

# **RADIO CAYMAN'S WORKPLACE RULES**

## **Personal Behaviour in the Workplace**

All staff members are required to behave in a manner consistent with the professional work environment desired for Radio Cayman.

Staff members are expected to be:

- Courteous and display a helpful attitude to all clients.
- 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
- To be considerate of others and keep noise levels to a minimum.

Smoking or the taking of illicit drugs is prohibited in the workplace at all times.

Staff members are not to 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 the Appointing Officer or Head of Department.

## **Use of Radio Cayman's Resources**

Staff members are not to use Radio Cayman's Resources – including stationery, computers, internet, photocopier, and phones – for other than minimal personal or private purposes.

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

The internet must only be used for work purposes and not for private browsing. Under no condition should inappropriate websites to be accessed.

## **Confidentiality**

Staff, especially administrative staff, must make sure that sensitive or confidential documents are put away from sight when absent from their desk. As a general rule work files, both hard and electronic copies, should not leave the workplace without the permission of a supervisor. If permission is received the security and confidentiality of all files must be maintained.

Staff should not discuss matters relating to the specific elements of their duties with any persons, including other civil servants and family members, other than is appropriate on relevant day to day tasks.

## **Time Management**

All staff members are required to be punctual.

All staff members are required to keep track of the time they spend producing outputs and to record this in the Time Recording System (TRS) on a weekly basis. TRS is to be completed before leaving the office at the end of each business week. Staff going on leave must ensure that TRS is completed before starting their leave. All TRS must be completed by 5pm on the last day of the month. Please note that staff members who do not input their own data are required to submit their times by 5pm each Monday.

Staff members are required to sign in and out each day.

Staff must not use excessive amounts of time conducting personal business during work hours.

## **Security**

The inner door at the entrance of Radio Cayman should be locked at all times (*do not obstruct the door for any reason, it defeats the purpose of having a secure door*)

Visitors to Radio Cayman's studios must be accompanied by a staff member at all times.

The last person to leave at the end of the night must make sure that all doors are locked securely. All lights and office equipment must also be turned off by the last person to leave each section.

## **Absence from Office**

Staff are to obtain approval from their supervisor before being absent from their respective offices for any reason. When you are taking a sick day you are required to notify a supervisor. When on sick leave for more than three days a doctor's note is required.

## **Misc.**

All users of common areas (e.g studios and kitchen facilities) are required to assist with maintaining the cleanliness of those areas, by ensuring they are left clean and tidy after each use.

*(Please note that these rules are subject to updates as necessary)*