

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 employees.

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 you, staff members, 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 that pose a distraction while working on the clock 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 Attendance and Punctuality Policy);
2. It is imperative that the Staff who use computers are expected to lock their screens when stepping away, to help maintain confidentiality both on-site and remotely employee maintains strict confidentiality at all times

- 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...

Responsibility and/or contact person	Direct Supervisor and/or HR Office
Approved by	Board of Directors
Date initially approved	November 24, 2022
Date last revised	April 12, 2026
Date of next review	Every 2 years, or when significant change dictates a need for revision.
Related policies, procedures, and guidelines	Remote Work Policy, Progressive Discipline Policy
Policies superseded by this policy	N/A