

## **CARELESSNESS POLICY: “NO TOLERANCE”**

### **PURPOSE:**

The purpose of this policy is to set forth guidelines for all Columbia County Rural Library District employees to address a safe and orderly work environment.

### **POLICY:**

In order to maintain a safe and orderly work environment, Columbia County Rural Library District prohibits and will not tolerate carelessness, substandard or hazardous work practices within its facility, on its property, or while conducting County Library District business.

Columbia County Rural Library District expects and requires that its employees perform their employment duties with care and attention to the public’s needs, the safety and welfare of fellow employees, and to the Columbia County Rural Library District’s quality standards and requirements.

### **HISTORY**

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Adopted September 24, 2009