

Harassment

Template: HR Organizational Policies
Version: 5 (12/21/2012)
Expiration Date: 6/18/2016
Approvers:
Administrators: Global Administrators↓;
Editors: Human Resources↓;
Viewers: Casino↓; Tribal↓;
Folders: Employee Conduct Policies; Team Member Conduct Policies;

Reference: 354
Effective Date: March 1997
Policy Type: Team Member Conduct
Policy Reference Number: C-4
Department Approval: Approved
Tribal Council Approval: Approved
Body:

Purpose:

To provide every Sycuan team member a work environment free from discrimination and harassment

Policy:

The Sycuan Band of the Kumeyaay Nation is committed to providing a work environment free from discrimination and harassment. In keeping with this commitment, Sycuan forbids the harassment of any team member by any other team member or other person(s). Sycuan will not tolerate violations of this policy, and anyone engaging in conduct that violates this policy is acting beyond the scope of any authority he or she may have from Sycuan.

Harassing conduct may be overt or subtle. Behavior which is appropriate in a social setting may not be acceptable in the workplace. Prohibited harassment in any form, including verbal, physical, or visual conduct, threats, demands, or other behavior that creates an intimidating, offensive, or hostile working environment or that interferes with work performance will not be tolerated. Likewise, no team member shall be subjected to retaliation or adverse treatment of any nature because he or she complains of harassment or participates in the investigation of allegations of harassment. Prohibited harassment includes, but is not limited to sexual harassment, ethnic slurs and jokes, unwelcome comments related to race, color, religion, ancestry, national origin, sexual orientation, age, citizenship, veteran status, physical or mental disability, or any other immutable characteristic or protected status.

Any team member who is found to have violated this policy will be disciplined, up to and including termination.

Examples of Prohibited Behavior:

- Verbal conduct such as epithets, derogatory comments, slurs, unwanted sexual advances, invitations, or comments
- Visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures
- Physical conduct such as unwanted touching, blocking normal movement, or interfering with work because of the person's sex, race, or any other protected status
- Threats or demands to submit to sexual requests in order to keep ones job or avoid some other loss, or offers of job benefits in return for sexual favors
- Retaliation for having reported, threatening to report, or otherwise participating in an investigation of violations of this policy

Reporting Incidents of Harassment:

Any team member who believes he or she has been harassed by a co-worker, supervisor, guest, or vendor should immediately report the incident to his or her supervisor, manager, or the Human Resources Department. Supervisors and managers must immediately report any suspected incidents of harassment to the Human Resources Department. All claims will be investigated promptly, with information limited to those persons who have a legitimate need to know. There will be no reprisals against team members who either report incidents or participate in the investigation of claimed violations of this policy.

H Blogging and Social Media

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Version: 6 (5/6/2019)
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Approvers:
Administrators: Global Administrators↓;
Editors: Human Resources↓;
Viewers: Casino↓; Tribal↓;
Folders: Employee Conduct Policies; Team Member Conduct Policies;

Reference: 3068
Effective Date: 06/10/2011
Policy Type: Team Member Conduct
Policy Reference Number: C-11
Department Approval: Approved
Tribal Council Approval: Approved
Body:

Purpose:

To protect Sycuan's legitimate business interests

Policy:

DEFINITION OF BLOGGING:

We recognize that team members may engage in "blogging" while off duty. "Blogging," for purposes of this policy, means posting information on your own or on someone else's web log, journal or diary on the Internet. "Blogging" also includes any other form of posting information on the Internet, such as postings on a personal Website, social networking or affinity Website, on a bulletin board, or in a chat room.

BLOGGING GUIDELINES:

Team members who engage in blogging should be mindful that their postings, even if done off premises or while off-duty, could have an adverse affect on Sycuan's legitimate business interests. For example, the information posted could be Sycuan's intellectual property, confidential business information, place Sycuan or its team members, Tribal members, or guests in a negative light, or reveal information about a team member, Tribal member, or guest from which he or she could be identified. In addition, some readers may view you as an official spokesperson for Sycuan. To reduce the likelihood that your personal blogging will have an adverse affect on Sycuan and its team members, Tribal members or guests, we require that you observe the following guidelines:

- Unless specifically authorized by Sycuan to do so as part of the team member's position, team members are not permitted to blog or use other forms of social media or technology on the Internet during working hours or at any time on Sycuan's computers or other company-supplied devices. This means that Sycuan's property, including but not limited to Internet access, computer hardware and

software, and cell phones supplied by Sycuan may never be used by a team member for blogging.

