

# Workplace Activity Policy

## Purpose / Intent

Staying focused on performing work assignments in a competent and professional manner are critical to the success of the AMS. Therefore, it is essential that staff engage only in authorized organizational activities in the workplace except during meal periods and breaks.

## Scope

This policy applies to all AMS waged and salaried employee positions, held by students of Queen's University.

## Policy

### 1. Examples of Violations include but are not limited to:

- a. A failure to complete all duties and responsibilities as assigned as a result of activities such as: lounging or sleeping, viewing media online, consistently engaging in discussions that are not work related and are distracting for both you and your co-workers, reading for personal pleasure while on the clock, and having a snack on shift in periods of peak customer activity without permission from manager (this is not an exhaustive list, but provides examples of activities that would result in a failure to complete assigned duties and responsibilities);
  - b. Demonstrating a significant lack of attention to assigned duties and responsibilities;
  - c. The use of personal electronics devices for non-business-related purposes while working on the clock. (Management approval is required for the use of personal electronic devices on the clock) (See Personal Device Use Policy);
  - d. Failing to be present or being consistently late for meetings where a calendar invite was accepted. (See Remote Work Policy);
2. It is imperative that the employee maintains strict confidentiality at all times when dealing with sensitive matters when working both on- and off-site. This includes but is not limited locking your computer when it is unattended.

3. Violations shall be addressed in accordance with the Progressive Discipline Policy and Procedure.

## Monitoring

Monitoring for compliance with this policy will be carried out by...

<b>Responsibility and/or contact person</b>	Direct Supervisor and/or HR Office
<b>Approved by</b>	Board of Directors
<b>Date initially approved</b>	November 24, 2022
<b>Date last revised</b>	November 24, 2022
<b>Date of next review</b>	Every 2 years, or when significant change dictates a need for revision.
<b>Related policies, procedures, and guidelines</b>	Remote Work Policy, Progressive Discipline Policy
<b>Policies superseded by this policy</b>	N/A