances as described above (or any situation that gives the appearance of improper involvement with those monitored or in the care, custody or control of GEO) should consult with the Facility Administrator. The employee will then be instructed as to the appropriate course of action.

e. Brutality, physical violence, or intimidation of those monitored or in the care, custody or control of GEO by employees shall not be permitted. Only the minimum amount of force necessary to subdue or restrain is permitted.

f. Use of obscene or verbally abusive language by employees when communicating with those monitored or in the care, custody or control of GEO will not be tolerated. Employees will conduct themselves in a manner which will not be demeaning to those monitored or in the care, custody or control of GEO, their families or friends.

2. Responsiveness

a. Inattention to duty in a secure environment can result in escapes or elopements, assaults and other incidents. Therefore, employees are required to remain fully alert and attentive during duty hours.

b. It is the policy of GEO to routinely/randomly search its employees and/or their property (including vehicles). When the Facility Administrator has a reasonable belief that an employee is in possession of contraband items, which, if introduced, could endanger the institution, the Facility Administrator may authorize a special search of an employee or his/her personal property. Special searches may also be authorized where the Facility Administrator has a reasonable belief that an employee is removing contraband from the facility.

c. During the course of an official investigation, employees are to cooperate fully by providing all pertinent information they may have. During an investigation, failure by any employee to answer any inquiry fully and to the best of their knowledge will be grounds for taking disciplinary action. Any attempt to obstruct an investigation will subject the person to immediate disciplinary action, up to and including termination.
3. Confidentiality

Employees of GEO have access to official information such as personal data concerning staff, those monitored or in the care, custody or control of GEO and clients/governmental agencies. Official information may be disclosed or released only as required in the performance of an employee’s duties or upon specific authorization from someone with the delegated authority to release official information.

THE FACILITY ADMINISTRATOR AND ASSISTANT FACILITY ADMINISTRATOR ARE THE ONLY PERSONS AUTHORIZED TO RELEASE OFFICIAL INFORMATION. SEE POLICY NO. 1.1.6, PUBLIC RELATIONS PROGRAM.

4. Property and Authority

a. All GEO property, such as vehicles, supplies, equipment, and facilities are to be used for official purposes only. Loss, misplacement, theft or destruction of GEO property must be reported to their supervisor immediately. Abuse of the above may subject the employee to disciplinary action. Use of electronic communications equipment must conform with Policy 6.1.4 and 6.1.4-A.

b. GEO credentials, identification card or badges will not be used to coerce, intimidate, or deceive others or to obtain any privileges or articles not otherwise authorized in the performance of official duties.

5. Outside Employment

a. Any employee wishing to engage in employment outside the facility (including volunteer and self-employment) must seek approval in writing from the Facility Administrator. In cases where a clear conflict of interest between facility position and outside employment exists or when the outside employment would bring disrespect to GEO or the client, the Facility Administrator will determine, following a meeting with the concerned employee, GEO’s position on the matter, and will take appropriate action to resolve the matter.

b. An employee shall not have a direct or indirect financial interest that conflicts with their GEO duties and responsibilities.

6. Staff/Staff Relations

a. At all times, the relationship between staff members will be mutually respectful and professional.
b. Supervisors will not show partiality to individuals or groups of subordinates in connection with matters of employment, i.e., post assignments, evaluations, days off assignment, shift assignment, or other matters of employment within the supervisors' control. Equal and impartial treatment in all employment matters is required of all supervisors.

c. Supervisors will neither accept from or offer to subordinates any article, favor or service which is not authorized in the performance of supervisor and subordinate duties.

7. Illegal Activities

Illegal activities on the part of any employee, in addition to being unlawful, reflects on the integrity of the organization and betrays the trust and confidence placed in it by the public. It is expected that employees will obey not only the letter of the law but the spirit of the law while engaged in personal or official activities. Should an employee be arrested for, charged with, or convicted of any felony or misdemeanor, or be required to appear as a defendant in criminal court, that employee must immediately inform and provide a written report to the Facility Administrator. Employee involvement in illegal activities renders the employee subject to disciplinary action up to and including termination. The employee will be suspended without pay pending the results of the criminal prosecution.

8. Introduction to Contraband

The introduction of contraband into or upon the grounds of a secure GEO facility, or taking or attempting to take anything whatsoever from the grounds or a facility without the knowledge and consent of the Facility Administrator is prohibited. Contraband is defined as any unauthorized article and includes, but is not limited to, the following: letters, stamps, tools, weapons, paper, food, writing material, messages, instruments, alcoholic beverages and drugs.

9. Reporting Violations

Every employee is required to report any violation or attempted violation of any law or regulation to management immediately. This includes any act or omission by any person which has resulted in a breach of facility security.
10. Solicitations (*this section does not apply to materials regarding conditions of employment or nonemployee materials about organizing*)

a. It is GEO’s policy that unauthorized solicitation of any kind upon the Corporation or client’s premises, or in the work areas for personal gain is strictly prohibited.

b. Solicitation for any purposes by an employee is prohibited while either the person soliciting or the person being solicited should be performing job duties.

c. Distribution of any unauthorized materials for any purpose by an employee is prohibited at all times in a facility.

d. Solicitation or distribution of any materials for any purpose by non-employees is prohibited at all times.

11. Housekeeping

GEO employees are to leave their work areas clean and orderly. This is not only important to the image of GEO, but contributes to a healthful and safe working environment.

12. Safety

Safety rules are for the benefit and protection of all. Accidents cause pain, inconvenience, and loss of work time. It is the responsibility of every employee to abide by the safety rules covering the job to which they are assigned. If an accident occurs while on the job, even though it may seem insignificant, the employee involved should report it to their supervisor immediately and at the latest, within 24 hours of the incident. Employees should watch for safety hazards and dangerous conditions. If such conditions are suspected, they should be reported to the supervisor.

13. Appearance Standards

a. Personnel must be neatly dressed and well groomed in a manner that will maintain the professional image of GEO.

b. Uniformed personnel shall be neat in appearance while on duty and shall wear only the complete uniform as prescribed.

c. Facial hair, a neatly trimmed mustache which does not extend beyond the width of the mouth and lower lip is permitted. Neatly trimmed side burns that do not extend beyond the lower part of the ear lobe are also permitted.
d. For those employees not required to wear uniforms, business-like apparel appropriate for the job performed is expected.

14. Duties

Employees are selected and placed in their assignment after having met certain requirements necessary to perform their duties. A supervisor will instruct each employee as to what their work and responsibilities are. Employees should follow their duties and look to their supervisor for guidance. Their supervisor will answer any questions concerning their job.

The policy established here is applicable to all employees at the facilities at all levels.

For Facility Administrators, any references to "supervisor" shall refer to the Director of Operations for that facility, the Regional Vice President and/or the President of The GEO Group, Inc. The Facility Administrators understand and accept the application of all parts of this policy to their conduct

APPROVED: ________________________________
Corporate Policy Director

4/1/13

EFFECTIVE: ________________________________

POLICY OWNER: Christopher Ryan, Director, Employee and Labor Relations

REFERENCES: ACA Standards 4-4056, 4-4063, 4-4069, 4-ALDF-7C-01, 4-ALDF-7C-02, 4-ACRS-7C-02, and 4-ACRS-7E-04; GEO Corporate Policies 3.2.10 Sexual and Workplace Harassment, 3.2.6 Drug Free Workplace, 1.1.6 Public Information/Media, 4.1.3 Electronic Communications, 3.2.4 Absenteeism and Tardiness, 3.2.8 Progressive Discipline