- If your blogging includes any information related to Sycuan, please remember that you must do the following:
 - Make it clear to your readers that the views expressed are yours alone and that they do not reflect the views of Sycuan, by stating, for example: "The views expressed in this blog [or blog posting] are my own. They have not been reviewed or approved by Sycuan and thus are not the views or opinions of Sycuan."
 - Do not defame Sycuan team members, Tribal members, guests, or vendors.
 - Do not include or in any way use Sycuan's logo, trademark, or proprietary graphics, or photographs of the Casino Resort, Sycuan business events, or Tribal members, team members, or guests.
 - Do not disclose any confidential or proprietary information about Sycuan, including, but not limited to, customer lists, financial information, or business plans.
- Your blogging may not discuss individual team members, Tribal members or guests. This rule applies even if you think you have protected the individual's identity and confidentiality by omitting identifying information, such as names and addresses. Since there are many ways to deduce a person's identity without such information, you must not discuss individual team members, Tribal members or guests at all. We take team member, Tribal member and guest privacy very seriously and expect that our team members will do the same.
- Your blogging is subject to all Sycuan policies and standards including, but not limited to, the Harassment Policy, the Disclosure of Confidential and Proprietary Information Policy, and the Computer, Internet Access, Voicemail, and Electronic Mail Usage Policy. These policies can be found in the Human Resources Policies and Procedures Manual.

You should also consider the following if your blogging includes any information related to Sycuan:

- Sycuan has spent substantial time and resources building its reputation, customer base, and good will. These are valuable and important business assets owned exclusively by the Tribe. Before you make any posting on a blog that identifies yourself as a team member of Sycuan, or that identifies Sycuan, please consider whether you are damaging Sycuan's business interests. If you are uncertain, you should consult your Department Director or the Vice President Marketing, Chief Administrative Officer, or Vice President Human Resources before making the posting.
- You are more likely to resolve complaints about work by speaking directly with your co-workers, supervisor or other management-level personnel than by posting complaints in a blog. Nonetheless, if you decide to post complaints or criticism, avoid doing so in a way that is disparaging to Sycuan or any of Sycuan's team members, Tribal members or guests.

These policies apply even if your blogging is anonymous or under a pseudonym. If you do engage in such blogging, you should be aware that Sycuan reserves the right to use content management tools to monitor and review content that violates Sycuan's blogging policy and guidelines and, in appropriate circumstances, Sycuan may take steps to determine an anonymous blogger's identity.

Sycuan may, at its sole discretion, require you to confine your blogging to matters unrelated to Sycuan if we determine that doing so is necessary or advisable to ensure compliance with applicable law or protect Sycuan's interests

NO EXPECTATION OF PRIVACY:

Team members have no expectation of privacy while using the Internet. Your postings can be viewed by anyone, including, but not limited to, Sycuan. In addition, team members have no expectation of privacy while using Sycuan-provided equipment for any purpose, including blogging. Again, unless explicitly authorized by Sycuan as part of a team member's job description, equipment supplied to a team member by Sycuan may never be used for blogging, and team members are prohibited from blogging at all during their working hours.

DISCIPLINE:

Team members who violate this policy are subject to disciplinary action, up to and including immediate termination of employment.

If you need clarification of any aspect of this policy, please contact your supervisor, the Vice President Marketing, Chief Administrative Officer, or Vice President Human Resources.

Team Member Conduct

Template: Casino Policies and Procedures Regulatory
Version: 10 (9/7/2021)
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Administrators:
Editors: Adkins-Payne, Yvonne; De Castro, Susan; Laughner, Amy; Vogelei, Douglas;
Viewers: Casino↓; Gaming Commission↓; GC P&P Group↓; Group to Notify for all Casino P&P Publishing↓; Surveillance↓;
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Sub-Department: Casino Global Policies
Dept Approval: Approved
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GM Approval: Approved
GC Approval: Approved
Effective Date: 7/26/2006

Body:

Purpose

To ensure the conduct of all team members is courteous, professional, and in compliance with policies and procedures..

