



NEW Solutions Experienced Worker Programs Office & Virtual Work Etiquette Expectations

NEW Solutions would like to ensure that all Enrollees have a successful, safe and fulfilling enrollment in the NEW Solutions Experienced Worker Program. To help with this, we want to ensure that you are aware of and comply with the below expectations. While these situations don't occur often, it is our responsibility, as the organization who recruits and refers candidates for these unique non-federal positions, to remind you of these expectations during enrollment. Failure to comply with the expectations below may result in serious consequences up to and including separation from the program. *Please note that all statements below apply to enrollees working in a federal office and those working remotely.*

- **Workplace behavior and conduct** - Act in an appropriate and respectful manner for the work environment and situation. Please be mindful of choice of words and tone of emails in written communications. Discrimination on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status is prohibited in all aspects of programs and activities. Please refer to your program handbook for the full harassment policy.
- **Federal Property & Equipment** – Federal property must be maintained and used in a professional manner and in accordance with agency policies, regulations and laws. Reasonable care must be taken to ensure property is not lost or stolen and is only used for official Government business. Federal property must be returned when leaving the program.
- **Government Vehicles** (*does not apply to EPA SEE Program, SEE Enrollees are not permitted to operate agency vehicles*) – Should use of a GOV be required in the regular performance of your duties, be reminded that they are government property and must be maintained and used in a professional manner and in accordance with agency policies, regulations, and laws.
- **Work Schedules** - Maintain the work schedule selected and approved by your monitor. The monitor must be informed of and approve deviations from the work schedule.
- **Workplace Attire** - Dress in an appropriate manner for the work environment such as business casual attire when working in the office and appropriate field attire, including appropriate work boots/shoes, when working in the field. When teleworking, please ensure you are dressed appropriately when expected to be on camera for meetings or trainings. Reminder, you are representing NEW Solutions and the agency during your interactions with internal and external customers.
- **Drugs and Alcohol** – The use of drugs and alcohol is strictly prohibited during scheduled work hours, whether working in the office or working remotely.
- **Scent Sensitivity** – When working near other people, please be considerate of your coworkers when using perfumes, colognes, other scented items, and scents left from tobacco related use.

• **Lobbying and Political Activities** - NEW Solutions Program enrollees are paid from federal funds and may participate freely in partisan and non-partisan political activity with the following exceptions. 1) Enrollees may not engage in political activities while on duty or during assigned hours; but they may participate in such activities when on unpaid leave; 2) Enrollees may not present themselves as spokespersons for NEW Solutions or their Experienced Worker Program in partisan or non-partisan political activity. Please refer to the program handbook for more information.

• **Personal Cell Phones** - Limit the use of cell phones for personal reasons during scheduled work hours.

• **Social Media Usage** - Ensure you are complying with your agency's policies on social media use on government computers during your assigned work hours.

We appreciate you taking the time to read over these office guidelines. Please sign below acknowledging you have read and understand the above expectations:

Enrollee Name

Date