

8 Professional Conduct and Safety

Southern Oregon School of Music is committed to maintaining a safe, healthy, and productive work environment for team members, students, families, and visitors. The following policies apply to all team members and are designed to ensure safety, professional conduct, and compliance with applicable law.

Security

All team members are responsible for keeping Southern Oregon School of Music safe and secure. Please lock doors protecting valuable or sensitive materials in your area when leaving work and report any lost or stolen keys, access cards, or similar devices to the Office Manager or Director. Avoid sharing details of security systems, alarms, or passwords with anyone outside the School.

Notify the Office Manager or Director of any potential security risks or suspicious activity. Your awareness and cooperation help maintain a safe and secure workplace for everyone.

Illness or Injury

Report any work-related injury, no matter how minor, immediately to the Director. Failure to report in a timely manner may affect your eligibility for Worker's Compensation Insurance, consistent with Oregon law.

Reports should include:

- Team member name
- Date and time of the incident or onset of symptoms
- Location of the incident
- Brief description of the incident or working conditions
- Nature of the injury or illness and affected body parts
- Whether medical treatment was sought, and if so, where
- Names of any witnesses, if applicable

Additional information may be requested as needed to ensure safety and compliance with reporting or workers' compensation requirements.

Failure to follow reporting requirements may result in corrective action in accordance with the School's Disciplinary Process.

Workers' Compensation Insurance

Southern Oregon School of Music provides workers' compensation insurance for all team members, in accordance with Oregon state law. This no-fault system provides benefits for work-related injuries, including:

- Medical treatment and expenses
- Occupational disability leave
- Rehabilitation services
- Compensation for lost wages due to work-related injuries

Filing a Claim

- Complete an accident report promptly for on-the-job injuries.
- Provide a medical release from your healthcare provider before returning to work.

Workers' compensation benefits will be provided as required by Oregon law.

Unprofessional Conduct

At Southern Oregon School of Music, we aim to create a safe, respectful, and positive workplace. We expect our employees to act in a professional manner that helps everyone do their best and work well together.

Unprofessional conduct includes, but is not limited to:

- Violating handbook policies
- Using, possessing, or distributing illegal drugs, or being under the influence of alcohol at work
- Falsifying time records or giving misleading information about School matters
- Taking, damaging, or misusing School property
- Bringing weapons or other dangerous items to work without permission
- Harassment, fighting, or intimidation of anyone at work
- Sharing confidential School or customer information without authorization
- Refusing to follow reasonable directions, complete tasks, or follow safety rules
- Excessive lateness or absences
- Smoking in nondesignated areas
- Working unauthorized overtime or soliciting coworkers during work hours
- Not following the dress code or using inappropriate language
- Outside work that interferes with job performance
- Gambling on School property
- Lending keys or access to unauthorized people

This policy does not limit your rights under the National Labor Relations Act and does not change your at-will employment status where allowed by Oregon law.

Drug- and Alcohol-Free Workplace

Team members are prohibited from reporting to work or performing work while under the influence of alcohol, illegal drugs, or any other substance that may impair performance, judgment, or safety.

Team members must not engage in the following conduct while on duty, while conducting School business, or while on School premises (whether or not actively working):

- Use or be under the influence of alcohol, illegal drugs, or other impairing substances
- Possess, sell, purchase, transfer, or transport illegal or unauthorized drugs, including prescription medication not prescribed to the individual, or drug-related paraphernalia
- Illegally use or abuse prescription medications

Marijuana

Team members may not use, possess, or be under the influence of marijuana while on duty, on School premises, or while conducting School business.

Team members with a valid medical marijuana authorization who believe a workplace accommodation may be needed should refer to the School's Disability Accommodation policy.

Prescription and Over-the-Counter Medications

This policy does not prohibit the appropriate use of legally prescribed or over-the-counter medications, provided such use does not impair job performance or compromise the safety of the team member or others.

Team members who take medication that may affect their ability to perform their job safely must notify the Director before reporting to work. Requests for reasonable accommodation will be handled in accordance with applicable law.

Alcohol at School-Sponsored Events

Alcohol may be served at School-sponsored events. Responsible consumption is permitted, but team members are expected to act professionally at all times.

Violations

Violations of this policy may result in corrective action in accordance with the School's Disciplinary Process and applicable law.

Workplace Tobacco Usage

To support a healthy environment for all, the use of tobacco products is restricted as follows:

- Smoking, including electronic smoking or vaping devices (such as e-cigarettes), is prohibited inside all School facilities and in the parking lot
- The use of smokeless tobacco products (including chewing tobacco, dip, and snuff) is also prohibited in these areas

This policy applies to all team members, contractors, vendors, and visitors while on School property or attending School-sponsored activities.

Workplace Violence Prevention

The School is committed to maintaining a safe and respectful workplace. Violence, threats, intimidation, or disruptive behavior will not be tolerated.

Zero Tolerance

Acts or threats of violence—physical, verbal, written, or electronic—are prohibited. This policy applies to all team members, contractors, vendors, visitors, and anyone else on School property or engaged in School business.

Definition of Workplace Violence

Workplace violence includes words, gestures, or behaviors that communicate a direct or indirect threat of physical harm, damage to property, or any actions that reasonably make someone feel unsafe.

Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Physically injuring or attempting to injure another person
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic communication
- Engaging in conduct that places another person in reasonable fear of imminent harm or offensive contact
- Brandishing or using a firearm or other weapon on School property or while conducting School business, except as otherwise permitted by applicable law
- Violating a restraining order, protective order, injunction against harassment, or other court order

Reporting Incidents

Any behavior that may compromise workplace safety must be reported immediately to the Director. All reports will be investigated promptly and handled as confidentially as possible.

Team members are expected to cooperate fully in any investigation related to workplace violence.

Violations

Violations of this policy may result in corrective action in accordance with the School's Disciplinary Process and applicable law. Certain conduct may also result in referral to law enforcement and possible criminal prosecution.

Retaliation

Retaliation against anyone who reports a concern, participates in an investigation, or serves as a witness is strictly prohibited. If you believe you have experienced retaliation, report it immediately to the Director.

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