Policy

1. Team members must adhere to organizational policies and procedures. For every team member this includes, but is not be limited to, Human Resources policies, casino global policies and procedures, and applicable departmental policies and procedures.
 - a. Approved policies and procedures are published in policyIQ. Occasionally, policies and procedures are unpublished for editing, revising, etc. When a policy and procedure is actively unpublished for any reason, the last published version will be considered the approved version until it is re-published.
 - b. Most policies and procedures display an "expiration date". The definition of the term "expiration date" means the **review cycle** of a policy and procedure, **not an actual expiration**. Most policies and procedures are set with a default "expiration date" (review cycle) of one year from the last published date.
 - c. All policies, procedures, Sycuan Minimum Internal Control Standards, and Sycuan Gaming Commission regulations remain enforceable, active, and valid despite the **review cycle** "expiration date."
2. Team members shall conduct themselves in a courteous and professional manner.
3. Team members shall not solicit tips.
4. Team members shall not chew gum on the casino floor.
5. Sycuan Casino expects all team members to be safe drivers. While driving anywhere on and around the reservation, including Dehesa Rd, Harbison Canyon

Rd, and Willow Glen Rd, all team members must abide by traffic laws. Safe drivers use turn signals, do not tailgate, do not pass in No Passing zones, and observe school and construction zone speed limits and all other speed limits and traffic laws.

6. Team members will comply with *Casino Global Policy ID: 2667 - Cell Phones/Mobile (Handheld) Devices* regarding the use of such devices. (Link to P&P is located under the Attachments/Link tab of this P&P.)
 7. Uniformed team members may not use public restrooms on the casino floor, with the exception of those team members who work on the Mezzanine level, who may use the public restrooms located outside of the theatre.
 8. Food and drinks must be consumed in and not removed, from the team member dining room (TDR), with the following exceptions:
 - a. Bottled water may be authorized by a departmental director but must be consumed inconspicuously.
 - b. Team members who have offices may remove food and drinks from the TDR or deli areas to be consumed in their offices. All food and drinks must be packaged or covered while transporting them and all containers must be discarded appropriately.
 - c. Drinks with lids may be taken to the team member smoking area.
 - d. All drinks must be covered or kept away from computer equipment.
 9. Sycuan Casino Resort team members are not eligible to participate in Club Sycuan membership.
 - i. Team members with active Club Sycuan accounts will be archived and Club Sycuan cards deposited in a lost card box for future shredding. Archived accounts no longer track gaming activity, earn benefits and/or qualify for promotions.
1. Sycuan Casino Resort team members and their spouses, and Tribal Members are not eligible to participate in any Sycuan Casino promotion.
 - i. This does not include promotions that are specifically identified for team member eligibility (e.g., promotional drawings held in the team member breakroom).
 2. At no time, while on Sycuan property or transportation, shall team members engage in sports betting activities, including, but not limited to parlay cards, football pools, or online sports betting, nor may they use a mobile electronic device to facilitate or participate in the aforementioned activities.
 3. Team members who receive complimentary discounts as a part of their work compensation may not allow other persons to use their privileges in their place.
 4. Uniformed Team Members:
 - a. Shall take their breaks in areas designated for team member breaks/meals.
 - b. While in uniform, shall not use any public entrance into the casino except for the purpose of job-related issues.
 - c. While in uniform, shall not use public phones on the casino floor or public entrances. The public phones designated for team members in the back of the house may be used.
 - d. While in uniform and on duty, shall smoke only in areas designated for team member smoking. (Restaurants are not considered designated smoking areas for team members).
 - e. While in uniform and off duty, shall not wear their issued uniforms at any establishment that could cause an adverse representation of the casino, i.e.,

bars, lounges, etc. This applies to issued uniforms and not to clothing such as golf shirts and jackets with the Sycuan logo.

1. Any team member who violates this policy shall be subject to disciplinary action, up to and including termination.

Attachments / Links

 Cell Phones/Mobile Handheld Devices [ID: 2667]